

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

**Minutes of Learning and Development Committee Meeting
Thursday, 14 June 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.	Welcome / Apologies / Declarations of Interest		
1.1	Governors Present: Vicci Godbold, Christine Curtis, Claire Gerrard, Jane Ainscow, Dawn Mills, Peter Smith and Louise Lawson.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	The meeting was quorate with seven governors present.		
1.4	Apologies for absence, with governors' consent: Jill Foster, Jon Lee and Rob Jagger.		
1.5	Absent: David Varey.		
1.6	Declarations of Interest: There were no declarations of interest by members of the committee in respect of any item on the agenda.		
2.	Notice of change in order, or any other business		
2.1	The Committee agreed that there would be no change to the order of business and that there was no other business.		
3.	Outstanding Action Points		
3.1	There were four Action Points from the last meeting on 3 May 2018.		
3.2	Two of the four APs (APs 2 & 4) were agenda items for the meeting.		
3.3	For AP1 - The Science Co-ordinator is to run an activity day on Monday, 25 June 2018.	June 18	Science
3.4	For AP3 - This AP had been completed prior to the meeting.		

4.	Headteacher's report		
4.1	The Head reported that the LA had visited the school to moderate the Writing of 18 Year 6 pupils. They agreed with 16 decisions and asked for two levels to be further reviewed and amended. The LA moderators were also being assessed by the STA. Afterwards the school received a letter of praise with positive feedback from the LA.		
4.2	The Head also reported that the DfE would be visiting the school (tomorrow) to moderate conduct a Science SAT paper with five Year6 pupils.		
4.3	Key Stage 1 assessments have taken place are look to be an improvement on last year, and are being sent to the DfE.		
4.4	Phonic tests are taking place this week for all Year 1 pupils, as well as some re-takes for Year 2. The pass mark for this year (previously 32) is not yet known.		
4.5	All internal school data will be collected by Monday, 9 July 2018, and used to inform the TOP. The LA SIP is re-visiting the school on Tuesday, 17 July 2018 to review this data.		
4.6	Written reports will go home to Parents at the beginning of July with an Open Evening for parents on Tuesday, 17 July (3.20-5pm).		
4.7	Move-up days (am only) are planned for Thursday, 12 July 2018 and Friday, 13 July 2018, with all newly appointed staff attending.		
4.8	<p>Hard copies of the written report from the external SIP visit were circulated for discussion. The report supplements the LA SIP report and supports the observations made by Governors in their visits to school. The next TOP will focus on the 'Next Steps' in the report which included:</p> <ul style="list-style-type: none"> • Documentation (TOP) could be even more precise about the impact of the developmental work. The data analysis has the 'so what' and this could link more forensically to the impact; • Further Professional development of the English Lead) to ensure his monitoring is not just focused on compliance to school systems, but also evaluates the content of the work against National exemplification; • Ensuring children on assigned interventions get their fair share of teacher time as well as the support from teaching assistants; • Continue the work on ensuring progression in foundation subjects and that progress in these subjects is accurately assessed; • Ensure children working at Greater Depth get onto the deep dive/working on 3* success criteria as soon as appropriate; • Use the best practice in learning walls to share across the school to further support independent learning; • Teachers to check when children are using learning 	Sept 18	Head

	<ul style="list-style-type: none"> partners that there is no opting out; Further develop the outside space on the field for children; Increase the number of pupils who reach the expected level in RWM combined; Ensure that the most able are challenged sufficiently especially writing at Greater Depth in KS2 and in Mathematics (although in school data shows this has been addressed). Ensure children working at Greater Depth get onto the deep dive/working on 3* success criteria as soon as appropriate; Use of reading in context in the outdoor environment could be further developed to match that of the indoor environment; and Encourage a greater number of parents to engage with the school. Senior leaders were provided with strategies to encourage children to support this. 		
5.	Chair's Action		
5.1	The Chair had no additional action to report.		
6.	Standing items		
6.1	Innovative Practices - Staff in Year 1 have started to receive training to improve the curriculum offer that will include greater opportunities to learn through Play. A visit is planned with another school in Essex to share good practice. Some slight changes to the playground areas around the school may be needed.		
6.2	Governor Visits - The Chair and CS met with the SENCO to discuss areas of development and review practice. A Maths Visit has been postponed until the end of June.	June 18	PS
7.	Child Protection Annual Monitoring Report		
7.1	The Child Protection Annual Monitoring Report to be discussed at the Full GB meeting on Thursday, 5 July 2018.	July 18	Clerk
8.	Findings from the Parents & Pupils Surveys		
8.1	The letter that had been sent to Parents was circulated to the Committee prior to the meeting. There were only a few negative responses which the committee felt was a good sign. Comments raised about dinner money and pupil premium spending have all been addressed.		
9.	Review Work Schedule		
9.1	There was nothing outstanding from the Work Schedule.		
10.	Review Schedule of Policies		
10.1	There were four policies to review as part of the Review Schedule.		
10.2	The Growth Mindset Policy was approved but is the subject of on-going discussions with the whole school community.		
10.3	The Missing Pupil Procedure Policy was amended in a couple of places and then approved for use in school.		

10.4	The Head to finish writing a new Learning Entitlement Policy, replacing the Curriculum Policy, which will be added to the agenda for the next meeting on Thursday, 27 September 2018.	Sept 18	Head/Clerk
11. Minutes of the previous meeting			
11.1	The minutes of the last meeting on 3 May 2018 were read, agreed and signed by the Chair as a true record of the meeting.		
12. Any Other Business			
12.1	There being no other business the meeting closed after item 13 at 6.34 pm.		
13. Summary of Impact on Standards and Progress			
13.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
13.2	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> • Been brought up-to-date on the statutory assessments being undertaken in school this term; and • Used the external professional SIP report to validate judgements made on Governor Visits. 		

Learning & Development Committee Action Points – 14 June 2018

L&D 6 2017/2018	Action Point	By Whom	Outcome
AP1	3.3 The Science Co-ordinator is to run an activity day on Monday, 25 June 2018.	Science	
AP2	4.9 The next Autumn TOP will include the 'Next Steps' in the written report from the external SIP visit.	Head	
AP3	6.2 A Governor Visit on Maths Visit has been postponed until the end of June.	PS	
AP4	7.1 The Child Protection Annual Monitoring Report to be an agenda item at the Full GB meeting on Thursday, 5 July 2018.	Clerk	Completed
AP5	10.4 The Head to finish writing a new Learning Entitlement Policy, replacing the Curriculum Policy, which will be added to the agenda for the next meeting on Thursday, 27 September 2018.	Head Clerk	Completed