

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

**Minutes of the Learning and Development Committee Meeting
Thursday, 8 November 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
Jon Lee	JL

Item		Action	Lead
1.	Presentation: Mantle of the Expert		
1.1	The Committee heard a PowerPoint presentation from Matthew Sweeney (MS) on the topic: Mantle of the Expert.		
1.2	A copy of the PowerPoint slides to be circulated by the Clerk with the minutes of the meeting.	Nov 18	Clerk
1.3	MS confirmed that he is hoping to achieve a quality mark for his work in the development of this work, and that the school could become a Teaching School.		
1.4	Governor Challenge: Governors asked how other staff were coping with the introduction of this teaching style. MS confirmed that he was training and supporting staff in taking the lead role in this practice and that staff were gaining in confidence. The sessions taught using this technique vary in length and different ways to link with other areas of the curriculum were being explored.		
1.5	It was confirmed that a Governor Visit has been planned to see this technique in action.	Nov 18	AC
2.	Welcome / Apologies / Declarations of Interest		
2.1	Governors Present: Vicci Godbold, Jane Ainscow, Cathy Sweet, Rob Jagger, Louise Lawson and Dawn Mills.		
2.2	Non-Governors Present: Matthew Sweeney, Frank Newton, Andrea Cliff (AC) and David Clark (Clerk).		
2.3	The meeting was quorate with six governors present.		
2.4	Apologies for absence, with governors' consent: Claire Gerrard, Peter Smith, Jon Lee and Chris Curtis. It was confirmed that David Varey has now left the GB.		
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 GB 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 Learning and Development Committee Action Points from 27 September 2018		
4.1	There were five Action Points from the last meeting on 27 September 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.		
4.3	For AP3, specific task 15 from the Terms of Reference (To research and review the opportunities/challenges arising from extended school provision, from a pupil learning perspective) to be added to the Spring Term tasks in the Scheme of Work.	Nov 18	Clerk
5.	Headteacher's report		
5.1	The Headteacher reported that the new ASP document to replace Raise Online was now available and would be sent to the Clerk to be circulated with the minutes of the meeting.	Nov 18	Clerk
5.2	A new document called 'School on a Page' has been produced by the LA and will be discussed at the next Full GB meeting on Thursday, 22 November 2018.		
5.3	The Performance Management of the staff in the school has changed this year, with more scrutiny of books and different use of observations.		
5.4	The use of TAs has had to be reviewed due to limited funding. There is little TA time for pupils other than those with an EHC plan. This lack of additional support may impact on teaching and learning in school.		
5.5	'Open' classrooms have been held for parents to visit and see the school in action. Parents have also been invited to attend a new style of consultation meeting, during the day, lasting 20 minutes.		
5.6	Governor Challenge: Governors asked if there was enough time in a school day to ensure all parents could be accommodated and if this was a useful experience. The Head confirmed that staff found this to be a useful exercise in getting to know more about the children and that all parents had been accommodated, even if this meant a special arrangement at a more convenient time.		
6.	Chair's Action		
6.1	The Chair had no additional action to report, apart from updating the new Governor Visits plan for 2018/2019.		

7.	Standing items		
7.1	Innovative Practices – see agenda item 1 above, where the Committee heard a PowerPoint presentation on the Mantle of the Expert.		
7.2	Governor Visits - A very positive Governor Visit report on the Ownership of Learning had been circulated prior to the meeting. Any governor not yet confirmed for a Governor Visit this year was asked to contact the Chair by email.	Nov 18	GB
8.	Review Work Schedule		
8.1	There were two activities on the Work Schedule to consider, including: <ul style="list-style-type: none"> • Review Pupil Number Forecast – There are currently 533 pupils on roll now. Birth Rate data suggests that there are 83 catchment children who could apply for a place in Reception in September 2019. The Head was concerned that there will be insufficient funds in the budget to organise, as planned, 21 classes for the academic year 2019/2020. The Head explained that she was exploring the possibility of requesting additional funding from the LA in 2019 and has discussed this with the SFA and a member of the Pupil Place Planning Team. • Review development of National Curriculum and assessment procedures – There have been no changes to the National Curriculum, although the Early Years curriculum will be changing in September 2019. 		
9.	Review Schedule of Policies		
9.1	There were eight 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, 10 January 2019.		
9.3	The SEND Policy had been amended and was approved for use in school.		
9.4	The new E-Safety Policy and Staff Acceptable Use Policy were reviewed and following minor changes were adopted for use in school. A missing appendix regarding Acceptable Use by Pupils has still to be added.	Nov 18	Head
9.5	Governor Challenge: Governors asked about staff using their own computers at home for school work, and it was confirmed that this is covered by the policy and the new GDPR policies.		
9.6	Four other policies were reviewed and approved for use in school, including: <ul style="list-style-type: none"> • RE Policy (will need further updating when a new syllabus is adopted); • Protocol for Dealing with Children not collected from School; • Educational Visits Policy; and • Collective Worship Policy 	Jan 19	Head

10.	Minutes of the previous meeting		
10.1	The minutes of the last meeting on 27 September 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 7.18 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 innovative practice in school with a presentation about Mantle of the Expert; • Passed several policies in order to make sure that the school remains GDPR compliance; and • Discussed the impact on the performance of the school of the reduction in TA hours and the implications for future staffing and organisation. 		

Learning & Development Committee Action Points – 8 November 2018

L&D 2 2018/2019	Action Point	By Whom	Outcome
AP1	1.2 A copy of the Mantle of the Expert PowerPoint slides to be circulated by the Clerk with the minutes of the meeting.	Clerk	Completed
AP2	1.5 A Governor Visit on the Mantle of the Expert has been planned to see this technique in action.	AC	
AP3	4.3 The Clerk to add item 15 from the Terms of Reference to the Spring Term tasks in the Scheme of Work.	Clerk	Completed
AP4	5.1 The ASP to be circulated by the Clerk with the minutes of the meeting.	Clerk	Completed
AP5	7.2 Any governor not yet confirmed for a Governor Visit this year was asked to contact the Chair of L&D by email.	GB	
AP6	9.4 A missing appendix regarding Acceptable Use by Pupils has still to be added to the new E-Safety Policy.	Head	
AP7	9.6 RE Policy to be further updated when a new syllabus is adopted.	Head	