

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

**Minutes of the Learning and Development Committee Meeting
Thursday, 27 September 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
Cathy Sweet	CS
Louise Lawson	LL
David Varey	DV
Jon Lee	JL

Item		Action	Lead
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors Present: Vicci Godbold, Claire Gerrard, Jane Ainscow, Jon Lee, Cathy Sweet and Rob Jagger.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	The meeting was quorate with six governors present.		
1.4	Apologies for absence, with governors' consent: Chris Curtis, Peter Smith, Louise Lawson, Dawn Mills and David Varey.		
1.5	Absent: None.		
1.6	Declarations of Interest: Jon Lee is a Senior Finance Officer for the LA, and therefore may have a conflict of interest in any matters relating to Finance. Rob Jagger's wife is employed by the school. There were no other declarations of interest by members of the GB in respect of any item on the agenda.		
2.	Election of Chair & Vice-Chair		
2.1	Chair of Learning and Development Committee: The Clerk requested nominations for the post of Chair of the committee and it was agreed that Jane Ainscow should be elected Chair for the academic year 2018/2019. This had been proposed by Peter Smith and was seconded by Cathy Sweet.		
2.2	Vice-Chair of Learning and Development Committee: If the Chair is absent from a meeting, another Governor will be elected to take the Chair.		
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. Primary Learning & Development 08.11.18		
	READ & AGREED AS A TRUE RECORD		(CHAIR)

4.	Review of minutes and action points of the previous meetings held on 14 June 2018 - see below		
4.1	There were five Action Points from the last meeting on 14 June 2018.		
4.2	Four of the five APs (APs 1, 2,3 & 4) had been completed prior to the meeting and one action point (AP5) was an agenda item for the meeting.		
5.	Headteacher's report		
5.1	The Head reported on the End of Year Review (provisional data) completed with the SIP in July. This report will be circulated to the Full GB for the meeting on Thursday, 4 October 2018.	Sept 18	Clerk
5.2	The report outlines the work undertaken in school throughout the year in different phases, including: <ul style="list-style-type: none"> • Start of EY September 2017; • End of EYFS July 2018; • End of Y1 2018; • End of Y2 2018(End of KS1); • Further analysis of progress through KS1; • End of Y3/4/5 2018; and • End of Y6 2018. 		
5.3	The six priorities for improvement from data analysis are: <ul style="list-style-type: none"> • To increase the proportion of pupils attaining higher levels in years 5 and 6; • To improve science assessment processes across the school so they provide formative information to support progression and summative information that is valid and reliable; • To improve outcomes in reading in year 3 through ensuring good quality whole class guided reading sessions in addition to English; • To review processes for assessing pupils in number in the early years to ensure that the manner in which pupils are identified as working at a higher level is consistent between EY and KS1; • To investigate barriers to learning in writing and maths for disadvantaged pupils moving from year 2 to year 3; and • To investigate discrepancies between the performance of boys and girls in some year groups to see if barriers to improvement can be identified. 		
5.4	Governor Challenge: Governors asked what happens if a child were to miss part of the foundation stage. The school does pick-up on those children who have missed schooling and it offers support to those children with suitable interventions. Critical incident plans are developed for some individuals. It is hoped that the newly extended parent consultations will allow for more detailed conversations to take place with parents to assess those with difficulties. There is a constant issue of additional funding for additional support.		

5.5	Following this report, the Headteacher will be updating the SEF to reflect the changes in outcomes this year and to reflect the development of the breadth and depth of the curriculum in the school.	Sept 18	Head
5.6	The SEF will summarise the major improvements in the school over the last two years and identify the impact of changes that have been made. As a good school, the school will be not be due for re-inspection until 2021 and the inspection will be under a new Ofsted framework.		
5.7	The Headteacher also reported that next week there was an RE week in school. The school has also achieved a Silver Award Artsmark, and an Arts Week was being planned.		
6.	Chair's Action		
6.1	The Chair had no additional action to report, although she had met with the Headteacher regarding the new Governor Visits plan for 2018/2019, see item 8.2 below.		
7.	Standing items		
7.1	Innovative Practices – All members of the Teaching Staff are undertaking a Research Project this year. The development of a new approach to the curriculum for Year 1 has continued.		
7.2	<p>Governor Visits - Three Governor Visit reports had been circulated prior to the meeting, and each report was reviewed and discussed:</p> <ul style="list-style-type: none"> • SEND Report - The bulk of children with an EHCP plan have now moved in to Year 1. There was huge praise for the work of the SENCO, and the benefits of her earlier interventions with the Pre-school children were highlighted. Opportunities to help her with day-to-day routine tasks, to ease her workload (i.e. photocopying) would be investigated. <p>Governor Challenge: There was concern that should the SENCO be off sick, or retire, that this would be a single point of failure for the school. It was explained that providing cover for her would be difficult as this was a specialist role. It was agreed that a planned transition would be needed to be undertaken should she indicate a desire to retire.</p> <ul style="list-style-type: none"> • Maths Report - An amazing amount of work is being undertaken to identify those children who are working at Greater Depth in Maths. The school is trying to benchmark standardised scores in tests to help identify those at Greater Depth. • SPAG Report - SPAG results improved this year as the strategies put place have taken effect. 		

8.	Review of Work Schedule		
8.1	Terms of Reference – The Clerk to check off the specific tasks in the Terms of Reference with the tasks in the Work Schedule. The Chair of L&D to talk to with the Chair of the GB about some of the listed tasks, ready for the Full GB meeting on Thursday, 4 October 2018.	Oct 18	Clerk
		Oct 18	JA
8.2	Governor Visits plan - The proposed new Governor Visits plan for 2018/2019 with six possible visits outlined, had been circulated prior to the meeting. The Chair to liaise with CC and forward to the Clerk, ready for the Full GB meeting on Thursday, 4 October 2018.	Oct 18	JA/CC
8.3	Monitor Attendance & Absence Data - See Heads Reports to Full GB.		
8.4	Impact of Pupil Premium on attainment and a review of Pupil Premium spending – The Impact Assessments documents are on the school website and the Head to add the latest data.		
8.5	Analysis of performance 2017/18 - See Heads Reports in item 5 above.		
9.	Review Schedule of Policies		
9.1	There were four policies to review as part of the Review Schedule.		
9.2	The new Learning Entitlement Policy, replacing the Curriculum Policy was deferred to the next L&D meeting on Thursday, 8 November 2018.	Nov 18	Clerk
9.3	A revised Safeguarding and Child Protection was approved at the last Full GB meeting on Thursday, 20 September 2018.		
9.4	The SEND Policy was also deferred to the next L&D meeting on Thursday, 8 November 2018, as clarification was sought on some of the points outlined on page two.	Nov 18	Head/ Clerk
9.5	The Parent Social Media Policy was reviewed and following a minor change was adopted for use in school.		
10.	Minutes of the previous meeting		
10.1	The minutes of the last meeting on 14 June 2018 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 7.24 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"> • Gained an in-depth understanding of the performance of the school during the last academic year; and • Discussed the proposed new Governor Visits plan for 2018/2019 with six possible visits. 		

Learning & Development Committee Action Points – 27 September 2018

L&D 1 2018/2019	Action Point	By Whom	Outcome
AP1	5.1 The Partnerships for School Improvement End of Year Review to be circulated to the Full GB for the meeting on Thursday, 4 October 2018.	Clerk	Completed
AP2	5.5 The Headteacher will be updating the SEF to reflect the changes in outcomes this year and to reflect the development of the breadth and depth of the curriculum in the school.	Head	
AP3	8.1 The Clerk to check off the specific tasks in the Terms of Reference with the tasks in the Work Schedule.	Clerk	
AP4	8.1 The Chair of L&D to talk to with the Chair of the GB about some of the listed tasks in the Terms of Reference, ready for the Full GB meeting on Thursday, 4 October 2018.	JA	
AP5	8.2 The Chair to liaise with CC and forward the proposed new Governor Visits plan for 2018/2019 to the Clerk, ready for the Full GB meeting on Thursday, 4 October 2018.	JA/CC	
AP6	9.2 The new Learning Entitlement Policy, replacing the Curriculum Policy was deferred to the next L&D meeting on Thursday, 8 November 2018.	Clerk	Completed
AP7	9.4 The SEND Policy was also deferred to the next L&D meeting on Thursday, 8 November 2018, as clarification was sought on some of the points outlined on page two.	Head Clerk	Completed