NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD TEACHING AND LEARNING COMMITTEE MEETING

held at Newton Poppleford Primary School Tuesday 1st March 2022 at 5.30pm at school

Present: Chris Trengove (CT) Rebecca Layman (RL) Nicola Dowsing (ND)

Stuart Vaughan (SV)

In attendance: Natalie Mann (NLM - Clerk)

Quorum: Quorate

Ref	Agenda Item	Action to be taken
1	Subject Lead Feedback – Postponed till the next meeting due to staff absence from COVID.	
2	Apologies for absence – Apologies received from NM and MR and sanctioned by governors.	
3	Notice – Received	
4	Declaration of business interests relating to the agenda – None	
5	Minutes of last meeting on 18th January 2022 – The minutes were agreed to be a true and accurate record of the previous meeting and signed by chair; CT.	
6	Matters arising from the meeting on 18th January 2022 – ND to follow up with Megan Gaston (MG) in relation to MG contact with Chris Holland. SV and RL have met to discuss safeguarding and reviewed safeguarding audit.	ND
7	Update on progress with draft School Development Plan (SDP) 2022-23 – Members of Senior Leadership Team (SLT) has met with subject leads, there are still some outstanding meetings to take place. Coaching section to new SDP following training with South West Institute For Teachers (SWIFT). This coaching training has been continuously applied with the development of the SDP. Coaching is a strategy to support staff development. Main highlights that have been added to date: Design Technology – we are looking at new scheme of work. English - writing moderation training through SWIFT, within phonics we will be concentrating on vocab, new online spelling resources and working towards having adults back in school to hear the children read. Geography - field work is a priority, focusing on these skills and ensuring opportunities are built in with the planning. Maths – focus on journaling and vocab, Teacher Research Group (TRG) training will take place in house. RE – we are communicating with Brad Murray to identify how much we can deviate from Devon's agreed syllabus as it seems very dull to teach. We will also be looking at building in visits externally and internally. Science – Staff CPD built in, working scientifically and the vocab being used will be a focus. Remaining subject leads will be meeting with SLT over the rest of this half term. CT asked is the format for SDP the same as last year? yes, once we have complied the SDP with information from subject leads, the SLT will look at the priorities for 2022-23. SV explained how the allotment plan is being formed. RL asked what will happen with the produce? Either used in the kitchen or we will sell it. Governors suggested asking local garden centres for possible donations for compost and seeds.	

Signed	 	
Date	 	

8	Community and Parents Links –	
	Governors discussed options for questionnaire: use of the parent view questionnaire from OFSTED, or design own bespoke questionnaire through format such as google forms. <i>RL asked what has previously been the best way to communicate with parents for the best response?</i> Google forms has been the best result with around 50% forms completed on each questionnaire. Option can be available for parents to pick up paper copy in the office if required. ND offered to look at question context and ideas and return to committee. <i>RL asked would a suggestion box for parents work?</i> Governors discussed possibility of offering suggestions as part of the google form. Governors agreed this questionnaire could link into the vision that is currently being developed. Governors considered retaining some of the OFSTED parent view questions and some bespoke questions tailored to the school. CT highlighted as a board we need to consider when the time frame for further questionnaires to be released and should this be in line with other items such as governors SDP, school SDP and budget setting. SDP currently follows the school budget year, which would suggest the strategic plan should be completed in the autumn term, SDP in spring term to fall in line with budget, which may lead to the questionnaire being completed. NLM to arrange meeting for chair to discuss this once vision is in place. Vision working group will gather information from the SLT before Anthony Pope (AP) visits on 17th March.	ND NLM
9	Safeguarding – All staff have completed the relevant safeguarding training. Debbie Tollerfield(DT) will be a completing Level 3 training as safeguarding lead. AP has completed his level 3 refresher. James Morrison (JM) is completing his refresher in the summer term. RL has training booked this week on responsibilities of safeguarding lead. AP will complete the safer recruitment training before he starts. RL will be carrying out spot check on personnel files and single central record in the summer term. CT asked should JM or DT complete safer recruitment training? SV will book both on to the training.	SV
10	SEND – RL and DT to meeting next week to discuss SEND.	RL/DT
11	Governors training update and feedback – ND completed new governor recruitment training and will report back at FGB, training material shared and added to google drive. RL has completed SEND and safeguarding training.	ND
12	Policies for Review: SEND – RL reviewed and would like to discuss in depth with DT at their meeting this week, RL will then report back to committee, and then shared with FGB in summer term. NLM to send Babcock model policy to RL to compare against current policy. Governors discussed that governing board need to be able to establish how we operate and bring this into the development of the strategic plan.	NLM

The meeting closed at 6:45pm

Signed	
Date	