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| **Meeting 2 – Part I Minutes – Teaching & Learning** | | | | | | | | |
| Date/Time | Tuesday  22nd January  6.30pm | | Location | | Whimple Primary School | | | |
| **Attendees** | | **Initials** | **Category** | **Committee** | **Attendees** | **Initials** | **Category** | **Committee** |
| Carole Shilston | | SJ | Head Teacher | F&R/T&L | Matt Brown | MB | Staff | T&L |
| Gail Martin-Davies | | GM | Co-opted | T&L | Gill Seeley | GS | LEA | T&L |
| James Terrett | | JT | Parent - Chair | T&L Chair | Linden Best | LB | Parent | F&R/T&L |
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| **Apologies** | | **Initials** | **Category - Reason** | |  | **Absent without Apology** | | **Initials** |
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| **In Attendance** | | **Initials** |  | |  | **Minutes to** | | **Papers to** |
| Cathy Culshaw | | CC | Clerk | |  | Attendees | |  |
|  | |  |  | |  | Apologies | |  |
|  | |  |  | |  | School Noticeboard | |  |
|  | |  |  | |  | School Website | |  |
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|  | | Agenda | | | | | | **Led by** |
| 1 | | Apologies | | | | | | JT |
| 2 | | Business Interests | | | | | | JT |
| 3 | | Minutes of the last meeting – 6th November 2018 | | | | | | JT |
| 4 | | Matters Arising | | | | | | JT |
| 5 | | School Improvement Plan | | | | | | CS |
| 6 | | Curriculum | | | | | | CS |
| 7 | | Class Organisation/Staffing Structure | | | | | | CS |
| 8 | | Policies | | | | | | CS |
|  | | Date of Next Meeting: 14th May 2019 | | | | | |  |

| Ref | Action or Decision | | | | **Owner/**  **Decision** | Date Due |
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| 1.1 | Apologies  There were no apologies | | | |  | Complete |
| 2.1 | Business Interests  None to report. | | | |  | Complete |
| 3.1 | Minutes Of The Last Meeting  The Part 1 Minutes of the meeting held on Tuesday 6th November2018 were agreed and signed as a true record. | | | | Decision | Complete |
| 4.1 | Matters Arising  5.2 - MB reported that the maths support offered by Colyton Grammar School has taken place (three sessions with the children). It is likely that Colyton will offer a competition in the summer for gifted students.  The meeting moved to Part 2 | | | |  |  |
| 5.1 | School Improvement Plan - Data Update  MB handed out a Reflection on SIP relating to the first three Actions. MB talked through the documents. There was a discussion regarding the action points. The actions will be fully reported at FG. A copy was given to the Clerk for the file and learning platform.  CS distributed the Data Analysis Update - Interim Standard Report. Governors analysed the data and it was agreed that there are no major concerns. Some children have been identified and are receiving intervention to assist them.  MB noted the Percent on track to make accepted progress is based on a year. Therefore pupils have made the right amount of progress so far over the course of this school year.  LB noted foundation stage that is lower than previous year. CS agrees but feels this is partly due to the year group having a number of younger pupils and a lot are older siblings/only children which in her experience make a big difference.. | | | | MB to discuss at FGB | 5th Feb |
| 5.2 | School Improvement Plan - Pupil Groups  CS distributed the Pupil Groups data. It was noted that there are no year 2 or 6 pupil premium children this academic year. | | | |  |  |
| 5.3 | School Improvement Plan - Monitoring Report - teaching observations  The Monitoring Report was distributed prior to the meeting.  LB challenged CS on the noted area for concern which was class management. What was it and what has been done about it? CS explained that the concern was one element of one class in which the class teacher identified issue themselves and would manage the lesson differently in future. | | | | LB Challenge |  |
| 5.4 | School Improvement Plan - SEF  It was decided that this will be discussed at the next meeting | | | |  |  |
| 5.5 | School Improvement Plan - Fantastic Friday feedback  The Fantastic Friday Feedback was distributed prior to the meeting.  CS noted that some children identified that it's ok to try things and not enjoy them.  LB asked about the new Activity Passport which has been produced by the DfE. See link below:  https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/772070/My\_Activity\_Passport.pdf.  LB asked if some of the activities could this be linked into Fantastic Friday? CS will look at it. | | | | CS |  |
| 6.1 | Curriculum - E-safety week  CS reported that the E-Safety learning is due to take place in February or March. | | | |  |  |
| 7.1 | Class Organisation/Staffing Structure - Spring Update  CS handed out the current staffing structure.  CS discussed the situation regarding the MTA cover. We are trying to recruit more MTA staff.  The meeting moved to Part 2 | | | |  |  |
| 8.1 | Policies  **Sex Education and Relationships policy**  CS gave some background regarding expected Government changes to the way in which Sex Education is taught. LB asked if any parents have chosen to remove their children during sex education which CS reported as none.  CS plans to add to the policy and consult with parents in about a years' time when the Government changes are clear.  LB asked if teachers are happy with the policy and MB reported that they are. The policy is pitched at about the right level.  Discussion regarding the content of the teaching offered based on this policy.  The Policy was unanimously agreed and signed by the chair  **Online Safety and Associated Policies**  Staff have reviewed this policy with CS.  CS noted that the Governor part of Roles and Responsibilities is a new section.  LB noted that an online safety governor is required - CS feels that this could be linked to safeguarding.  Governors checked the website filtering system (a governor requirement of the policy).  LB asked if there is an online safety curriculum. Yes there is, as part of the acceptable use policy that pupils sign in September and teachers give reminders when using online resources. JT suggested the advantages of have guidelines on the notice boards.  Staff and Governors - education and training.  LB questioned whether Governors are receiving training as specified in the policy. After a discussion it was felt this is not required and was removed.  There was a discussion regarding various elements of the policy.  The policy states that full names of pupils will not be on the website - LB has checked the website and noted that Contact (which goes in the website as a pdf) sometimes has pupils full names.  **Decision:** CS will now only use first names and Initial in Contact and the weekly contact will not go on the website (Only the termly publication). It is emailed to parents and can be view on the learning platform which is a secure location only for parents and staff.  The policy was unanimously agreed and signed by the chair.  **Teaching and Learning Policy**  The policy in unchanged and was unanimously agreed and signed by the chair | | | | Decision  LB Challenge  Decision  Decision | Complete  Complete  Complete |
| The meeting finished at 8.08 | | | | | | |
| Date/time of next meeting | | 14th May 2019 | Location | Whimple Primary School | | |