

ST. MARTINS CE PRIMARY & NURSERY SCHOOL
GOVERNING BOARD MINUTES

<u>TEACHING & LEARNING COMMITTEE</u>		DATE:	12th November 2018
CHAired BY: Lythan Nevard (LN)		CLERKED BY: Jacqueline Brooks (JB)	
GOVERNORS PRESENT:		Also Present:	
Tania Beard (TB) Lythan Nevard (LN) Andy Wood (AW) Lisa Malton (LM)			
APOLOGIES: Mel Turl (MT), Sheena Wright (SW)			
Absent without apology:			

Governor questions are highlighted in grey.

Agenda Items	
1.	<u>Opening Prayer</u> 1. Taken by LN.
2.	<u>Apologies and Correspondence</u> 1. Apologies had been received from MT and SW – these were sanctioned by the Committee. 2. Governors noted that Rick Walker (RW) has resigned from the Board.
3.	<u>Declarations of Interest & Correspondence</u> 1. None.
4.	<u>Minutes and update on actions from the last meeting (23.4.18)</u> 1. These were agreed as accurate and signed by the Chair. 2. All actions were confirmed to have been completed.
5.	<u>Data and Curriculum Autumn Report and Policies – Questions to Lead Governor</u> 1. RW's report noted that the Reading policy had been reviewed by himself, NP and TB. TB advised that the school's Reading policy and strategy had been also been reviewed by

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	<p>the Lead Adviser from Babcock LDP and no changes were identified as necessary. The policy was approved again.</p> <ol style="list-style-type: none">2. The School Improvement Plan Monitoring aspect to RW's report will be reviewed with other governor SIP reports at the end of this term.3. RW had raised the need for governors to have access to the different data analysis sources. All governors now have been given access to School Pupil Tracker Online (SPTO) and Analyse School Performance (ASP). Governors will also have access to i-dash when this is running fully.4. TB provided a short training session to the Committee on how to use SPTO to extract and explore data. Governors were encouraged by TB to use SPTO to identify further questions and build upon the data analysis she includes in her Headteacher Reports. There will be further data training input for governors next term. <p>Agenda item for Spring T&L Meeting: Training session from TB on using ASP.</p>
6.	<p><u>Early Years Autumn Report and Policies – Questions to Lead Governor</u></p> <ol style="list-style-type: none">1. SW had submitted her Autumn SIP Monitoring Report as her Lead Governor report as the actions for both areas mirror each other.2. SW has a visit to school planned for December 18 as part of her Lead Governor work for the term. <p>Agenda item Full GB Spring 1 meeting: Update on Early Years Autumn work - SW.</p>
7.	<p><u>Safeguarding Autumn Report and Policies – Questions to Lead Governor</u></p> <ol style="list-style-type: none">1. LN had produced a summary report on key items in her role as Deputy Safeguarding Governor whilst the Lead Governor position was vacant. LM has now joined the GB and will take on the Lead Safeguarding Governor role.2. LN confirmed that the safeguarding audit had been completed and an action plan has been drafted. Action: TB to arrange a safeguarding learning walk with LM and LN to talk through how items from the summer safeguarding audit action plan have been addressed and embedded in school.3. LM asked how the school were assured that staff read key safeguarding policies. TB advised that staff are required to sign to confirm that they have read both the Child Protection and Safeguarding and the Positive Handling policies. Other key policies e.g. Whistleblowing are talked through with new staff on induction and staff are made aware of how to access policies on the shared google drive. The Keeping Children Safe in Education guidance is talked through with staff annually during inset.
8.	<p><u>Special Educational Needs and Disabilities (SEND) and Inclusion Autumn Report and Policies – Questions to Lead Governor</u></p> <ol style="list-style-type: none">1. LN's report had been circulated to governors prior to the meeting.2. Governors agreed to continue interrogating attendance data for SEND pupils but noted that the time it would take to extract and analyse data for children being late did not make it a viable exercise.

	<p>3. LN will review progress data for SEND children in the Spring Term and will report on this in her report.</p> <p>4. AW referred to the significant impact that the move to Universal Credit is having on finances for families within Cranbrook, through families previously eligible for Free School Meals no longer being eligible under the new system. This will have a huge impact on the school finances due to the reduction in Pupil Premium money that the school will receive and impact upon services and support the school is able to provide e.g. the Family Advocate role is funded from Pupil Premium money. AW noted that TB has previously written to local Councillors, MPs and Dawn Stabb at Devon County Council. Action: The Committee agreed to recommend that the GB write their own letter raising their concerns.</p> <p>5. The Committee noted that LN has reviewed the SEND policy with lead staff members and agreed to recommend it for approval at the next GB meeting. Provision maps have been amended to clarify the school's universal provision. It had been identified that St. Martin's had been including too much specialist provision within its Universal offer. This was affecting funding claims. The amended provision maps now make it clear which aspects are actually Targeted provision. Action: Full GB to approve SEND policy at 10.12.18 Full GB meeting.</p>
9.	<p><u>Parent and Christian Community Links Autumn Report and Policies – Questions to Lead Governor</u></p> <p>1. AW's report had been circulated to governors prior to the meeting. The Committee noted that the setting up of a Parental Engagement working group detailed in the Cycle of Work will no longer be necessary as staff and governors have now finalized the Parents' Charter and there will be a standing agenda item at all Full GB meetings to discuss updates/progress on parental engagement. Action: JB to amend Cycle of Work to reflect this. AW to review the Terms of Reference for this Lead Governor role with JC to ensure it fully incorporates actions/responsibilities for the Christian focus of the role. AW raised that going forward, a key action will be to review the impact the implementation of the Charter is having. Action: AW to plan with TB how this will be monitored and feedback to governors.</p> <p>2. AW advised that the local Councillor he has been liaising with regarding road safety outside school has suggested that they are in more regular contact over this issue – AW will report back to governors on outcomes of this contact in his next report. The Committee noted plans for children to design their own safety leaflet. This will then be placed on any cars parked dangerously by a group of parents who have volunteered to work with the school on addressing this issue.</p> <p>3. The Committee noted that AW will be tracking progress on the school's preparation for completing the new SIAMS paperwork throughout this year. Action: AW to report to GB on the implementation of the new SIAMS framework in his Spring Lead Governor Report.</p> <p>4. The Committee noted that AW has reviewed the Freedom of Information Publication Scheme with BT and this is approved again. Action: AW to revisit this document with BT in the Spring term to ensure it remains compliant with GDPR changes etc.</p>
10.	<p><u>Summary of actions to refer to the Full Governing Board</u></p> <p>1. See list below.</p>

<p>11.</p>	<p><u>Review of progress in Year 2 books.</u></p> <ol style="list-style-type: none"> 1. Governors looked at Year 2 books to review progress made by children this term. This year group had not reached age related expectations in Year 1 and significant input has been put in this term to accelerate progress. This built on the support and progress development started in Year 1. NP had provided a written report for governors on the strategies implemented to achieve this, outcomes to date and future steps. Governors saw evidence of huge progress made, with nearly all children now meeting the expected progress level and a significant number exceeding this. Governors noted that this success should be especially recognised due to the high level of SEND in this year group, including some children with significant additional needs – a high proportion of these children have also made expected and accelerated progress. 2. The GB agreed to enter Part 2 to discuss some aspects of the work undertaken to support Year 2 in more detail. The GB then agreed to return to Part 1. 3. Governors agreed that they would write to NP and EL to thank them for all their work, to recognize the achievement of the children making such accelerated progress and for providing a clear written report to ensure the GB is kept informed of work undertaken. Action: LN to write to NP and EL to thank them for the above. 4. Governors noted a further achievement, in that one child who last year was at risk of permanent exclusion, is now in class full time and thriving. He has built excellent relationships with his TA and teacher this year and this has had a huge impact on his progress in school. 5. Governors noted that there is pressure increasingly on all year groups due to the introduction of more testing and moderation in all year groups. Year 2 can be especially challenging and stressful due to the increased expectations and responsibilities placed on teachers. LN asked if there is anything that previous Year 2 teachers could offer as support to current and future Year 2 teachers to help them address these challenges. TB advised that NP is already providing support and sharing practice. The curriculum is kept wide to ensure that children still enjoy and engaged with their learning. Well-being support is being provided to staff – so far, staff have been able to access yoga and massage sessions. Activities for staff are also undertaken to help create a strong feeling of being part of a team. Staff are aware that if they need some time out from class to be able to focus on ensuring work is up to date or to be able to better manage challenges then they can arrange this with TB.
<p>12.</p>	<p><u>Collate governor evidence of impacts this term and agree governor to write newsletter item.</u></p> <ol style="list-style-type: none"> 1. Impacts identified as follows: <ul style="list-style-type: none"> • Lead Governors are now taking ownership of a specific area • Governors are learning to access and analyse data on SPTO • Governors will contribute to increasing staff morale by recognizing the huge progress achieved and expressing thanks for all their work. 2. Newsletter item <ul style="list-style-type: none"> • Action: LN and AW will write a piece to introduce new governors and to recognize the progress achievements.

ACTIONS REQUIRED FROM THIS MEETING		
Action	Person responsible	Date to be completed by
1. Produce a template form for Lead Governor reports	JB	15.1.19
2. Arrange a safeguarding learning walk with LM and LN to talk through how items from the summer safeguarding audit action plan have been addressed and embedded in school.	TB	21.12.18
3. Amend Cycle of Work to remove reference to setting up the governor Parental Engagement working group	JB	21.1.19
4. Review the Terms of Reference for this Lead Governor role with JC to ensure it fully incorporates actions/responsibilities for the Christian focus of the role.	AW	21.1.19
5. Plan with TB how the impact of the Parents Charter will be monitored and feedback to governors.	AW	21.1.19
6. Report to GB on the implementation of the new SIAMS framework in Spring Lead Governor Report.	AW	21.1.19
7. Revisit the Freedom of Information Publication Scheme with BT in the Spring term to ensure it remains compliant with GDPR changes etc.	AW	15.2.19
8. Write to NP and EL to thank them for the above	LN	1.12.18
9. Write a piece for school newsletter to introduce new governors and to recognize progress achievements.	LN and AW	19.11.18
10. Update policy review schedule to reflect work undertaken in items 5 and 9 and ensure correct versions are on the school website.	JB	21.12.18

Agenda items for Spring T&L Meeting:

- Training session from TB on using ASP.

Agenda item Full GB Spring meeting:

- Update on Early Years Autumn work - SW.

SUMMARY OF RECOMMENDATIONS TO THE GOVERNING BOARD (To be discussed by the GB 10.12.18 Meeting)

- That the GB write their own letter raising concerns regarding the impact of Universal Credit on Pupil Premium
- That the GB approve amendments made to the Supporting Pupils with Medical Needs policy.
- That the GB approve amendments made to the SEND policy.

SUMMARY OF DECISIONS (To be noted by the Governing Board at the 10.12.18 meeting)

- The Reading Policy has been reviewed and approved again.
- The Freedom of Information Publication Scheme has been reviewed and approved again.

Next Meeting: Monday, 4th March 2019

5.30pm – 7.30pm

Signed as accurate by the Chair:

Name of Chair:

Date: