

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

**Minutes of the Learning and Development Committee Meeting
Thursday, 26th September 2019 (6.00 to 7.15 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
Andrea Dollard	AD

Item		Action	Lead
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors Present: Vicci Godbold, Jane Ainscow, Cathy Sweet, Dawn Mills, Christine Curtis, Rob Jagger, Peter Smith, Jon Lee and Andrea Dollard.		
1.2	Non-Governors Present: Jenn Dover(Clerk).		
1.3	The meeting was quorate with 8 governors present.		
1.4	Apologies for absence, with governors' consent: Louise Lawson and Claire Gerrard.		
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.	Elect chair and vice chair		
2.1	Chair - DECISION : A nomination for JA to remain as Chair was received by CS and seconded by RJ and voted unanimously.	DECISION	
3.	Notice of change in order, or any other business		
3.1	None		
4.	Forest school update from Karina Flack		
4.1	Karina Flack (KF) introduced herself and what the forest school involves in the school. She shared the Ethos and history of Forest school and the role it plays in the children's development. The presentation included a short video of the children talking about forest school. The entire presentation will be emailed to the Clerk to be shared to the GB.		
4.2	The committee were invited to ask questions regarding the presentation, which included PS asking how long the sessions take,		

	to which KF stated they were between 1-3pm for Reception, with Pre-school having access in the morning for a longer time. PS asked what the age range of forest school was and KF stated there was potential to go through the years, but the lack of space is limiting.		
4.3	The Committee thanked KF for her presentation and time.		
5.	Outstanding learning and development committee action points from 13th June 2019 and review of minutes		
5.1	The minutes were agreed and signed upon the by the Chair in the meeting.		
5.2	Both action points were completed in this agenda		
6.	Head's report		
6.1	VG provided a Yr 3/4 book and Yr 6 book for the Governor to review the teaching and learning of SPAG within the school, as requested from the meeting held in June. The committee reviewed the books and discussed the contents of the books. ACTION: It was decided that at the next meeting VG should provide some topic books starting from Year 1 onwards.	ACTION	VG
6.2	The Ofsted Education Inspection Framework was circulated prior to the meeting and VG discussed in depth the Intent, Implementation and Impact at Thorndown. The committee were assured the school is getting ready for an inspection and a self evaluation against the handbook has already happened. VG suggested that the GB should look at the handbook prior to Governor visits. It was also suggested that the Leadership and Management section should be looked as an FGB exercise.		
6.3	Intent: The curriculum link lots of things with St Ives town and where the school fits in to the area. Local history is studied and where the pupils fit into the area and St Ives Timeline. VG also stated that the pupils will be taking part in the Snowman festival again this year.		
6.4	Implement: VG explained that she is confident in the subject knowledge of the staff. The focus for staff is for Subject leaders to develop their role within the school, so they have confidence in what is happening in their subject across the school.		
6.5	Impact: This was highlighted in September FGB, with pupils coming in ready to learn and be committed to learning.		
6.6	CHALLENGE: RJ asked that if the staff need to know their subject knowledge, what are the team doing to ensure this? VG confirmed it was linked to the staff Performance management for this year. RJ asked where did questions used in the performance management come from. VG stated that it came from the OFSTED framework and the evidence can easily be collected throughout the year. VG reiterated that the projects are about making teachers empowered.		
6.7	CHALLENGE: JL asked if the staff were aware of GB role, which VG said they are as they are involved in voting for DM /HC, and are used to seeing the Governors in school on visits. JL highlighted the need for the GB to show strong governance and that continued		

6.8	<p>action needs to be taken to support staff and drive it forward. CC stated that there has historically been a core group of governors ready for OFSTED and recommended this go forward.</p> <p>CHALLENGE: RJ asked if there was a spreadsheet of evidence and the impact they are having with regards to OFSTED and the GB need to think about that.VG confirmed that the quality of education is always being checked and there is evidence .</p>		
6.9	<p>CHALLENGE: RJ asked why the staff were not doing a research project, to which VG felt it was more important to prepare for OFSTED. RJ said it was a shame not to do a research project again but VG confirmed the OFSTED prep would involve research for their subject but her priorities have to be on the subject leaders developing confidence in the themselves and their subjects.</p> <p>There were no further questions for VG.</p>		
7.	Chair's action		
7.1	None		
8.	Analysis of performance		
8.1	VG had shared the school on a page data, to which she will prepare separate data for JL and RJ to look at for pupil premium visit.		
8.2	There were no questions regarding the data.		
9.	Review work schedule		
9.1	<p>The below GB visits had been completed:</p> <ul style="list-style-type: none"> • What has been the impact of new practices in SPAG? How is vocabulary being developed? • Safeguarding and CP • How has innovative practice in Year 1 affected teaching and learning? • NQTs • What is the impact of the development of Forest Schools? 		
9.2	<p>The below visits did not take place:</p> <ul style="list-style-type: none"> • How is Thorndown 'closing the gap' between disadvantaged pupils and the rest of the school cohort? (To take place in October now that the data is available) • SEND /Inclusion – (To take place asap) • Early years 		
9.3	The schedule of visits for this year will be taken to the FGB meeting on 3rd October to be ratified and to find governors to complete the visits. This schedule will include: safeguarding, SEND, EYFS, developing reading for pleasure, curriculum depth of learning, behaviour policy, vocabulary development, science in practice and the Arts Mark.		
9.4	It was also suggested that DM did a presentation to the committee on 'Food for life', which could be followed up by the governor visit.CC also said it would be good to come in and see practical science being taught.		

10.	Any Other Business		
10.1	The committee terms of reference remain unchanged and the committee were happy to send them to the FGB.		
11.	Summary of Impact on Standards and Progress		
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"> • Gained a better understanding of the high level of teaching and learning expected of SPAG in key Stage 2. • learned about The Forest school and appreciate the impact this has on the early years curriculum. • Gained a better understanding of the quality of education under the OFSTED framework and understand it more, to be able to challenge future education standards. 		

Learning & Development Committee Action Points – 26th September 2019

L&D 2018/2019	Action Point	By Whom	Outcome
AP1	4.1 Clerk to circulate the Forest school presentation to those on the committee	JD	Oct 2019
AP2	6.1 VG to provide some topic books starting from year 1 onwards.	VG	Nov 2019