NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD TEACHING AND LEARNING COMMITTEE MEETING

held at Newton Poppleford Primary School Tuesday 14th November 2017 at 5.30pm

Present:	Bob Tubbs (chair) Ben McGowan	John Ridgley Stuart Vaughan	Julia Bramble

In attendance: Natalie Mann (Clerk) Quorum: Quorate

Meeting commenced at 5:34pm

Ref	Agenda Item	Action to be taken
1	Apologies for absence – None	5
2	Notice – Received	
3	Declaration of business interests relating to the agenda – None	
4	Minutes of last meeting on 10 th October 2017 – The minutes were agreed as a true and accurate record of the previous meeting and signed by BT.	
5	Matters arising from the meeting on 10 th October 2017 – STEM events are no longer available through Dr Usher from Colyton Grammar School. BT is in contact with Dr Trew of Seaton Primary that can offer half a day free support to our school, SV will put forward information to curriculum team meeting along with information about the FAB lab and proposal for a STEM week during this academic year.	SV
	BM will feedback via email review on the current prospectus.	BM
6	Review School Performance Data – SATs results – Currently Analyse School Performance have not released the data for 2017, SV is waiting for the governor dashboard to become available. Postponed to next committee meeting.	T&L Committee
7	 Safeguarding – Elliots mobile phone policy reflects that their staff should not use their mobile phones in certain areas of the school build site located near the current school. SV will ask to see their policy and circulate to governors. JB is continuing to research policy around the use of named pictures of children and will report back at next committee. 	SV JB
	SV reported back to governors on recent training around Operation Encompass. As a school we will become an Operation Encompass school from 27 th November when the operation goes live. This is a new system brought in by the police and focuses on domestic violence. When police are called out to an incident of domestic violence and young children are within the family, officers will log the incident on a computer system, located in 3 centres across Devon and Cornwall, these centres will operate from 7:30am and the staff at these centres will contact designated safeguarding leads at the school to inform them that a child within their school has been involved / witness to an incident of domestic violence. This then prepares the school to be able to support the child at school following the incident taking place. SV will be circulating a letter to parents once	

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	Operation Encompass goes live on 27 th November, this letter is aimed to raise the awareness of operation in local families and the community. <i>BT asked is there strategies already in place for the individual children who may display anxious behaviour when coming to school?</i> Yes and teachers have a reporting process if they have any concerns regarding a child. <i>BM asked SV have you cascaded the training?</i> Yes, staff and governors will receive a briefing over during the next week to ensure they are aware and on board. <i>JR asked what is the process after the phone call has been made with the school?</i> The police follow up with other agencies and offer support with the victims consent. <i>BT asked will phone calls received by the school be recorded anywhere?</i> Yes incidents will be recorded on CPOMS. SV reported that this operation has had a positive response in other counties where it is already running. BT reflected that the support offered by staff may have an impact on their time due to the lack of availability with the external agencies that support the children. SV reflected that our staff will want to support these children as best as we can while they are in school.	SV
	SV reported back to governors about recent complaint raised by a parent, this parent had heard speculation that a child had entered the school building site. These parents have reported their complaint to OFSTED and MASH. SV has not received any contact from these agencies regarding this complaint as yet. SV met with the parent the day of the complaint and resolved the matter. A response in writing to complaint has also been sent.	
8	 Term Dates – SV circulated proposed term dates prior to meeting. Due to the new school build these dates reflect 3 additional inset days at the beginning of September 2018 school year, this will allow for the move of school buildings to take place during the summer holiday and for staff to have a week to set up their classrooms before children return on 10th September. SV highlighted that communication of these term dates as soon as possible is vital to allow parents to prepare. AGREED: BT proposed, JR seconded and all governors agreed proposed term dates for 2018-2019. 	
	2018-2019.	
9	Community Parent Links – Teachers to continue to communicate with parents what learning is taking place in each term where possible. Parent cafe has been arranged for 2:30pm and 7pm on 21 st November 2017. PTA are keen to raise money in regards to the school build, <i>BT asked would the parent cafe be an</i> <i>appropriate time to give ideas on fundraising?</i> SV agreed this is an opportunity to do so. BM hopes to be available at 230pm meeting and BT at 7pm meeting. BT reported Tesco are running a 'bag for help' scheme to raise funds for specific purchases and they may be able to help with some of the equipment purchases as part of the school build. SV recommended BT to make contact with Emma Finch who is currently raising funds towards the schools wish list. Devon live have released article about the hygiene rating on our school kitchen, there	BT
	has been some negative feedback following this, SV has offered for parents with concerns to visit the kitchen if they wish.SV is continuing to look at options for there to be a staff representative at governors meetings. SV is also looking at dates for Chair of Governors and SLT meeting.	SV
10	Link governor and Training update – Curriculum team meetings are taking place this	
	week.	
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	SV has circulated with all governors' information relating to the new GDPR legislation, to raise their awareness. This will be a key focus during the spring term with all staff and governors. Implications on policies and training will arise over the next few months. We must be compliant by May 2018.	
11	Policies for review: Attendance – BT reviewed policy, <i>BT asked who is the governor responsible for monitoring attendance?</i> At present we don't have one at present, BT volunteered and all governors agreed. Policy recommended to committee.	
	Behaviour and Discipline – Behaviour principles has been superseded by the current behaviour and discipline policy, <i>JR asked is there still circle time and is there a definition of bullying</i> ? Yes circle time still takes place and the definition for bullying located in our Anti-Bullying policy. <i>JR asked is section 7.3 to 7.6 appropriate for this policy</i> ? SV advised that this process is to be followed when permanent exclusions are made, there is a cross over with other policies in regards to this section, however it must still remain in this policy. <i>BT asked about changes to guidance following a recent news article in regards to exclusion and adopted children</i> ? SV advised when we have an adopted child we do try different approaches before permanent exclusion. Our difficulties implementing these different approaches can be lengthy due to agencies we work alongside taking long periods of time to implement requirements before these children get the support they need. <i>BM asked is this due to funding cuts with these agencies</i> ? In some cases yes this is, but sometimes it relates to the processes these agencies use. Policy recommended to committee.	5
	AGREED: All governors voted in agreement to ratify the above policies. Anti-Bullying – JB reported that the policy is fit for purpose, however felt the policy needs to be reviewed in regards to the use of language throughout the policy and reflect more about what actions the school takes, Senior Leadership Team to look at policy during next meeting. JB recommended adding the guidelines that staff are using to the policy to ensure consistency amongst staff. SV reported that parents tend to raise concerns to class teacher or SLT, if their child has been subject to any bullying. Policy to also include section on support that is offered to children who are bullying. Policy to return to committee for review once amendments are made.	SLT
	Sex and Relationship – SV to look at previous points raised by Joseph Durning and return findings to next committee.	SV
	Collective Worship – SV will report back at next committee with reference to actions in minutes dated 10 th October 2017.	SV
12	Policies due for review at next meeting: Assessment Equality Positive behaviour management Teaching and Learning	BM BT JR BT

The meeting closed at 7:00pm

Signed
Date