

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

**Minutes of the Learning and Development Committee Meeting
Thursday, 16 March 2017 (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, Christine Curtis, Claire Gerrard, David Varey, Louise Lawson, Jill Foster, Peter Smith, Jane Ainscow and Rob Jagger.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	The meeting was quorate with nine governors present.		
1.4	Apologies for absence, with governors' consent: Yasmin Finch and Carolyn Jepson.		
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 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.		
3.	Outstanding Learning and Development Committee Action Points		
3.1	Three of the seven Action Points from the last meeting on 12 January 2017 had been completed prior to the meeting (AP5, AP6 & AP7).		
3.2	The remaining four APs (AP1, AP2, AP3 & AP4) were discussed, and it was noted that: <ul style="list-style-type: none"> • For AP1; the Governor visit by CS/LL/SD to review Pre-school and Foundation Stage has been moved to the Summer Term 2017; • For AP2, reports on two Governor Visits on Safeguarding 	Summer 17	CS/LL/ SD

	<p>(CC) and Reading (SM/JF) have been completed;</p> <ul style="list-style-type: none"> For AP3, the Committee would discuss the data in the new spreadsheet further in the Headteacher's Report – see item 4 below; and For AP4, the Governor Visit (JA/SM/JF) to review Writing has been completed. 		
4.	Headteacher's report		
4.1	The Head teacher, at requested of governors she had added contextual information to the data spreadsheet and separated SEND and non-SEND children. The latest version of the spreadsheet will be circulated to the entire GB by the Head before Easter, with this term data added	March 17	Head
4.2	The Chair and the Headteacher had reviewed the latest data against a list of questions related to those children who qualified for Pupil Premium grant money. Issues raised by staff were picked up too and a learning walk was also completed.		
4.3	The Chair had also asked about aspects of Year5 data which was the most inconsistent against expectations especially in writing. As a result of discussions with staff and a Year 5 and 6 writing moderation, teachers will have higher expectations of what pupils can achieve in a set time to enable an accurate assessment of GLD (Good Level of Development) to be made.		
4.4	Pupil Progress meetings will begin again after Easter, when Writing will again be a focus for staff. One member of staff has been accepted as an LA moderator this year.		
4.5	The school has been informed that it will again be moderated by the LA at Foundation Stage, but will only be advised in June if it will be moderated in KS1 or KS2.		
5.	Chair's Action		
5.1	The Chair had no additional activity to report.		
6.	Standing items		
6.1	<p>Innovative Practices</p> <p>Innovative Practices are now a standing item at these Committee meetings. The school is embedding innovative work in all areas, particularly in Growth Mindset and Philosophy for children.</p>		
6.2	<p>Governor Visits</p> <p>Governor Visits are now a standing item at these Committee meetings. Three reports had been circulated prior to the meeting, including:</p> <ul style="list-style-type: none"> Developing Inference in Reading at KS2 and Spelling at KS1 report from a visit held in November 2016. The LA is interested in reviewing this work as it views this as good practice; Writing Visit report had been completed by JA with VG, and included a book scrutiny and a learning walk. They found detailed, lengthy pieces of Writing. It was noted 		

6.3	<p>that more cross-curricular writing is now being displayed around the school. Governors were pleased to see that this key issue from the last inspection had been addressed; and</p> <ul style="list-style-type: none"> • Growth Mindset report showed that the impact of the visit was that governors have challenged the school about Growth Mindset philosophy, and the school has been able to demonstrate how it links to Maths Mastery and how it is impacting on pupils' positive attitudes to learning. <p>As described above in 3.2 AP1, the Governor visit by CS/LL/SD to review Pre-school and Foundation Stage has been moved to the Summer Term 2017. Other visits are already scheduled for this term too.</p>		
7.	Review Work Schedule		
7.1	<p>The revised Work Schedule included the following three activities for completion:</p> <ul style="list-style-type: none"> • Review Behaviour Policy – see item 8 below; • Parental & Pupil Surveys – the Ofsted Parent Survey will be circulated after the Easter holidays, and the Head will investigate the use of a survey for the children about Growth Mindset; and • National Curriculum documents and assessment procedures are available on the school website for parents. 	April 17	Head
8.	Review Schedule of Policies		
8.1	<p>The Committee reviewed a number of policies scheduled for updating this term, which had been circulated prior to the meeting.</p>		
8.2	<p>The following policies were amended in several places, and then adopted for use in school, including:</p> <ul style="list-style-type: none"> • School Attendance Policy, which had been amended following a visit from the Education Welfare Officer (EWO). It was noted that the EWO is providing strong support for the school; • Pre-school Attendance Policy, which will be added to the School Attendance Policy as an Appendix; • Assessment Policy; • Administration of Medicines Policy; • Early Years & Foundation Stage Policy; • Intimate Care Policy; and • Sex & Relationships Policy, where the draft had been shared with Parents. 		
8.3	<p>The Accessibility Policy needs to be rewritten and will be an agenda item at the next committee meeting on 27 April 2017.</p>	April 17	Head
8.4	<p>The Positive Behaviour Policy needs a section on SEND to be</p>		

	added to the policy. Governors asked about the Headteacher Awards and the need to keep records to ensue equity. The Head will check with staff that they are keeping records of these awards. The Policy will also be an agenda item at the next committee meeting on 27 April 2017.	April 17	Head
9.	Minutes of the previous meeting		
9.1	The minutes of the last meeting on 12 January 2017 were read, agreed and signed by the Chair as a true record of the meeting.		
10.	Any Other Business		
10.1	There being no other business the meeting closed after item 11 at 7.07 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	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> Reviewed, amended and approved a number of school policies ensuring they were fit for purpose; Discussed three Governor Visits and from the reports were able to challenge the Head about the operation of the school; Observed the implementation of good practices recommended in a previous report on Writing 		

Learning & Development Committee Action Points – 16 March 2017

L&D 4 2016/2017 AP No:	Action Point	By Whom	Outcome
1.	3.2 The Governor visit by CS/LL/SD to review Pre-school and Foundation Stage to take place in the Summer Term 2017.	CS/LL/SD	
2.	4.1 The latest version of the data spreadsheet will be circulated to the entire GB by the Head before Easter.	Head	
3.	7.1 Parental Surveys – the Ofsted Parent Survey will be circulated after the Easter holidays by the Head, who will also investigate the use of a survey for the children about Growth Mindset.	Head	
4.	8.3 The Accessibility Policy to be rewritten by the Head before the next committee meeting on 27 April 2017.	Head	
5.	8.4 The Head to amend the Positive Behaviour Policy with a section on SEND before the next committee meeting on 27 April 2017.	Head	