NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD TEACHING AND LEARNING COMMITTEE MEETING held at Newton Poppleford Primary School

5.30	pm
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Present:	Bob Tubbs (Chair)	Julia Bramble	Stuart Vaughan
	Amanda Thomas		_

In attendance: Natalie Mann (Clerk)

Ref	Agenda Item	Action to be taken
1	Apologies for absence – Ben McGowan apology were sanctioned by Governors. No communication received from John Ridgley.	
2	Notice – Received	
3	Declaration of business interests relating to the agenda – None	
4	Minutes of last meeting on 28 th February 2017 – The minutes were agreed and signed as a true and accurate record of the previous meeting.	
5	 Matters arising from the meeting on 28th February 2017 – BM has met with Debbie Tollerfield to discuss SEN within the school. SV to add the Pupil Premium information to the website, all other information has been up loaded. Staff have discussed at staff meeting about sessions within school for parents to attend, parents café etc. This will be a twilight session provisional on Tuesday 4th July after school. JB asked will that suit parents that are working? Following parent consultation this question was asked and parent's responses majority was 915am and 7pm choices, however for the staff after school is the most suitable time. Open day for new parents for the autumn term has been discussed. New school build may offer more options in regards to space and opportunities for more parent sessions at 915am or for parents to join their child's class during the school day. Governors to discuss further the possibility of a parent café this term. BM has completed parental engagement course and this will be discussed at next committee meeting. 	SV FGB
6	Monitor progress of SDP – SV updated governors that 1 member of staff has been on literacy shared training and 1 staff member on the Babcock reading conference. Visits have taken place for self-evaluation of the pre-school. Inset day has been booked for Babcock to complete training directly with staff. James Morrison and Harriett Coogan have completed another work scrutiny, JB asked has this highlighted anything of interest? some positive areas and some areas of development. The SENCO role will be advertised this week.	
7	Community and parent links – Following BM training this will be discussed at the next Teaching and Learning committee meeting when BM is present	
8	School build update – Last week the plans were approved and have various conditions applied to it, for example a bat survey will need to be completed in the summer break, to ensure the boundaries are maintained and neighbouring gardens are not over looked. All conditions can be resolved. The approval has been published in the local Sidmouth	

Signed
Date

	Herald. SV is still waiting for meeting with EFA for further information. BT asked will Elliots be on site at the end of July? Currently we are assuming this is the case, until we receive information from EFA, we are unable to know for definite. SV will chase EFA. Potential for a meeting with parents at end of this term to inform parents of the new developments with school build.	SV
9	Questions from curriculum team meeting minutes – No curriculum meetings have taken place since last committee meeting.	
10	Agree dates for T&L meetings 2017-2018 – SV to propose some dates at next committee meeting.	SV
11	 Policies for review: Curriculum complaints – BT has reviewed this policy, there is now a new complaints policy from DCC to supersedes the Curriculum Complaints, these documents need to be personalised to our school. Once completed, policy needs to be added to the website and circulate to governors the procedures for complaints. NM to complete and check with SV before adding to website. BT asked do we have examples of actions the school has taken in response to complaints? Yes we do. BT asked have we used mediation? Yes we have in the past. BT asked has the banning of a parent from the school premises always been for an appropriate short period? SV responded yes and maximum period has been 4 weeks and the school has maintained contact with parent during this period. Flexible school protocol – DCC have confirmed this policy is now redundant. A draft website page will be developed by DCC over the summer months in relation to flexischooling for parents' to be guided to. Intimate care – to review to next committee meeting Outdoor education and visit policy – to review at next committee meeting 	NM
	Policies due for review at next meeting: Collective worship RE	JB BT

The meeting closed at 617pm

Signed
Date