NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD TEACHING AND LEARNING COMMITTEE MEETING

held at Newton Poppleford Primary School on Tuesday 27th June 2017 at 5.30pm

Present: Bob Tubbs (chair) Ben McGowan Julia Bramble

Joseph Durning Stuart Vaughan

In attendance: Natalie Mann (Clerk)

Ref	Agenda Item	Action to be taken
1	Apologies for absence – Governors sanctioned apologies for Amanda Thomas and John Ridgley.	
2	Notice – Received	
3	Declaration of business interests relating to the agenda – BM referred to item agenda 9 and explained he will not be proposing any IT suggestions relating to communication with parents.	
4	Minutes of last meeting on 2 nd May 2017 – The minutes were agreed and signed as a true and accurate record of the previous meeting.	
5	Matters arising from the meeting on 2 nd May 2017 – SV has send PP information to Allan Ginman, this is waiting to be posted on the website at present. The proposed parent café on 4 th July has been postponed as SV has no further update on the build. BT raised that some parents have not been receiving the school communication emails due to them entering their spam box, could we remind parents to check these boxes? JB suggested a notice board in the playground to advise parents to contact the office if they are not receiving emails. Dates proposed for Teaching and Learning committee for the next academic year are 10/10/17, 14/11/17, 16/01/18, 27/02/18, 01/05/18, and 26/06/18, governors asked to review theses dates before next FGB.	AG
6	Review of School Prospectus – BT has read through the prospectus in the past few months and BM will look over the prospectus over the next few weeks and report back to next committee meeting, Prospectus can be found on the school website. SV advised governors this document is no longer a legal requirement.	вм
7	School Build Update — SV has had a meeting with EFS and Elliots, at this meeting they were talking about the new school build starting in the summer holidays and the contract will be signed. However SV has had no correspondence since this meeting, SV currently chasing to find out more information. BM asked when will the build go ahead if they do not commence in the summer break? SV advised he thinks it would be moved to the following summer break due to the set up time required. BM asked has Matthew Barrett got any contacts who could chase progress of the build? SV will contact him to ask. BM asked is there	SV

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	anything we can do to help prepare in case the build does begin this summer? SV has being preparing paperwork and information for parents and the community on the basis that the build is going ahead. Once confirmation has been received, information can be circulated.	
8	Questions from Curriculum Team Meeting Minutes — Minutes have been circulated to governors prior to meeting. BT asked if there was a member of staff who would like to take part in the science trust project? SV will ask staff at next team meeting. JD asked are these staff meetings? We no longer have individual staff leads within the school and have moved forward with curriculum teams, these meetings invites governors to also attend to help to review curriculum subjects against the SDP.	SV
9	Community and Parent Links — BM circulated his report from information that BM received at recent parental engagement conference. BM suggested communicating with parents the positive impact parental engagement can have with their child learning and progress through school. Governors reflected on the changes already made to parents' evenings and how this has encouraged more parents to attend. BT asked would it be beneficial to ask parents what challenges they may be faced with while their child in school. Potentially this could be included in the home visits for the new reception children, parents can then receive any additional support they require from the start. BM asked is there funding available for parents that do need support with their learning to help with their child's learning? SV said yes there is funding that can be sourced. BT reported back from a recent communication through the PTFA and how this had a positive effect on the engagement of parents for a PTFA event. JD asked was the conference aimed at parental engagement with the parents that are hard to reach or to improve parents engagement? BM felt that the conference was aimed at understanding the benefits of engagement and ways in which to encourage positive engagement. Governors discussed new ideas around parent engagement. They considered amendments to poppleford post, using 2 way communication, governors to be present at parents evening, skills audit of parents, carers and grandparents. JB asked do we need to get staff involved in this moving forward? To ensure the suggestions are manageable and staff have the time and resources available they need to be consulted throughout. Governors suggested identifying the priorities within parental engagement that we would like to resolve and then formulating a plan and decide on ideas of how to meet these priorities. JD highlighted that the staff will have their own objectives around how to approach engagement and to make a comparison on how these correspond with the governors objectives for paren	BM/SLT
10	Link Governor and training update – JD is EYFS link governor and has various information and resources to look through as training is limited. JD will also be attending the open session for parents on 4 th July. BM will meet with Debbie Tollerfield before the end of the summer term. DT and Harriet	P.M.
	Coogan will be job sharing the SENCO role from September 2017.	ВМ
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11	Policies for Review:	
	Intimate care – BM has reviewed, and asked do we review the intimate care policy before	
	every residential? SV confirmed this was done at the last residential.	
	Toileting – Enhanced DBS check to be added on page one. Remove provider, and replace	
	with Newton Poppleford, NM to complete. BM recommended policies to be ratified with above changes.	
	RE – SV advised the policy is based around the syllabus. <i>BT asked do we have different</i>	
	religious speakers still attend the school? Yes at least once a year. Does this link closely to	
	the prevent policy as RE policy refers to respect throughout? SV responded yes with most	
	policies they do have a cross over.	
	policies triey do riave a cross over.	
	ACPEED: PT proposed PM seconded and all governors in agreement for above policies	
	AGREED: BT proposed, BM seconded and all governors in agreement for above policies	NINA
	to be ratified subject to changes outlined above.	NM
	Outdoor advection and visit notice. CV to conduct to data notice to NIM and DM	N10.4
	Outdoor education and visit policy – SV to send up to date policy to NM and BM.	NM
	Collective worship – NM has send policy to JB on for the next committee.	
	Policies due for review at next meeting:	
	Access to the internet	BM
	Medical Policy	BT
	Sex and Relationships	JD
	Outdoor education and visits	BM
	Collective worship	JB

The meeting closed at 7:40pm

Signed	
Date	