

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

**Minutes of the Learning and Development Committee Meeting  
Thursday, 10 January 2019 (6.00 to 7.15 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
Cathy Sweet	CS
Louise Lawson	LL
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, Jane Ainscow, Cathy Sweet, Rob Jagger, Louise Lawson, Claire Gerrard, Peter Smith, Jon Lee, Chris Curtis and Dawn Mills.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	The meeting was quorate with all 10 governors present.		
1.4	Apologies for absence, with governors' consent: None.		
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 GB 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 Learning and Development Committee Action Points</b>		
3.1	There were seven Action Points from the last meeting on 8 November 2018.		
3.2	Five of the seven APs (APs 1, 2, 3, 4 & 5) had been completed prior to the meeting.		
3.3	For AP2 – The Governor Report on the Mantle of the Expert visit to be finalised and circulated by CS.	Jan 19	CS
3.4	For AP6 - A missing appendix regarding Acceptable Use by Pupils has still to be added to the new E-Safety Policy.	Jan 19	Head

3.5	For AP7 - RE Policy to be further updated when a new syllabus is adopted. The RE Co-ordinator to present an update on RE at the start of the next Committee meeting on Thursday, 28 February 2019. In addition, the Art Co-ordinator will provide an update on Art, with a new Policy and any news of progress (from Silver to Gold) on Arts mark.	Feb 19	RE/Art Co-ord & Clerk
<b>4. Headteacher's report</b>			
4.1	The Headteacher reported that data analysis is on-going but that it was too early in the term to bring information to the Committee. Pupil Progress meetings and interventions are also started.		
4.2	Work on re-branding the school has started with two options for a new logo available for comment. The views of the staff, children and parent/carers are also being sought. A decision on the introduction of the new logo will be taken soon, possibly in February 2019.	Feb 19	Head
4.3	School Term Dates for 2019/2020 will be discussed at the next Full GB meeting on Thursday, 24 January 2019, as the school wants to fall in line with the local cluster of schools and St Ivo.	Jan 19	Head
4.4	As part of Performance Management this year all staff have been undertaking Research Projects. The first Research Project Report was presented at a recent staff meeting and was well received.		
4.5	<b>Governor Challenge: Governors asked if the results of the research would be collated or published. Following staff meeting presentations the information could be published on the school website. Governors asked that the school evaluate the impact on teaching, with the aim to share good practice and continue the drive to push up standards. The Head agreed that this was a fantastic opportunity and confirmed that this could be further evidence to support any application to be an ITT school. Follow-up work would be needed next year to see how ideas were being used and developed.</b>		
4.6	The Literacy Lead has visited a school in London to review Spelling, Vocabulary and Reading. A change in the approach to Spelling in school is being planned and will be included in the Heads Report to the Full GB on Thursday, 24 January 2019.	Jan 19	Head
<b>5. Chair's Action</b>			
5.1	The Chair had no additional action to report.		
<b>6. Standing items</b>			
6.1	<b>Innovative Practices</b> – See 4.4 above regarding the staff undertaking Research Projects.		
6.2	<b>Governor Visits</b> - The Governor Report on the Mantle of the Expert visit to be finalised and circulated by CS - see 3.3 above. Other Governor Reports to be finalised and circulated.		
<b>7. Review Work Schedule</b>			
7.1	There were two activities on the Work Schedule to consider, including:		

	<ul style="list-style-type: none"> <li>• <b>Review Policy Schedule</b> – See item 8 below;</li> <li>• <b>Review mid-year position on Attendance &amp; Absence</b> – See Heads Report to Full GB;</li> <li>• <b>Review content of Parental &amp; Pupil Surveys</b> – The Parent Survey would be the Ofsted survey used last year but with a few additional questions and options regarding parental consultations. Feedback will be sought on the new style of consultation meeting used this year, which was during the day, lasting 20 minutes. Pupil Surveys will also be the same as last year.</li> <li>• <b>Monitor progress of National Curriculum and assessment procedures</b> – Ongoing with data analysis.</li> <li>• <b>To research and review the opportunities/challenges arising from extended school provision, from a pupil learning perspective</b> – A booklet is available for each term showing all the clubs and activities offered as part of the extended school provision. Pupil Premium grant money is used for some of these activities. Staff are considering the introduction of Yoga sessions for their well-being.</li> </ul>		
<b>8.</b>	<b>Review Schedule of Policies</b>		
8.1	<p>There were five policies to review as part of the Review Schedule.</p> <ul style="list-style-type: none"> <li>• Administration of Medicines Policy;</li> <li>• Clothes &amp; Nappy Changing Policy;</li> <li>• Early Years and Foundation Stage Policy;</li> <li>• Intimate Care Policy; and</li> <li>• Sex &amp; Relationships Policy</li> </ul>		
8.2	There were some minor amendments to the Administration of Medicines Policy and the Clothes & Nappy Changing Policy which were then approved for use in school.		
8.3	The Early Years and Foundation Stage Policy, the Intimate Care Policy and the Sex & Relationships Policy were all discussed and in the light of several proposed amendments would be re-considered at the next Committee meeting on Thursday, 28 February 2019.	Feb 19	Head & PS & Clerk
<b>9.</b>	<b>Minutes of the previous meeting</b>		
9.1	The minutes of the last meeting on 8 November 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	Governors asked about the discussions with the LA regarding the need to seek additional funding from September 2019, to help support the growth in the school as it moves to a 21-class structure. The closing date for applications for Reception is on Tuesday, 15 January 2019 and when the likely numbers are known the matter will be discussed at Committee, and at Full GB meetings and by the Chairs of each Committee in their strategy meetings.		
10.2	There being no other business the meeting closed after item 11 at 7.06 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>Gained an in-depth understanding of innovative practice in school, where all staff have been undertaking Research Projects, and discussed a variety of ways that the school could evaluate the impact on teaching, share good practice and continue the drive to push up standards.</li> </ul>		

### Learning & Development Committee Action Points – 10 January 2019

<b>L&amp;D 3 2018/2019</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
AP1	3.3 The Governor Report on the Mantle of the Expert visit to be finalised and circulated by CS.	CS	
AP2	3.4 A missing appendix regarding Acceptable Use by Pupils has still to be added to the new E-Safety Policy.	Head	
AP3	3.5 The RE Co-ordinator to present an update on RE at the start of the next Committee meeting on Thursday, 28 February 2019. In addition, the art coordinator will provide an update on Art, with a new Policy and any news of progress (from Silver to Gold) on Arts mark.	RE/Art Co-ord  Clerk	
AP4	4.2 Work on re-branding the school has started. A decision on the introduction of the new logo will be taken soon, possibly in February 2019.	Head	
AP5	4.3 School Term Dates for 2019/2020 will be discussed at the next Full GB meeting on Thursday, 24 January 2019.	Head	
AP6	4.6 A change in the approach to Spelling in school is being planned and will be included in the Heads Report to the Full GB on Thursday, 24 January 2019.	Head	
AP7	8.3 The Early Years and Foundation Stage Policy and the Sex & Relationships Policy to be further reviewed by the Head. PS to review the Intimate Care Policy. All three policies to be re-considered at the next Committee meeting on Thursday, 28 February 2019.	Head & PS &  Clerk	