

## THORNDOWN PRIMARY SCHOOL

### Minutes of the Learning and Development Committee Meeting Thursday, 16 June 2016 (6.00 to 7.30 p.m.)

<b>Membership of the Learning and Development Committee :</b>	
Vicci Godbold	Head
Christine Curtis	CC
Claire Gerrard	CG
Carolyn Jepson	CJ
Jane Ainscow	JA
Peter Smith	PS
Yasmin Finch	YF
Rob Jagger	RJ
Jill Foster	JF
Louise Lawson	LL
David Varey	DV

Item		Action	Lead
<b>1.</b>	<b>Welcome / Apologies / Declarations of Interest</b>		
1.1	Governors Present: Vicci Godbold, Claire Gerrard, Jane Ainscow, Peter Smith, Christine Curtis, David Varey, Louise Lawson, Carolyn Jepson, Jill Foster and Rob Jagger. Also in attendance: Steve Mitchell, and Frank Newton for item 13.		
1.2	Non-Governors Present: David Clark (Clerk). Hilary Patrick (Design & Technology Co-ordinator & i/c Artsmark application) for items 1, 2 & 3. Jamie Sewell (PE Co-ordinator) for item 13.		
1.3	The meeting was quorate with ten governors present.		
1.4	Apologies for absence, with governors' consent: Yasmin Finch.		
1.5	Absent: None.		
1.6	Declarations of Interest: Rob Jagger's wife is employed by the school. There were no other declarations of interest by other members of the committee in respect of any item on the agenda.		
<b>2.</b>	<b>Design &amp; Technology Policy</b>		
2.1	Hilary Patrick (Design & Technology Co-ordinator) outlined the learning, teaching, organisation and management of Design & Technology at Thorndown Primary School.		
2.2	The Design & Technology Policy was circulated prior to the meeting and has Growth Mindset at the forefront of its thinking.		
2.3	Design & Technology includes electronics, construction, food technology using tools and efficient use of resources. The subject areas allow for children to be creative, learning from making their own designs but also learning from the mistakes that they make and the improvements they devise.		
2.4	The subject contributes to life skills such as communication, compromise and negotiation as children work in groups from a		

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READ & AGREED AS A TRUE RECORD ..... (CHAIR)

	brief, reflecting our aims as a school. The subject also allows children to use key skills from other areas, such as Literacy and Maths.		
2.5	New risk assessments have been written to comply with Health & Safety requirements, and there will be training available to all to reach appropriate levels of competency at staff meeting in September (i.e. Food Safety certification).		
<b>3.</b>	<b>Artsmark</b>		
3.1	The Artsmark application was circulated prior to the meeting and Hilary Patrick (Design & Technology Co-ordinator & i/c Artsmark application) explained that the school was planning to make the application as soon as possible.		
3.2	She explained that in obtaining the Artsmark the children would gain lots of different experiences in the Arts, including Poetry and Music.		
3.3	As a school cross-curricular links are being developed and more use would be made of local resources. In addition the inspirational moments from hearing a speaker or going on a trip would be maximised. There would also be greater opportunities for more effective planning.		
3.4	The Artsmark process begins with an audit was being undertaken to identify what needs to be improved. Obtaining an Artsmark would then be a key objective in the next TOP, with the school aiming for a Silver award, and in the coming years the school could aim for Gold.		
3.5	Governors thanked HP, and all staff, for their work in Design & Technology, and in striving to obtain an Artsmark for the school.		
<b>4.</b>	<b>Notice of change in order, or any other business</b>		
4.1	The Committee agreed that there would be one item to consider under Any Other Business, a presentation on Sports Premium Funding, which would be taken before agreeing the Summary of Impact on Standards and Progress.		
<b>5.</b>	<b>Outstanding Learning and Development Committee Action Points</b>		
5.1	Three of the seven Action Points (APs 3, 6 & 7) from the last meeting on 5 May 2016 had been completed. AP4 was an agenda item, and AP5 had been added to the Full GB agenda for Thursday, 14 July 2016.		
5.2	For AP1, a Governor Visit to review the impact of the new Marking & Feedback policy has been arranged for Monday, 4 July 2016.	July 16	CC/JA/CJ
5.3	For AP 2, Peter Smith (Pupil Premium Governor) will undertake a Governor Visit with David Varey on Thursday, 14 July 2016 (am).	July 16	PS/DV

<b>6.</b>	<b>Headteacher's report, including update on the TOP and Ofsted Action Plan</b>		
6.1	The Headteacher reported on the progress made in Early Years over the academic year. A spreadsheet showing the data for Early Years was circulated at the meeting. The data on Good Level of Development (GLD) is obtained by observation and learning journeys. The big increase in progress reported was influenced by the low level at which some children started. Governors asked questions about the gender groups, Pupil Premium pupils and the SEND children. Governors were assured of the accuracy of the data due to the very positive feedback from the visiting LA moderator.		
6.2	The Headteacher also reported on the results of the latest Parent Questionnaire. Unfortunately there was only a 25% rate of response, but the feedback was very positive. A summary showing the results and some of the responses to the questions was circulated at the meeting. All issues will be addressed, particularly the concern about some play-fighting amongst KS1 boys.		
<b>7.</b>	<b>Chair's Action</b>		
7.1	The Chair had no additional activity to report.		
<b>8.</b>	<b>Governor Visits</b>		
8.1	A Governor Visit to review innovations in maths had taken place this week, and a report will follow.	Jun 16	CC
8.2	There were three further planned Governor Visits due to take place before the end of term, including: <ul style="list-style-type: none"> <li>Monitoring Pupil Premium progress;</li> <li>Review the impact of the new Marking &amp; Feedback policy, on Monday, 4 July 2016 – see 5.2 above; and</li> <li>The New NC and how it promotes SMSC and British Values.</li> </ul>	July 16	CC
8.3	The final version of the Governor Visit to review the teaching of Literacy by JA/YF/LL was circulated prior to the meeting, and there were no further questions.		
<b>9.</b>	<b>Pupil Premium</b>		
9.1	The information on Pupil Premium has been updated and is on the school website. A Governor Visit by Peter Smith (Pupil Premium Governor), with David Varey shadowing him in this role, will take place on Thursday, 14 July 2016 (am) – see 5.3 above.		
<b>10.</b>	<b>Review Work Schedule</b>		
10.1	The revised Work Schedule was circulated to the Committee prior to the meeting. The Committee noted that there were no outstanding policies or other issues to be reviewed for this term.		

<b>11.</b>	<b>Review Schedule of Policies</b>		
11.1	The Committee reviewed the Schedule of Policies and after discussion approved two policies for use in school: <ul style="list-style-type: none"> <li>• Equality statement; and</li> <li>• Missing Pupil Procedure.</li> </ul>		
11.2	The draft Parent Social Media Policy was discussed and it was agreed that the policy needed strengthening further. RJ agreed to update the draft Parent Social Media Policy, and circulate a revised version to the Committee. The Clerk to add this policy as an agenda item to the next meeting agenda on Thursday, 29 September 2016.	Jun 16 Sept 16	RJ Clerk
<b>12.</b>	<b>Minutes of the previous meeting</b>		
12.1	The minutes of the last meeting on 5 May 2016 were read, agreed and signed by the Chair as a true record of the meeting.		
<b>13.</b>	<b>Any Other Business</b>		
13.1	<b>Sports Premium Funding</b>		
13.1.1	Jamie Sewell (PE Co-ordinator) presented a PowerPoint outlining the purpose and use of the Sports Premium Funding. A copy of the presentation will be circulated to the GB with these minutes.	Jun 16	Clerk
13.1.2	In 2015/2016 the funding for the Sports Premium grant was £9,840 for the school, and was ring-fenced for particular activities.		
13.1.3	The school decided to use the bulk of the funding to buy in a package of support from the Hunts Schools Sports Partnership (HSSP), which has proved to be very successful.		
13.1.4	The use of the remaining funding was also itemised in the report. The impact of the funding has led to the school achieving a Silver Sports Mark award, and in the coming year the school is aiming for Gold.		
13.1.5	The spending has reported on the school website and will be discussed by Finance Committee as well.		
13.1.6	Governors asked about PE for Reception aged children, and it was confirmed that PE is included in their curriculum, as well as lots of other outdoor activity.		
13.1.7	The Headteacher confirmed that PE will be highlighted in the new TOP and will also include the development of a Healthy Eating Policy.		
13.2	Governors were invited to attend 'Open School' with parents on Thursday, 7 July 2016 from 3.30 to 5.00 pm.	July 16	GB
13.3	There being no other business the meeting closed after item 14 at 7.30 pm.		

<b>14.</b>	<b>Summary of Impact on Standards and Progress</b>		
14.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
14.2	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> <li>• Governors were updated on D&amp;T policy, steps being taken towards Artsmark Silver and also the use and impact of Sports Premium funding;</li> <li>• Details of progress in Early Years 2015/2016 was reported and governors were assured of accuracy of the data due to the very positive feedback from the visiting moderator; and</li> <li>• An Equality Statement and a Missing Pupils Policy were both ratified.</li> </ul>		

### Learning & Development Committee Action Points – 16 June 2016

<b>L&amp;D 6 2015/2016 AP No:</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
1.	5.2 Governor Visit to review the impact of the new Marking & Feedback policy has been arranged for Monday, 4 July 2016.	CC/JA/CJ	
2.	5.3 Peter Smith (Pupil Premium Governor) will undertake a Governor Visit with David Varey on Thursday, 14 July 2016 (am).	PS/DV	
3.	8.1 A Governor Visit to review innovations in maths had taken place this week, and a report will follow.	CC	
4.	8.2 Three further planned Governor Visits due to take place before the end of term, including: <ul style="list-style-type: none"> <li>• Monitoring Pupil Premium progress;</li> <li>• Review the impact of the new Marking &amp; Feedback policy, on Monday, 4 July 2016; and</li> <li>• The New NC and how it promotes SMSC and British Values.</li> </ul>	CC	
5.	11.2 RJ agreed to update the draft Parent Social Media Policy, and circulate a revised version to the Committee.	RJ	
6.	11.2 The Clerk to add the Parent Social Media Policy as an agenda item to the next meeting agenda on Thursday, 29 September 2016.	Clerk	Completed
7.	13.1.1 The Clerk to circulate a copy of the Sports Premium Funding presentation to the GB with these minutes.	Clerk	Completed
8.	13.2 Governors were invited to attend 'Open School' with parents on Thursday, 7 July 2016 from 3.30 to 5.00 pm.	GB	