

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

**Minutes of the Learning and Development Committee Meeting  
Thursday, 3 May 2018 (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
Dawn Mills	DM
Jane Ainscow	JA
Peter Smith	PS
Rob Jagger	RJ
Jill Foster	JF
Louise Lawson	LL
David Varey	DV
Jon Lee	JL

<b>Item</b>		<b>Action</b>	<b>Lead</b>
<b>1.</b>	<b>Welcome / Apologies / Declarations of Interest</b>		
1.1	Governors Present: Vicci Godbold, Christine Curtis, Claire Gerrard, Jane Ainscow, Dawn Mills, Peter Smith, Rob Jagger, Jon Lee and Jill Foster, and Louise Lawson.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	The meeting was quorate with ten governors present.		
1.4	Apologies for absence, with governors' consent: David Varey.		
1.5	Absent: None.		
1.6	Declarations of Interest: Rob Jagger's wife is employed by the school. Jon Lee is a Senior Finance Officer for the LA, and therefore may have a conflict of interest in any matters relating to Finance. There were no other declarations of interest by members of the committee in respect of any item on the agenda.		
<b>2.</b>	<b>Notice of change in order, or any other business</b>		
2.1	The Committee agreed that there would be no change to the order of business and that there was no other business.		
<b>3.</b>	<b>Outstanding Action Points from 15 March 2018</b>		
3.1	There were four Action Points from the last meeting on 15 March 2018.		
3.2	Two of the four APs (APs 3 & 4) had been completed prior to the meeting.		
3.3	For AP1 - The Mobile Phone Use Policy – see item 8 below.		
3.4	For AP2 - The Science Co-ordinator is to run an activity day on Monday, 25 June 2018.	June 18	Science

<b>4.</b>	<b>Headteacher's report</b>		
4.1	The Head reported that she had arranged for an external SIP to visit the school on Friday, 4 May 2018 to undertake a review, and a written report will follow.	June 18	Head
4.2	The Head and Deputy were constantly reviewing data in the school, especially where it did not reflect attainment in the classroom. Staff confidence in recognising 'greater depth' attainment is continuing to develop.		
4.3	At the last INSET day in April the staff tackled SMSC across the curriculum, and children's questioning. The SLT and Co-ordinators also undertook book reviews which gave staff action points to implement.		
4.4	The Head reported that Gardening Club was in place on two afternoons per week. Grandparents cleared the weeds in March and were rewarded with lunch!		
4.5	The Head reported that she and the KS1 Leader had visited an outstanding school in Luton to review work in Year 1. A day has been booked for Year 1 teachers to be trained in 'Learning through Play.' The school to consider raising funds to cover for the Play area next to the Foundation stage classrooms as part of this innovative approach. Governors asked how the school would be able to assess this new approach and this will be reviewed by the outcomes in the pupils work.		
4.6	The Head reported back on a presentation by Sir David Carter (National Schools Commissioner) entitled 'How do we describe more strategically the School Improvement Journey?' The presentation will be circulated by the Clerk with the minutes of the meeting.	May 18	Clerk
4.7	The key points from the presentation were discussed, and it was made clear that to secure sustainable improvement takes TIME. Leaders need to prioritise and sequence the changes they need to make with schools being capacity givers and capacity takers_over a period of time. The four stages of Improving a School were outlined with a graph showing different school improvement journeys. Five questions for Governors to consider were also listed, including: <ul style="list-style-type: none"> <li>1. How well do we know what our schools need to do to improve?</li> <li>2. What is it like to be a child with SEND in our trust?</li> <li>3. How big a priority is the performance of dis-advantaged students for us?</li> <li>4. Are we better at monitoring improvement than we are at raising standards?</li> <li>5. How willing are our leaders to take responsibility for all of the children in the trust and not just those in their schools?</li> </ul>		
4.8	The Committee then split into pairs to undertake a practical activity to monitor the progress of pupils as illustrated in their books across a range of subjects in different year groups. A discussion was then held about different methods of planning by staff so that progress could be made even clearer. The Book Scrutiny exercise to be repeated in the next academic year.		
<b>5.</b>	<b>Chair's Action</b>		
5.1	The Chair reported that she had attended and experienced 'Viking Day' and noted the enthusiasm and knowledge shown by the children.		

5.2	As a parent the Chair also reported that she had attended a Cross Country race meeting and witnessed the same enthusiasm and excellent sportsmanship amongst the children.		
<b>6.</b>	<b>Standing items</b>		
6.1	<b>Innovative Practices</b> - The school is currently planning a new innovative approach to delivering the Year 1 curriculum – see 4.5 above.		
6.2	<b>Governor Visits</b> - The ARE Governor Visit report had been circulated to the Committee before the meeting. This was a very positive report and a follow-up visit to look at 'greater depth' will be arranged at a later date.		
<b>7.</b>	<b>Review Work Schedule</b>		
7.1	There were five items to consider from the Work Schedule.		
7.2	Monitor Absence Data & set Attendance Targets is covered in the Heads Report to the Full GB every meeting.		
7.3	Monitor Governor Visits & Training is a standing item for this Committee and for the Full GB. There are two visits to take place before the end of the academic year.		
7.4	Class Structures for 2018/19 have already been agreed with two classes in Year 6 and three classes in every other year group.		
7.5	The use of fixed-term exclusions was discussed and there was a general discussion about behaviour of the children which in most cases is excellent.		
7.6	National Curriculum assessment procedures – Year 6 SATs start on Monday 14 June 2018, and are in a different order this year. All the papers have arrived and are securely stored.		
<b>8.</b>	<b>Review Schedule of Policies</b>		
8.1	There were five policies to review as part of the Review Schedule.		
8.2	Mobile Phone Use – The current policy was approved for use in school but a further update will be undertaken by RJ.	June 18	RJ
8.3	Positive Behaviour – There were no changes to be made to the current policy which was approved for use in school.		
8.4	The Peterborough LAC Policy was no longer needed as our Look After Children are now looked after by Cambridgeshire LA. There are three Look After Children in the school.		
8.5	Children with Long Term Medical Needs – There were no changes to be made to the current policy which was approved for use in school.		
8.6	Anti-Bullying – There were no changes to be made to the current policy which was approved for use in school. The Head confirmed that Peer Mentoring training has taken place. Cyber bullying issues that take place out of school are frequently brought in to school by parents. This		

	has been the subject of discussion at Parent Forum and may need to be re-visited.		
<b>9.</b>	<b>Minutes of the previous meeting</b>		
9.1	The minutes of the last meeting on 15 March 2018 were read, agreed and signed by the Chair as a true record of the meeting.		
<b>10.</b>	<b>Any Other Business</b>		
10.1	There being no other business the meeting closed after item 11 at 6.58 pm.		
<b>11.</b>	<b>Summary of Impact on Standards and Progress</b>		
11.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
11.2	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> <li>• Developed a greater understanding of progress by undertaking an audit of books used by the children;</li> <li>• Heard how the school was constantly seeking examples of good practice by undertaking school visits; and</li> <li>• Discussed a presentation about school improvement journeys.</li> </ul>		

#### Learning & Development Committee Action Points – 3 May 2018

<b>L&amp;D 5 2017/2018</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
AP1	3.4 The Science Co-ordinator is to run an activity day on Monday, 25 June 2018.	Science	
AP2	4.1 The Head to provide the written report from the external SIP visit to the school on Friday, 4 May 2018.	Head	
AP3	4.6 The Clerk to circulate the presentation by Sir David Carter (National Schools Commissioner) entitled 'How do we describe more strategically the School Improvement Journey?' with the minutes of the meeting.	Clerk	
AP4	8.2 The Mobile Phone Use policy to be further updated by RJ.	RJ	