

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

**Minutes of the Learning and Development Committee Meeting
Thursday, 12 January 2017 (6.00 to 7.15 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, Christine Curtis, Claire Gerrard, David Varey, Louise Lawson, Jill Foster, Yasmin Finch, Peter Smith and Carolyn Jepson.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	The meeting was quorate with 9 governors present.		
1.4	Apologies for absence, with governors' consent: Jane Ainscow and Rob Jagger.		
1.5	Absent: None.		
1.6	Declarations of Interest: There were no declarations of interest by members of the committee in respect of any item on the agenda.		
2.	Notice of change in order, or any other business		
2.1	The Committee agreed that there would be no change to the order of business and that there was no other business. As agreed previously the meeting would close early at 7.15 pm as there was a presentation to be made to Finance & Premises.		
3.	Outstanding Learning and Development Committee Action Points		
3.1	Three of the six Action Points from the last meeting on 10 November 2016 had been completed prior to the meeting.		
3.2	The remaining three APs (AP1, AP2 & AP3) were discussed, and it was noted that: <ul style="list-style-type: none"> • For AP1, a visit by CS/LL/SD had been added to the Governor Visit Programme for the Spring Term 2017 to review Pre-school and Foundation Stage; • For AP2, the Headteacher had review the number of children who qualify for Pupil Premium and those children 	Mar 17	CS/LL/SD

	<ul style="list-style-type: none"> who are deemed Children in Need (1 only); and For AP3, two Governor Visits on Safeguarding (CC) and Reading (SM/JF) had taken place in November 2016. Reports to follow. 	Mar 16	CC/SM/JF
4.	Headteacher's report		
4.1	The Headteacher reported that the two updated TOPs had been circulated prior to the meeting, including the completed Autumn Term 2016 TOP and the proposed Spring Term 2017 TOP.		
4.2	The proposed Spring Term 2017 TOP had been amended with additional information from RAISEonline, and included a review of the progress of the small group of children who did not achieve Age- related expectation (ARE) in Year 2 after key EYFS indicates said they would.		
4.3	The Headteacher reported that the two teachers from China had arrived on their DfE funded MathsHub trip. They had already undertaken some teaching, including fractions for Year 5 and multiplication for Year 2. Both lessons were observed and staff in school were able to view aspects of the teaching style they have already become engaged with in this initiative.		
4.4	The feedback from school staff and visitors has been very positive. Some parents expressed their anxiety about the number of visitors to lessons. Members of the Personnel Committee reported from their walkabout the school that the children were now settled and are not fazed by visitors and actually enjoyed talking about their work.		
4.5	The Headteacher reported that a national Year 6 pilot scheme to help review and moderate standards in Writing was been launched, and that children's work will be anonymised and uploaded to this website. Both Year 5/6 teachers will be taking part in this pilot run by a local teaching school.		
4.6	To assist the development of Reading the Headteacher, the Deputy head teacher and the Year 5 and 6 team leader visited a school in Ipswich to observe good practice in action. Guided Reading will now be taught as a whole class in Years 2 and 3 in line with reading teaching from Year 4 upwards, with other ideas introduced to help raise standards. Accelerated Reader is also being considered as something to explore further from September.		
4.7	New spreadsheets to help the GB understand the school data were distributed for discussion. Ideas to improve these spreadsheets included the addition of a context box and a box for Reading/Writing/Maths combined scores.		
4.8	The data helped the Committee understand if the pupils were on track in Writing, Reading and Maths throughout the school and what were the actions needed to drive improvement across all year groups. Key areas of development in understanding our data was highlighted such as when to record writing ARE and achieving greater depth. These anomalies were discussed in the meeting and will be discussed at SMT in the next couple of weeks.		

4.9	Progress of some Pupil Premium children will be a focus for future development as we continue on working on narrowing the gap.	Mar 16	L&D
4.10	All the targets in the new data document for every year group has been discussed and agreed with the school SIP. The school is aiming to be in the top 25% of schools nationally in Reading in Year 6 this year to be in line with last year's Writing and Maths results.		
4.11	After discussion the Committee agreed that this appeared to be a very useful document which they will be able to use to provide sufficient challenge to the Headteacher. The Committee agreed to review the document further and bring back any additional questions for the Headteacher.		
4.12	While age- related expectations (ARE) targets are different in every year group, the school will continue to work to ensure that every child realises their full potential during their time at Thorndown.		
5.	Chair's Action		
5.1	The Chair had no additional activity to report.		
6.	Standing items		
6.1	Innovative Practices Innovative Practices is now a standing item at these Committee meetings. Innovative work in Mathematics and the Literacy Project on Writing had been discussed in the Headteacher's Report – see item 4 above.	Jan 17	JA/SM/JF
6.2	Governor Visits Governor Visits are now a standing item at these Committee meetings. A Governor Visit (JA/SM/JF) to review Writing is due this month.		
7.	Review Work Schedule		
7.1	The revised Work Schedule was circulated to the Committee prior to the meeting.	Jan 17	Head
7.2	The current level of Attendance is 97% and full details will appear in the Headteacher's Report at the next Full GB meeting on Thursday, 26 January 2017.		
8.	Review Schedule of Policies		
8.1	The Committee reviewed the Schedule of Policies which had been circulated prior to the meeting.	Mar 17	Clerk/ Head
8.2	The Attendance Policy to be checked with the Education Welfare Officer (EWO) at their next visit in February 2017, and discussed at the next committee meeting on Thursday, 16 March 2017. The Headteacher to add a section about Pre-school as well.		
8.3	The following policies were amended in several places, and then adopted for use in school, including: <ul style="list-style-type: none"> • EAL Policy; • Nappy Changing Policy; 		

	<ul style="list-style-type: none"> • Charging & Remissions Policy; • Collective Worship Policy; and • Homework Policy. 		
9.	Minutes of the previous meeting		
9.1	The minutes of the last meeting on 10 November 2016 were read, agreed and signed by the Chair as a true record of the meeting.		
10.	Any Other Business		
10.1	It was noted that the Chair had met with the Science Co-ordinator to help her prepare for any future Ofsted inspection, and to discuss new developments in the Science Curriculum.		
10.2	Governors asked about the need for a school policy on 'Sweets and Birthday Treats' and it was agreed that this would be raised at the next Full GB meeting on Thursday, 26 January 2017.	Jan 17	Clerk
10.3	There being no other business the meeting closed after item 11 at 7.08 pm.		
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	<p>The Committee agreed that, at this meeting, it had:</p> <ul style="list-style-type: none"> • Improved governors understanding of data, with the production of a comprehensive document that the Committee could interrogate; • Discussed the innovative practices in Mathematics and the Literacy Project on Writing; and • Reviewed, amended and approved a number of school policies to aid the efficient running of the school. 		

Learning & Development Committee Action Points – 12 January 2017

L&D 3 2016/2017 AP No:	Action Point	By Whom	Outcome
1.	3.2 Governor visit by CS/LL/SD in the Spring Term 2017 to review Pre-school and Foundation Stage.	CS/LL/SD	
2.	3.2 Reports on two Governor Visits on Safeguarding (CC) and Reading (SM/JF) to follow.	CC/SM/JF	
3.	4.10 The Committee agreed to review the data in the new spreadsheet further and bring back any additional questions for the Headteacher.	L&D	
4.	6.2. A Governor Visit (JA/SM/JF) to review Writing is due this month.	JA/SM/JF	
5.	7.2 The Headteacher's Report at the next Full GB meeting on Thursday, 26 January 2017 to report on the current level of Attendance.	Head	
6.	8.2 The Headteacher to check the Attendance Policy with the EWO at their next visit in February 2017, and add a section about Pre-school. Attendance Policy to be added to the next committee meeting on Thursday, 16 March 2017.	Head Clerk	 Completed
7.	10.2 'Sweets and Birthday Treats' to be added to the agenda of the next Full GB meeting on Thursday, 26 January 2017.	Clerk	Completed