

**THORNDOWN PRIMARY SCHOOL
& THORNDOWN PRE-SCHOOL**

**Minutes of the Learning and Development Committee Meeting
Thursday, 11 January 2018 (6.00 to 7.30 p.m.)**

Membership of the Learning and Development Committee :	
Vicci Godbold	Head
Christine Curtis	CC
Claire Gerrard	CG
Dawn Mills	DM
Jane Ainscow	JA
Peter Smith	PS
Rob Jagger	RJ
Jill Foster	JF
Louise Lawson	LL
David Varey	DV
Jon Lee	JL

Item		Action	Lead
1.	History Presentation		
1.1	This item was deferred to the next Committee meeting on Thursday, 15 March 2018.		
2.	Welcome / Apologies / Declarations of Interest		
2.1	Governors Present: Vicci Godbold, Peter Smith, Christine Curtis, Claire Gerrard, Jane Ainscow (Chair), Rob Jagger and Dawn Mills. New governor Jon Lee, who has joined this committee, arrived at 6.30 pm. It was noted that Carolyn Jepson has left the GB.		
2.2	Non-Governors Present: David Clark (Clerk).		
2.3	The meeting was quorate with eight governors present.		
2.4	Apologies for absence, with governors' consent: Jill Foster and David Varey and Louise Lawson.		
2.5	Absent: None.		
2.6	Declarations of Interest: Rob Jagger's wife is employed by the school. There were no other declarations of interest by members of the committee in respect of any item on the agenda.		
3.	Notice of change in order, or any other business		
3.1	The Committee agreed that there would be no change to the order of business and that there was no other business.		
4.	Outstanding Action Points		
4.1	There were four Action Points from the last meeting on 9 November 2017. Three APs had been completed (APs 1, 2 & 3) prior to the meeting or were agenda items. For AP4, the new History Policy will now be presented at the next L&D meeting on Thursday, 15 March 2018.	Mar18	Jenni Collins

5.	Headteacher's report		
5.1	Headteacher's report, including progress on the TOP and Autumn Term Data.		
5.2	The Headteacher had circulated the fully evaluated Autumn Term 2017 TOP with the proposed Spring Term 2018 TOP at the end of last term.		
5.3	Governors discussed how the Ofsted action points were incorporated into the TOP. Governor visits are just one of the ways that is being used to monitor these areas.		
5.4	The Headteacher reported the latest changes to the Ofsted Inspection framework and the four possible outcomes from the next inspection. The Head is attending a 'Getting to Outstanding' course at the moment, which includes visits to other school and the chance to see 'outstanding' schools in practice. Ideas for broadening the curriculum are being discussed and are shared with governors in her termly reports.		
5.5	The Headteacher circulated an update on the latest data for the school for discussion purposes. She highlighted the really positive data for the Foundation stage children.		
5.6	Discussion focused on Year 6, and the interventions and actions being undertaken to support these children, with staff giving up their spare time to ensure maximum support for each child. Mock SATs are being organised as well as an Easter school for selected children.		
5.7	Reading is being developed, in this year group, by using texts from previous SAT tests. The staff could not work any harder to give the children every chance to reach ARE (age-related expectation) and make progress towards GD (greater depth).		
5.8	The Inset day training on 3 January 2018 was very successful with an International expert, Tim Taylor working with the staff on Mantle of the Expert.. The next Inset day in April 2018 will focus on upskilling Subject Co-ordinators.		
5.9	New practices with a 'Wow' moment at the beginning of the session, and 'Finishes' that celebrate the learning undertaken are being well received. This area of development was identified during the last INSET visits.		
6.	Chair's Action		
6.1	The Chair reported that the list of Governor Visits had been re-circulated today and that following Carolyn Jepson's resignation there was a vacancy for a third governor for a visit in March. JL to check his availability for this visit.	Mar 18	Chair/JL
7.	Standing items		
7.1	Innovative Practices - The new approach to planning in the Maths curriculum in Early Years has been shown in the most recent data to be very effective.		

7.2	Governor Visits – Three reports from Governor Visits had been circulated before the meeting, including Early Years (CS), Child Protection/Safeguarding (CC) and Teaching & Learning (FN).		
7.2.1	In Early Years (CS), the new approach is a very challenging way of working for the teachers as it is much more reactive teaching rather than intensively planned. A discussion followed about future planning for some children with EHPs.		
7.2.2	In the Child Protection/Safeguarding (CC) report it was noted that the appointment of sports leaders at lunchtime has proved beneficial for many children. Governors also asked about the number of children (160) on the school’s register of concern and the number of children (14) who are subject to intervention from the Locality Team.		
7.2.3	The third report on Teaching & Learning (FN) asked about the impact of the merger of the pre-school on learning in EYFS. One of the major benefits was the involvement of a qualified teacher working within that area, and the school plans to put a teacher back into Pre-school in September 2018 if possible.		
8.	Review Work Schedule		
8.1	Review mid-year position on Attendance & Absence – included in the Headteacher’s Report to the Full GB meeting to be held on Thursday, 25 January 2018.	Jan 18	Head
8.2	Review content of Parental & Pupil Surveys – to be included in the agenda at the next L&D meeting on Thursday, 15 March 2018. The school uses the Ofsted questionnaire with additional questions to be added on growth mindset and the uptake of school dinners.	Mar 18	Head/Clerk
9.	Review Schedule of Policies		
9.1	Mobile Phone Use Policy – Head/RJ to review and amend the Mobile Phone Use Policy, with the Head to amend the section marked Contact Details. This policy to be included in the agenda at the next L&D meeting on Thursday, 15 March 2018.	Mar 18	Head/RJ/ Clerk
9.2	Charging Remissions Policy – A few minor amendments were made to some of the wording and the removal of costs before the policy was approved for use in school.		
9.3	Homework Policy – The Head to send the updated policy to the Clerk. This policy to then be included in the agenda at the next L&D meeting on Thursday, 15 March 2018.	Mar 18	Head/Clerk
10.	Minutes of the previous meeting		
10.1	The minutes of the last meeting on 9 November 2017 were read, agreed and signed by the Chair as a true record of the meeting.		

11.	Any Other Business		
11.1	There being no other business the meeting closed after item 12 at 7.15 pm.		
12.	Summary of Impact on Standards and Progress		
12.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
12.2	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> • Discussed the latest data, focussing on Year 6, and the interventions and actions being undertaken to support these children; • Raised awareness of the latest changes to the Ofsted Inspection framework and how it will impact on the school; and • Assured that effective practice is taking place in Early Years, that there are appropriate safeguards and Child Protection procedures in place in school, and have assessed the impact of the merger of the pre-school on Teaching & Learning, through the Governor Visits programme. 		

Learning & Development Committee Action Points – 11 January 2018

L&D 3 2017/2018	Action Point	By Whom	Outcome
AP1	4.1 The new History Policy to be presented at the next L&D meeting on Thursday, 15 March 2018.	Jenni Collins	Agenda item 1
AP2	6.1 JL to check his availability for a Governor Visit in March.	JL/Chair	
AP3	8.1 Review mid-year position on Attendance & Absence – included in the Headteacher’s Report to the Full GB meeting to be held on Thursday, 25 January 2018.	Head	
AP4	8.2 Review content of Parental & Pupil Surveys – to be included in the agenda at the next L&D meeting on Thursday, 15 March 2018.	Head Clerk	Completed
AP5	9.1 Head/RJ to review and amend the Mobile Phone Use Policy, with the Head to amend the section marked Contact Details. This policy to be included in the agenda at the next L&D meeting on Thursday, 15 March 2018.	Head/RJ Clerk	Completed
AP6	9.3 The Head to send the updated Homework Policy to the Clerk. This policy to then be included in the agenda at the next L&D meeting on Thursday, 15 March 2018.	Head Clerk	Completed