

THORNDOWN PRIMARY SCHOOL

Minutes of the Learning and Development Committee Meeting Thursday, 5 May 2016 (6.00 to 7.30 p.m.)

Membership of the Learning and Development Committee :	
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
1.	Welcome / Apologies / Declarations of Interest		
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: Frank Newton and Steve Mitchell.		
1.2	Non-Governors Present: John Peel (Geography Co-ordinator) and Sharon Smith (Science Co-ordinator) for items 1 & 2. David Clark (Clerk).		
1.3	The meeting was quorate with ten governors present.		
1.4	Apologies for absence: 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.		
2.	Geography Policy/Science Policy updates		
2.1	Geography		
2.1.1	John Peel (Co-ordinator) outlined the learning, teaching, organisation and management of Geography at Thorndown Primary School.		
2.1.2	The Geography policy was circulated prior to the meeting and states that the aim is to teach children to gain an age appropriate understanding of places and environments throughout the world.		
2.1.3	The school follows guidelines for the teaching of Geography set out in the National Curriculum. Children will enjoy a rich and varied education studying local, national and global geography as well as developing the appropriate geographical skills for their age.		

2.1.4	Geography is organised in a two year cycle and is linked to the core subjects as well as other foundation subjects, particularly History, RE and Science. These links are made to further enrich learning and for pupils to put key learning to other contexts.		
2.1.5	Governors were pleased to hear that the curriculum taught children about the local area and the wider community. An audit of resources is currently being undertaken and forms part of the subject action plan.		
2.2	Science		
2.2.1	Sharon Smith (Co-ordinator) outlined the learning, teaching, organisation and management of Science at Thorndown Primary School.		
2.2.2	The Science policy was circulated prior to the meeting and it aims to excite children's natural curiosity, and to equip them to question and understand concepts and phenomena in the world. Through the teaching of skills, knowledge and understanding, pupils engage as scientists.		
2.2.3	Scientific knowledge, methods, uses and processes are taught through a combination of whole class, group teaching and individual work.		
2.2.4	Different learning styles are accommodated as children are engaged in investigations which promote co-operation, perseverance, open-mindedness and responsibilities.		
2.2.5	Children are presented with opportunities to develop observations skills, predict how they expect things to behave and analyse causes.		
2.2.6	Science also contributes significantly to the teaching of other curriculum areas. It has a key role in English and Maths but also there are cross curricular links with: PSHCE, including sex education, Design and Technology, Geography, Music and PE.		
2.2.7	The school complies with the health and safety regulations and carry out risk assessments where necessary. Teachers have advice and guidance when referring to guidance leaflets published by CLEAPSS online and in the 'Be Safe' book held by the coordinator.		
2.2.8	Following a Governor Visit reviewing work on the Foundation subjects it was noted that Science work appeared in the topic books. This is under review as we start a new academic year. Science may have a book of its own to allow easy reference to the two year science assessment cycle followed by the staff.		
3.	Notice of change in order, or any other business		
3.1	The Committee agreed to change the order of the agenda items, with items 5, 8 and 9 being covered together in item 5.		
3.2	The Committee also agreed that there were two items to consider under Any Other Business, which would be taken before agreeing the Summary of Impact on Standards and Progress.		

4.	Outstanding Learning and Development Committee Action Points		
4.1	Four of the six Action Points (APs 1, 4, 5 & 6) from the last meeting on 3 March 2016 were on the agenda.		
4.2	For AP2, a Governor Visit to review the impact of the new Marking & Feedback policy has been arranged for Monday, 4 July 2016.	July 16	CC
4.3	For AP 3, Attendance and Punctuality figures were reported to the Full GB at its meeting on Thursday, 17 March 2016.		
5.	Headteacher's report, including update on the TOP and Ofsted Action Plan		
5.1	The Head and Deputy Head reported on the different types of data being collected in school.		
5.2	The data being collected was relevant but as this was the first year of non-level data there was nothing at this point to compare it to. Data being used by team leaders was very good and was being used effectively for identification of pupils who need interventions.		
5.3	The difficulty this year is that although children are expected to achieve their Age-related Expectations (ARE) there is no national bar to compare all the data too yet, until after national test have been taken.		
5.4	Following the visit by the Head and Deputy Head to a high-performing school in London, the school introduced a termly assessment system based on professional judgement to help see which children are in line with ARE. These judgements then informed the O-track data. The Head reported that the new system was helping improve the quality of new data as demonstrated in the scrutiny of books, but the overall picture remains unclear until the children have taken national tests, especially in Year 2 and Year 6.		
5.5	The Head and Deputy Head then reported on the progress of Pupil Premium children using a spreadsheet that had been circulated prior to the meeting. This identified the pupils who are reaching ARE and those in need of further interventions, and what additional support was needed.		
5.6	The Governor Visit report on the review of Pupil Progress (see 7.2 below) by FN/CC, confirmed that the SLT had a handle on the data, and that staff knew their children well and knew who was making progress and who needed more help.		
5.7	Further discussion about assessment procedures followed, in relation to the potential impact on a teacher's Performance Management.		
5.8	The Head confirmed that the school was using NFER testing in Years 3, 4 and 5 to help staff confirm their assessments in June, and that any pupil interventions were being measured to ensure		

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READ & AGREED AS A TRUE RECORD (CHAIR)

	that they showed impact.		
5.9	The spreadsheet that the Head and Deputy Head used to report on the progress of Pupil Premium children will be updated at the end of the year to enable progress to be fully assessed. This work will also be undertaken for other vulnerable groups (EAL etc.). O-track has also been invited in to school to see what improvements they can make to their current reports, to make them more effective.		
5.10	Peter Smith (Pupil Premium Governor) will undertake a Governor Visit with David Varey agreeing to shadow him in this role.	July 16	PS/DV
5.11	The Head reported that the TOP is on track and that an update will be circulated to the GB at half-term.	June 16	Head
6.	Chair's Action		
6.1	The Chair reported that she and the Chair of the GB had been supporting another Cambridgeshire Primary School in Wisbech. The programme of Governor Visits undertaken by governors and examples of reports showing the depth of questioning and observation had proved most useful.		
6.2	The Chair also confirmed that the Headteacher and RJ had been supporting another Cambridgeshire Primary School locally.		
7.	Monitoring of Governor visits and training		
7.1	The report on the review of the teaching of Literacy by JA/YF/LL was circulated at the meeting. Feedback was given, and it was reported that the book scrutiny undertaken confirmed that Literacy was firmly embedded across the curriculum. Handwriting and presentation of work had both improved since the last visit. When finalised the report to be circulated for the Full GB.	June 16	JA
7.2	The report on the review of Pupil Progress had been circulated prior to the meeting. It was noted that there had been a seamless changeover for children with a new member of staff starting at the school. FN stated the importance of these Governor Visits which showed how the GB was monitoring pupil progress in the school.		
8.	Pupil Premium Tracking		
8.1	Covered in item 5 above.		
9.	Report on the latest assessment and progress data		
9.1	Covered in item 5 above.		
10.	Review Work Schedule		
10.1	The Committee reviewed the updated Work Schedule and the two remaining activities for this term (Monitoring Absence Data & a review of the use of fixed-term exclusions) will be added to the Heads Report to the next Full GB meeting on Thursday, 14 July 2016.	July 16	Head

11.	Review Schedule of Policies		
11.1	The Committee reviewed the Schedule of Policies and after discussion approved the following four policies for use in school: <ul style="list-style-type: none"> • LAC policy for children from Peterborough; • Children with Long Term Medical Needs; • Curriculum Policy; and • Anti-Bullying Policy (& leaflet) 		
11.2	It was noted that the school only had two LAC children who were placed in the school by Peterborough, so their LAC policy had to be adopted. If the school receives pupils from other areas then their policies will also be required. The Head to amend the contents to clarify the schools position and add the named LAC governor (JA) before forwarding this to the Clerk.	May 16	Head
11.3	The Curriculum Policy will be amended by the Head to include a section on SMSC and Citizenship.	May 16	Head
12	Minutes of the previous meetings		
12.1	The minutes of the meeting held on 14 January 2016, deferred at the last meeting on 3 March 2016, and re-circulated prior to the meeting, were read, agreed and signed by the Chair as a true record of the meeting.		
12.2	The minutes of the last meeting, held on 3 March 2016 and circulated prior to the meeting, were read, agreed and signed by the Chair as a true record of the meeting.		
13	Any Other Business		
13.1	Standing agenda item - Innovative practices included a Parent Workshop on Number Sense and Fluency. Parents found this very helpful.		
13.2	The Delegated Decision Planner was reviewed and a number of items were removed or amended.		
13.3	There being no other business the meeting closed after item 14 at 7.24 pm		
	Summary of Impact on Standards and Progress		
14	Any Other Business		
	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement. The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> • Been fully briefed on the work in two subject areas and could see how these subjects were developing cross curricular links; • Through presentations by the Head and Deputy and reports on Governor Visits, were better informed on the way that pupils are being tracked, and were confident that appropriate interventions are being put in place to maximise progress; and • Raised awareness and updated several school policies. 		

Learning & Development Committee Action Points – 5 May 2016

L&D 5 2015/2016 AP No:	Action Point	By Whom	Outcome
1.	4.2 CC to undertake a Governor Visit to review the impact of the new Marking & Feedback policy on Monday, 4 July 2016.	CC	
2.	5.10 Peter Smith (Pupil Premium Governor) will undertake a Governor Visit with David Varey.	PS/DV	
3.	5.11 The TOP to be circulated to the GB at half-term by the Head.	Head	
4.	7.1 JA to finalise the report on the review of the teaching of Literacy for circulation to the Full GB.	JA	
5.	10.1 The Head to add Monitoring Absence Data & a review of the use of fixed-term exclusions to her report to the next Full GB meeting on Thursday, 14 July 2016.	Head	
6.	11.2 The Head to amend the LAC policy to clarify the schools position and add the named LAC governor (JA) before forwarding this to the Clerk.	Head	Completed
7.	11.3 The Curriculum Policy will be amended by the Head to include a section on SMSC and Citizenship.	Head	