

**NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD
TEACHING AND LEARNING COMMITTEE MEETING**

Present: Chris Trengove
Stuart Vaughan

Marian Gadian
Nicola Dowsing

John Ridgley

In attendance: Natalie Mann (Clerk)

Quorum: Quorate

Ref	Agenda Item	Action to be taken
1	Apologies for absence – None	
2	Notice – Received SV to discuss with Scomis using google platform for governors’ documents and virtual meetings.	
3	Declaration of business interests relating to the agenda – None	
4	Minutes of last meeting on 10th November 2020 – The minutes were agreed to be a true and accurate record of the previous meeting and signed by chair; CT. CT will send signed minutes into school.	
5	Matters arising from the meeting on 29th September 2020 – CT reported back on training at FGB meeting. NM to contact BM with regards to Equality information. <i>CT asked if the school is having to submit data count to DfE and Devon?</i> Yes, DfE require us to complete daily form and Devon extract the information directly from SIMS. PP plan is to be postponed to next meeting due to current circumstances. MG attended PTA annual general meeting. DT and MG to arrange meeting to discuss SEND. MG and BM have completed hand over with regards to SEND lead role. NM confirmed medical policy does not require signature. Online policy appendix needs to be completed by all governors and returned. Safeguarding 175 has been completed and returned.	NM FGB
6	Update on current school closure – Food parcels have been offered and delivered over the past two weeks. Voucher scheme will begin from next week. Governors thanked SV for the supply of these parcels and the quality of their content. <i>MG asked do you need any contribution towards food parcels?</i> at present we are manging this well, SV thanked MG for her kind offer. <i>CT asked is there a consistency with the number of pupils attending school?</i> The numbers are creeping up slowly ranging between late 40s and early 50s most days. <i>CT asked are staff managing both workloads?</i> SV advised yes and pupils in school are following same structure as pupils who are home learning. Workload is being monitored closely by SV and James Morrison. Currently maintaining 7 separate bubbles due to large numbers attending school. SV reported staff are doing well and supporting each other. An email of thanks will be circulated to staff from the governors. CT to send to NM for circulating. <i>MG asked how are we ensuring looked after and vulnerable pupils are safe?</i> One CIC pupil is attending school and other CIC pupil is currently in hospital receiving treatment.	CT

	<p>Both these pupils are within safe secure foster care and SV reported he has no concerns. All other pupils considered vulnerable are attended school except one who is currently shielding and we are maintaining contact twice a week.</p> <p><i>MG asked have our new staff members completed safeguarding training? Yes.</i></p> <p><i>ND asked are pupils getting enough outside time and how can we improve on this?</i> Teachers are still trying to do their outdoor sessions with children in school, catch up funding is going toward the outside learning and additional training from Greg Botwill which will offer more opportunities for outdoor learning. <i>ND asked is there any support to encourage teachers to consider curriculum based lessons outside?</i> This is something we could look towards once all children return. ND contacted Chris Holland about support for a permanent structure in adventure island, which he could not offer, but he did send some information with regards to training he can offer. ND to send on to SV.</p> <p><i>CT asked do we have a designated lead for outside learning?</i> Yes, we have a team that includes ND, James Morrison, Teri Murphy and other members of staff looking at how we are using the outdoor spaces available to us.</p>	ND
7	<p>Remote Home Learning –</p> <p><i>MG asked how are parents letting you know if they are struggling?</i> Parents are using google classroom to communicate or emailing directly to school. Any pupils that do not join one of the 2 live sessions will receive a phone call to chat directly with teacher. <i>CT asked with regards to home learning curriculum, do we have one document containing the information on home learning provision we are offering, including the plans?</i> SV has a document that contains the agreed information and plan for home learning.</p> <p><i>CT asked what form of quality assurance is in place to ensure home learning is adequate, being completed and any support required is being addressed?</i> James Morrison and SV are monitoring google classrooms, staff are checking continuously throughout the day for communication, weekly feedback forms are being completed by pupils. There are 2 live meetings a week per class. Any pupils not attending these live meetings are having regular phone calls. SV reported a small number of pupils are not engaging at present, this is mainly related to internet issues – SV is following up with DfE with regards to additional devices and BT for access to their available free Wi-Fi hot spots. Currently these families are receiving paper format for the home learning set. <i>CT asked have there been any donations of IT equipment?</i> We have been able to supply equipment to pupils where required. 32 devices have gone out to pupils. Waiting for 13 devices from DfE which were ordered 10 days ago. Donation of a couple laptops and tablet which will be set up in the next few weeks.</p> <p><i>CT asked when are you planning to consider recovery curriculum as a result of this lockdown?</i> Staff are prepared for how we will approach this for the full return of pupils and will consult preparation we made September. Feedback from children and staff was that September's preparation worked well and we will therefore continue with the same approach. Teachers are already assessing which pupils are progressing and where extra support may be needed.</p>	
8	<p>Analysis Pupil performance dates –</p> <p>1 Exclusions as a result of violence towards staff.</p> <p>For the Autumn term, attendance was at 96.4%, with 0.6% unauthorised absences, the unauthorised absences were relating to 2 families – the first a child who did not attend when pupils were expected to return in September – both the EWO and myself worked with parent to support their return, but the parent chose to Electively Home Educate. The other absence was a family of 3 who took the children out of school through a perceived vulnerability for 2 weeks.</p> <p>During the Autumn term we had one pupil on a part-time timetable in agreement with the parent. We did in September suggest part-time timetables for 2 other pupils, but parents were not in agreement.</p>	

	<p>In addition to the child on a part-time timetable, there are 5 children using flexi-schooling. These 5 children consist of 3 families that wanted to continue an aspect of home learning following first lock down.</p> <p><i>MG asked are all the vulnerable and part time pupils remaining safe at present time? SV</i> has no concerns to report, contact is been maintained regularly.</p>	
9	<p>Report on Pupil Premium and impact of interventions -</p> <p>Clearly COVID has had various implications on this area. Interventions being difficult currently with following COVID guidelines and risk assessments. Internal data shows that what has been in place, both during lockdown and during the Autumn term has been effective and ensured that any gaps in attainment between PP children and others, has not increased and in most cases has narrowed.</p> <p>The government are during this academic year giving primary schools £80 per pupil under catch-up funding. The decision was made to use the funding as follows.</p> <ul style="list-style-type: none"> • Employ a qualified teacher 2 days a week to run Forest school sessions – 1 day on Literacy and 1 day on Numeracy – this started last term with 5 groups of between 4 and 6 children on both days – this was working well, but has temporarily been stopped at this time as many of the children who had been targeted for this intervention are not in school. • Employ a suitable experienced HLTA to deliver intervention groups 5 afternoons/wk from 1:30 to 4:30 – the intention was that this person would work with small groups in both literacy and numeracy. After advertising for the 2nd time, find a very experienced HLTA. They started in their role on Monday 11th Jan, currently at this time they are working 1:1, with any child in school that we had already identified for support <p><i>MG asked are you managing to cover the expenditures required to support PP children within the PP income? SV</i> reported it is difficult to manage but we continue to monitor throughout the year. We receive the budget in April relating to the previous October census. <i>MG asked are you receiving any support from external agencies?</i> We receive extraordinarily little support at present and where possible they were meeting remotely to offer support on a one to one basis. SV reported the external agency support is poor and there has not been huge improvements over the years.</p>	
10	<p>Evaluate progress in line with the SDP -</p> <p>SV has circulated the updates on current plan to all governors. Some planned tasks have not been completed due to COVID restrictions and will be brought forward into the new SDP. New SDP will be reviewed by governors at the next meeting. <i>CT asked will the areas of plan remaining the same?</i> SV reported some areas will remain the same and there will be additional topics added. <i>MG asked have you been able to purchase the addition resources for maths?</i> Yes, there were purchased and used during the autumn term before current closure.</p> <p><i>CT asked are staff still able to attend CPD courses during this period?</i> Yes, staff did complete some CPD in autumn term, mostly remotely. Further CPD has been booked for this term. Many training courses have been booked following support staff appraisals, and courses are becoming better value due the remote learning. <i>CT asked are we part of a teaching alliance?</i> Yes, Exeter consortium and we make use of their resources where we can. <i>MG asked has journaling training commenced?</i> We were unable to start as the trainer is no longer available, so we are identifying new trainer. As this training requires visits to school which cannot take place at this time.</p>	
11	<p>Review school session times –</p> <p>Session times are:</p> <ul style="list-style-type: none"> • KS1 and Reception – 9:00am to 3:15pm – with a morning break and lunch from 12:00 – 1:15pm 	

	<ul style="list-style-type: none"> KS2 – 9:00am to 3:30 pm – with a morning break and lunch from 12:15 – 1:15pm <p>Since March 2020, these times have been adjusted on several occasions. A full review of these session times should take place once we return to normal. SV reported there is some elements we can review that have been working well and may wish to implement. <i>CT asked would the split lunch times impact on pupils of different ages playing together?</i> We may consider retaining the structure for the dinner hall, however the long-term plan is that children will be able interact across all areas of the outside space we have once we can return to mixing bubbles again.</p> <p><i>CT asked would the fence around the EYFS area stop access for the older children?</i> We will be considering access when COVID restrictions are reduced and more children can play together outside of their bubbles. At this point this will be considered.</p>	
12	<p>Governors training update and feedback -</p> <p>MG completed safeguarding training this morning and MG report has been circulated to governors. Safeguarding is to continue to be the core of aspect of governors meeting. NM to circulated KCSIE for governors to read and sign.</p> <p>Child protection procedures are in place and up to date.</p> <p>SV confirmed there is a safeguarding display in the school foyer for staff, visitors and children to refer to.</p> <p>School council is a key source to support children to feedback and this will commence again once we return to normal. Governors safeguarding review with staff normally takes place on governor awareness day, this is also opportunity for governors to ask questions to the staff.</p> <p><i>MG asked did you manage to access the DSL funding for training?</i> SV was not aware that we could get funding, MG will send information across to SV.</p> <p><i>MG asked are the training reports beneficial and is it useful for questions to be highlighted in red for governors to consider asking at meetings?</i> Governors are grateful and find them especially useful.</p>	<p>NM</p> <p>MG</p>
13	<p>Policies for Review:</p> <p>Assessment - reviewed by MG and recommended to committee</p> <p>Equality – reviewed by MG and recommended to committee</p> <p>Outdoor Education and Visits -reviewed by ND, <i>ND asked are governors expected to review the managing of offsite activities?</i> SV reported these are covered within the personalised Standard Operating Procedures and further personalised for different events outside school. We use the Devon EVOLVE system for residential visits. <i>ND asked is there a parental consent given annually?</i> Yes, we have a general consent for local visits, however there is a separate SEO3 that is send out for each individual school trips. <i>MG asked is this a generic policy?</i> Yes, however the Standard Operating Procedures is separately personalised for each school. SV outlined the procedures for school trips authorisation to governors. <i>CT asked are contributions on an opt in payment basis?</i> Yes, all trips are on a voluntary contribution. All trips are costed out on the basis that all parents pay, however there are a percentage of contributions we do not receive. Where we can offer additional support to families we do. <i>CT asked if additional measures were required to support individual child at additional cost, would this be input directly from the school budget?</i> Yes.</p> <p>Positive Behaviour Management – reviewed by MG, James Morrison is reviewing this policy and working on a new policy with the aim to being in place by September. JM is working with other schools to support his review and the procedures within the policy.</p> <p>EYFS Teaching and Learning – Reviewed by JR, ND and SV reported tapestry is working well and reducing workload.</p> <p>AGREED: MG proposed, CT seconded and all governors agreed above policies to be ratified.</p>	<p>MG</p> <p>JR</p>

14	<p>Policies due for review at next meeting:</p> <p>Intimate Care</p> <p>Special Education Needs (SEND)</p> <p><i>MG asked SV how he is you coping? Keeping it together and staff are supporting to help keep on top of things. It is not straight forward currently, but we are trying to allocate time where possible for additional training.</i></p>	<p>MG</p> <p>MG</p>

The meeting closed at 6:58pm