

NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD
TEACHING AND LEARNING COMMITTEE MEETING
 held at Newton Poppleford Primary School Tuesday 16th November 2021 at 5.30pm at school

Present: Chris Trengove Mary Raffell Marian Gadian
 Nicola Dowsing Stuart Vaughan

In attendance: Natalie Mann (Clerk)

Quorum: *Quorate*

Ref	Agenda Item	Action to be taken
1	Apologies for absence – Apologies received from NM and sanctioned by governors.	
2	Notice – Received	
3	Declaration of business interests relating to the agenda – None	
4	Minutes of last meeting on 28th September 2021 – The minutes were agreed to be a true and accurate record of the previous meeting and signed by chair; CT.	CT
5	<p>Matters arising from the meeting on 28th September 2021 –</p> <p>SV shared report with governors on the links between PP and gender relating to data results.</p> <p>MG met with DT on governor awareness day.</p> <p>SV is in contact with Martin Smith from SWIFT to arrange meeting to discuss professional lead for outdoor learning.</p> <p>A plan has been developed for the allotment to support maintaining all areas when classes visit.</p> <p>Data report circulated prior to meeting. MG acknowledged boys reading is positive when looking at the whole school average. SV talked through the data to governors and how this compares to national statics.</p> <p>MG raised concerns that 23.8% are below average for maths for the girls, <i>have you seen progress being made since this data?</i> SV reported these results are in line with national figures prior to COVID. Progress is being made and some of the children within this data have more time in the school to impact on their improvement. Reflected these are strong figures for PP children following a COVID affected year. <i>ND asked is this a typical pattern that we are closing the gap for these children throughout their time in the school?</i> Yes, and it is our priority to support these children to help close the gap. Prediction for the end of this year will be for PP children we are working with, will be closing the gap and these children will be within average alongside their non-PP peers.</p> <p><i>ND asked are the PUMA and PIRA tests testing what the children have been learning?</i> Not necessary but can relate to topics they have been taught in previous year. <i>ND asked would it be more beneficial for the data to reflect the topics they have been taught?</i> Not necessary, SV offered ND to meet and discuss data collection for further insight.</p> <p>MG reported to the committee she felt the procedure for HT selection and interviews arrangements had been disappointing in how it is being delivered and lack of communication the FGB has received. MG raised concerns regarding safeguarding, SEN, Interview panellist, and how governors have also been excluded from the process. MG</p>	

	<p>feels the process is incorrect and irregular. CT advised that in previous discussions it had been difficult for governors to agree and delegate when full board members had been involved, and it had previously been agreed by FGB for the process of recruitment to be delegated to panel members and for this reason panel members have taken full responsibility for the organisation of the shortlisting, interview days and most elements of the recruitment process. CT reflected this is a new process for all involved and apologised if any governors had felt there had been a lack of communication. Babcock package has been purchased and the panel are following their advice throughout the process. CT confirmed who us on the HT Recruitment panel and SV confirmed Brad Murray is only available throughout the process as an advisor. ND reflected on the guidance which stipulates that the panel complete the majority of the work. CT detailed what processes have taken place over the last week. Shortlisting will take place tomorrow. CT suggested governors reflect at FGB on HT process once an appointment has been made. MG reflected SEN is a large proportion of the budget and asked for some reassurance that from the candidates of how they will consider the SEN funding and how this would be allocated for expenditure during the interview process. NLM to email JS to ask for this reassurance.</p>	
6	<p>Monitor Attendance</p> <p>Attendance is positive, there are a small number of children where we face challenges with their attendance. One family we have worked with closely and attendance has improved. Other families we are continuing to work with. <i>CT asked how is COVID affecting attendance?</i> In comparison to other local schools it has been ok, a few isolated cases where a small number of children have been off following positive tests, however the numbers are low at present, and this has little impact on learning and the school as a whole.</p>	
7	<p>Evaluate progress in line with the SDP</p> <p>SV circulated documents reviewing progress prior to meeting. <i>ND asked have the music instruments for outside been purchased but not delivered?</i> SV will check if this is the musical instruments or the sensory gardens instruments that have been ordered. SDP cycle ends in March and subject leads will begin looking at priorities from January. <i>CT asked how will this work for the new head?</i> It is likely the new head will inherit the current SDP. <i>ND asked if Plan B schemes of work are enhancing a broad and rich curriculum following observation made on governor awareness day?</i> SV advised James Morrison and Jody Hall had previously looked at different schemes before purchasing Plan B, however they are now reviewing this purchase moving forward as feedback has been that it is not as effective as originally proposed.</p> <p>ND reflected that all the tasks have been completed with regards to the play project and <i>asked is this realistically happening more in KS1?</i> SV advised staff have met and agreed a minimum frequency for each year group. <i>ND asked will there be opportunities for staff to visit classrooms?</i> Yes, this has been reviewed following feedback from governor awareness day. We are considering a slot of 30mins a week for each teacher to have the opportunity to visit another classroom.</p> <p><i>CT asked would it benefit for the learning community subject leads for both primary and secondary to meet on inset days?</i> SV reflected previously this has been very beneficial and would support this going forward.</p> <p><i>MG asked if it would be appropriate for governors to come into school more often?</i> SV confirmed this would be great.</p> <p>SV and MG to meet with regards to safeguarding audit.</p> <p><i>ND asked if there has been opportunity for children to gain a broader experience of sports and other activities?</i> Audit has taken place and we plan to incorporate some of the ideas from this on the wow week. JM is looking at the possibility of climbing wall.</p> <p>PIRA and PUMA will not be taking place till the summer term.</p>	SV/MG

8	<p>SEND Feedback</p> <p>MG met with DT and reported learning to learn is going well. MG raised concerns of the increasing staffing levels and number of support staff within school directly supporting children with additional needs. <i>MG asked is there a review system in place to check how effective the allocation of staff to pupils is?</i> MG reflected on one to one support and <i>asked how is this effectively monitor to ensure quality of care and value for money with the staff to children ratio?</i> SV reported there are 13 EHCP children with variety of needs, many of these require one to one support throughout the school day for learning needs or behaviour. This poses a lot of challenges, one being the funding and staffing is a struggle. SV is working with DT to review staff. Staff mapping is complicated.</p> <p><i>MG asked are we confident the staff are up to date and trained to the requirements needed?</i> We are fortunate to have good set of skilled members of staff and we do where possible complete training as a staff team and were able to complete a lot of additional training during lockdown. Half termly meetings with TA's and at recent meetings training has been requested and we are looking at how this can be included. Evaluating the quality of care can be seen in the evidence and parental feedback, measure from some children can be that exclusions have reduced which shows what has been put in place is working. We are also being supported by external agencies with these children.</p>	
9	<p>Report on Looked After Children</p> <p>SV reported there are no looked after children within school.</p>	
10	<p>Community and Parents Links</p> <p>MG agreed to be link governor for community and parent links. Introduced Marvellous Me this year and have had a 92% take up. SV will be asking parents for feedback. CT reflected he feels tapestry is better, however this is only available for EYFS.</p>	SV
11	<p>Agree subject lead feedback at meetings</p> <p>SV shared proposed schedule for the year where 10 subjects are split across the year in committee and the core subjects' feedback would be at FGB. Governors agreed this is an appropriate time table. <i>CT asked did we want to consider this feedback in the style of a SWOT?</i> Governors agreed a format to contain: strengths, weakness and next steps. CT suggested considering staff wellbeing and offering staff the choice to attend virtually or in person. <i>MG asked as a way of helping them to format their talks, do we give them any headers and the opportunity for them to feedback on us?</i> Google form suggested for feedback on the process. Governors agreed to use the SWOT format for staff to feedback. ND suggested preschool feedback to be added to time table and governors agreed. <i>MG asked is outdoor play/ adventure island should be on the feedback cycle?</i> Governors reflected the importance of this and for it to be added to the timetable along with EYFS.</p>	SV
12	<p>Governors SDP</p> <p>Completed actions – Autumn term:</p> <ul style="list-style-type: none"> • Agreed to discuss the format of Subject Lead presentations to Governors. • Reviewed the SDP. <p>Actions to be completed Autumn term:</p> <ul style="list-style-type: none"> • Maths to present to the FGB their Subject Lead presentation. <p>Actions for Spring term:</p> <ul style="list-style-type: none"> • English to present to the FGB their Subject Lead presentation. • Music, DT, French and History to present to the T&L Committee their Subject Lead presentation. • Reviewed the evaluation of SDP. 	

	ND reflected on recent course for Enhancing Governor Skills and how this focused on how as governors we evidence what we are doing and looking into evidence to back this up. Governors agreed subject feedback, attendance at staff meetings, CPD and governor SDP will help to evidence what we are doing.	
13	Governors training update and feedback ND reported the Enhancing Governor Skills course was useful and worth attending. ND will share course slides with governors. Interview panel have completed safer recruitment training.	
14	Policies for Review: Anti-Bullying – MG reviewed and asked SV: <i>do the staff regularly check the concerns box?</i> Yes. <i>Should cyber bullying be referred to in the policy?</i> SV will check the requirement for this and amend is necessary. <i>Does the HT report to Governors on incidents of bullying?</i> Yes, at FGB through HT report. MG recommended to committee. Attendance – CT reviewed and asked <i>does their need to be any clauses added on COVID?</i> SV advised this is not required at present and we are currently following Devon's guidance on COVID attendance. AGREED: ND proposed, MG seconded and all governors agreed for the above policies to be ratified. Admissions – reviewed by ND and recommended to FGB.	SV FGB
15	Policies due for review at next meeting: Assessment Equality Outdoor Education and Visits EYFS Teaching and Learning <i>MG asked how is the wellbeing of staff?</i> SV reflected it has been busy, however staff are supporting each other. <i>CT asked how are you feeling about the process of recruitment?</i> SV reported his main concern is ensuring the right person is appointed. MR reflected staff are nervous and anxious about the headship change. <i>MG asked is there a concern box for staff and would this help?</i> Yes it could be tried.	CT ND MG MG ACTION

The meeting closed at 7:02pm