

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

**Minutes of Learning and Development Committee Meeting
Thursday, 2 May 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, Louise Lawson, Claire Gerrard, Peter Smith, Chris Curtis, Dawn Mills and Andrea Dollard.		
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: Rob Jagger and Jon Lee.		
1.5	Absent: None.		
1.6	Declarations of Interest: None.		
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 from 28 February 2019		
3.1	There were two Action Points from the last meeting on 28 February 2019, both of which had been completed prior to the meeting, and were included in agenda item 8.		
4.	Headteacher's report, including updated TOP & LA visit		
4.1	The Headteacher reported that the Year 2 Team Leader was preparing for work to be moderated by the LA. This would involve the random selection of children whose work would then be fully scrutinised against the staff assessed levels. Foundation Stage work this year would be monitored externally and requires attendance at a moderation meeting.		

4.2	An updated TOP and the written report from an LA Maths visit had been circulated to the Committee prior to the meeting.		
4.3	Key Stage 2 (Year 6) SATs take place shortly. The question papers have arrived and are being stored securely. There are changes to the assessment process for Writing this year. The Headteacher agree to bring samples of Year 6 SATs questions to the next meeting on Thursday, 16 June 2019 for scrutiny by the Committee. Next year there will be compulsory on-line test for Year 4 in Maths.	Jun 19	Head
4.4	The Headteacher referred to an email circulated to the GB regarding Ofsted and agreed that the school needed to investigate further the 'intent' behind the curriculum at Thorndown. This will form the focus of an INSET day for staff in September 2019. It will also allow for staff to review curriculum plans and the school TOP.	Sept 19	Head
4.5	The Headteacher reported that assessment was on-going in all years and that end-of-report writing had begun. She gave the following breakdown for the Committee: <ul style="list-style-type: none"> • Year 6 – Preparing for SATs; • Year 5 – Following a review by staff it was recognised that more work was needed to achieve greater depth; • Year 4 – Boys writing needs greater encouragement; • Year 3 – Combined data – individual pupils who are underperforming have been identified; • Year 2 – SATs preparation with assessment processes underway; and • Year 1 Phonics testing in June, with overall results improving. 		
5.	Chair's Action		
5.1	The Chair had no additional action to report.		
6.	Standing items		
6.1	Innovative Practices – Nothing additional to report.		
6.2	Governor Visits - The Governor Report on SPAG had been circulated with the papers for the meeting and was very encouraging. There were six summary points, and the report also highlight progress made by the Subject Lead. The dates for three further visits that are being planned for this term would be confirmed by email with the Chair (PS/JA – visit cancelled last term, RJ/JA on Closing the Gap, and JF/LL on Forest School).	Jun 19	Chair
7.	Review Work Schedule		
7.1	There were five activities on the Work Schedule to consider, including: <ul style="list-style-type: none"> • Monitor Absence Data & set Attendance Targets – see Heads Report to Full GB meetings; • Monitor Governor Visits & Training – see standing item 6.2 above; • Class Structures for 2019/20 – The Headteacher reported that the only way that a balanced budget could 		

	<p>be prepared was to alter the previously agreed class structure and organisation of the school, with planning now in place for 20 classes in September 2019 (instead of 21). Increased pension costs for teachers and increased pay for all TA/Support Staff in line with the recent changes in legislation have helped push up costs. In addition, the new Reception intake in September 2019 is unlikely to fill all 90 places available. It is likely that the current Year 4 (three classes) will become two classes in Year 5. As this will mean classes of 35 the LA have agreed that the school will not accept any additional pupils in this year group until overall numbers fall to 64. An application will be made for additional Growth Funding, but this is unlikely to be successful;</p> <ul style="list-style-type: none"> • Review use of fixed-term exclusions– see Heads Report to Full GB meetings; and • Review progress of National Curriculum and assessment procedures – see TOP attached to the paperwork for the meeting. 		
8.	Review Schedule of Policies		
8.1	<p>There were three updated policies to review as part of the Review Schedule, including:</p> <ul style="list-style-type: none"> • Intimate Care Policy (AP1 from last meeting); • Homework Policy (AP2 from last meeting); and • Mobile Phone Policy. 		
8.2	There were some minor amendments to the Intimate Care Policy, before all three policies were approved for use in school.		
8.3	<p>There were a further three policies to review as part of the Review Schedule, which required no change, and were approved for use in school, including:</p> <ul style="list-style-type: none"> • Equality Statement; • Growth Mindset Policy; and • Missing Pupil Procedure. 		
8.4	The Home School Agreement Policy was deferred to the next meeting on Thursday, 16 June 2019.	Jun 19	Head/ Clerk
9.	Minutes of the previous meeting held on 28 February 2019		
9.1	The minutes of the last meeting on 28 February 2019 were read, agreed and signed by the Chair as a true record of the meeting.		
10.	Any Other Business		
10.1	The Headteacher agree to bring samples of Writing to the next meeting on Thursday, 16 June 2019 for scrutiny by the Committee.	Jun 19	Head
10.2	There being no other business the meeting closed after item 11 at 6.39 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"> • Approved several policies for adoption by the school; • Been informed about the arrangements for gathering assessment information this term; and • Gained an understanding of the latest data collection from the TOP. 		

Learning & Development Committee Action Points – 2 May 2019

L&D 5 2018/2019	Action Point	By Whom	Outcome
AP1	4.3 The Headteacher agree to bring samples of Year 6 SATs questions to the next meeting on Thursday, 16 June 2019 for scrutiny by the Committee.	Head	
AP2	4.4 The Headteacher agreed that the school needed to investigate further the 'intent' behind the curriculum at Thorndown. This will form the focus of an INSET day for staff in September 2019. It will also allow for staff to review curriculum plans and the school TOP.	Head	
AP3	6.2 The dates for three further Governor Visits that are being planned for this term would be confirmed by email with the Chair (PS/JA – visit cancelled last term, RJ/JA on Closing the Gap, and JF/LL on Forest School).	Chair	
AP4	8.4 The Home School Agreement Policy was deferred to the next meeting on Thursday, 16 June 2019.	Head/Clerk	No longer required
AP5	10.1 The Headteacher agree to bring samples of Writing to the next meeting on Thursday, 16 June 2019 for scrutiny by the Committee.	Head	