

**Exminster Community Primary School**  
**Minutes**  
**Teaching and Learning Committee Meeting 03/2014-15**

**Monday 23 February at 14:00 at Exminster Community Primary School**

**Summary of Meeting**

<b>Decisions:</b>
To adopt policies on Collective Worship and Children in Care. To amend the Parental Satisfaction Survey questions. To amend the Class Link and Generic Governor visits forms.
<b>Recommendations:</b>
None.

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Attendee	Initial	Position	Attendee	Initial	Position
Sarah Whalley	SW	Governor (Headteacher)	Becky Mason	BM	Governor (Par)
Libby Ash	LA	Governor (Par)	Helen Hibbins	HH	Clerk
Vanessa Pestridge	VP	Governor (Com)	Gordon Peacock	GP	Potential Governor

Apology	Initial	Reason	Apology	Initial	Reason
Karen Sharpe	KS	Work Commitment	Dawn Fuller	DF	Work Commitment
Alwyn Reeves	AR	Work Commitment			

Ref	Item	Action
<b>Procedural Items</b>		
<b>1.</b>	<b><u>Welcome</u></b>	
1.1	<b>Apologies for absence</b> Accepted as listed above. It was noted that Sue Wilkinson was absent without apology.	
<b>2.</b>	<b><u>Declaration of Interests</u></b> BM declared an interest in items related to PE due to her work with the Dartmoor School Sports Partnership.	
<b>3.</b>	<b><u>Minutes and Actions from previous meeting</u></b>	
3.1	<b>Approve Minutes of previous meeting</b> Resolved.	
3.2	<b>Progress on Actions</b>	
3.2.1	27/01/11 10.0 - Governor Visits. More visit reports needed. Governor Visits file to be arranged by Governor – <b>ongoing reminder to remain on actions list.</b>	
3.2.2	19/01/12 3.2.8 - Review policy list to condense and eliminate unnecessary repetition – <b>ongoing.</b>	
3.2.3	26/09/13 8.5 - BM to enquire whether STEM was used at Dawlish School. <b>Update 29/01/15</b> BM to put SW in touch with a contact at South Dartmoor School with the intention of getting a session run at Exminster. <b>Update 23/02/15</b> Sam Morecombe from South Dartmoor School could visit a KS2 year group on a Wednesday, following up with a talk at a staff meeting. BM to clarify costs - <b>ongoing</b>	BM
3.2.4	26/09/13 11.2 - Governors Child Protection training is due in Autumn Term. HH to Agenda, SG to get CG to a half hour session - Update 23/10/14 - to take place at FGB 27/11. <b>Update 29/01/15</b> Governor mentor to run through presentation with any new Governors as part of induction process – <b>ongoing reminder for induction of new Governors.</b>	HH
3.2.5	23/10/14 7 – SLT to think of questions that Governors could ask children during their visits - <b>done</b>	
3.2.6	23/10/14 7 – SLT to come up with strategy for Governors to be able to analyse the impact of interventions for pupil premium children – <i>VP asked what Ofsted would want to know during an inspection.</i> It was suggested that they would want to know the academic points progress, and SW agreed to ask CN for a breakdown of all interventions, highlighting the impact on the pupil premium children – <b>ongoing.</b>	SW
3.2.7	23/10/14 7 – LA to consider reformatting the Governor Visit's form. <b>Update 29/01/15</b> to be discussed at a FGB meeting. <b>Update 23/02/15</b> on Agenda for T&L meeting – <b>done.</b>	
3.2.8	23/10/14 9 – SW to speak to TR about launching a competition to design a new school logo through the school council. <b>Update 23/02/15</b> Templates of the logo outline to be provided to the children – <b>ongoing.</b> <i>LA suggested that the childrens designs' could be put on a tea-towel (or other appropriate merchandise) as a fundraiser for ESA.</i>	SW  BM

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3.2.9	23/10/14 9 - SW to advise Thomas Moores that we were considering changing the school logo and also wanted to provide a cardigan with a logo on. <b>Update 29/01/15</b> Quotes had been received from 3 uniform providers. <b>Update 23/02/15</b> A working party of Parents and Governors to be formed to look at the quotes, availability and quality in order to make a decision on the provider – <b>ongoing</b> .	SW
3.2.10	29/01/15 6.2 – Collective Worship policy to be on the agenda for the next T&L meeting – <b>done</b> .	
3.2.11	29/01/15 7.2 – SLT to prioritise Buyback list for Resources Committee. To be on agenda for Resources Committee – <b>done</b> .	
<b>Governing Body</b>		
<b>4.</b>	<b>To agree format of Governor Visit Forms</b>	
4.1	<p><b>Class Link</b></p> <p>BM had tested the Class Link Form with 3 children from different ability groups in Y3. The intention of the form was to feed back to the SDP, and it was noted that it may require changing in line with the SDP. One Class Link visit needed to be completed by each Governor per term.</p> <p>The following amendments were suggested to the form:</p> <ul style="list-style-type: none"> <li>• Alternative/follow-up questions could be added in case children did not understand what was being asked of them.</li> <li>• The evidence box needed to be bigger.</li> <li>• An “other comments” box needed to be added.</li> </ul> <p>BM had tested the Class Link Form with 3 children from different ability groups in Y3. The intention of the form was to feed back to the SDP, and it was noted that it may require changing in line with the SDP. One Class Link visit needed to be completed by each T&amp;L Committee Governor per term.</p> <p>Confirmation of Class Links was given as follows (first name is T&amp;L lead):</p> <p style="padding-left: 40px;">Reception – LA and DF  Year 1 – AR and SP  Year 2 – KS (plus another)  Year 3 - BM (plus another)  Year 4 – GP and IB  Year 5 – VP (plus another)  Year 6 – SWi (plus another)</p> <p>It was agreed that an email would be sent asking all T&amp;L Committee Governors to undertake a Class Link visit based on reflective learning by the FGB meeting on 26 March at which the forms would be shared and discussed.</p>	IM  T&L          HH
4.2	<p><b>Generic Visits</b></p> <p>LA had produced a form, taking influence from various Governor Visit forms that she had found on the internet.</p> <p>The purpose of the form was to make it applicable to site visits, finance visits, Health and Safety visits and also subject link visits (see item 4.3).</p> <p>It was suggested that the boxes for Links with SDP, Pupil Voice and Governor Observations and Comments be amalgamated.</p> <p>It was agreed that an email would be sent asking all Resources Committee Governors to undertake a visit on either Premises, Health and Safety or Finance by the FGB meeting on 26 March at which the forms would be shared and discussed.</p>	HH
4.3	<p><b>Subject Link</b></p> <p><i>VP asked why subject link visits were necessary?</i> SW explained that it was to make middle management accountable. It was acknowledged that they were already accountable to the SLT, but that it was helpful to have external input.</p>	

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	<p>It was noted that some of the areas that were on the current list of subject/curriculum links were now covered by the Lead Governor Roles, and that when the Terms of Reference were reviewed, this could be highlighted.</p> <p>It was agreed that it was important to continue with regular visits for Maths, Literacy, Science and ICT, but that visits for Arts and Humanities could be reduced to one per year, after the action plan had been agreed.</p> <p>BM agreed to look at the Governor Roles table and to compile a matrix of all the actions, with Governor names against them.</p>	BM
<b>Strategic Items</b>		
<b>5.</b>	<b><u>Policies and Procedures</u></b>	
5.1	<b>Collective Worship Policy</b> Resolved to adopt the policy with a review period of 3 years.	HH
5.2	<b>Children in Care Policy</b> Resolved to adopt the policy with a review period of 2 years.	HH
5.3	<b>Exclusions Policy</b> Deferred pending additional information.	SW/ HH
5.4	<b>Safer Recruitment Policy</b> Deferred pending additional information.	SW/ HH
<b>6.</b>	<b><u>Review Parental Consultation Arrangements</u></b> A list of questions from the Ofsted Parent View survey and the Parental Satisfaction Survey historically used by the school were compared. The following amendments to the Parental Satisfaction Survey were agreed: <ul style="list-style-type: none"> <li>• Change the wording of question 4 relating to behaviour</li> <li>• Remove questions 9, 10, 12, 16 and 17</li> <li>• Amend question 13 to “enrichment opportunities”. (The SLT would consider the wording of this and make a final decision.)</li> <li>• Remove “outdoor” from question 14</li> <li>• Remove “any other comments” box</li> </ul> It was suggested that Governors should have a presence around school during the Parents evenings on 9 and 12 March, encouraging parents to fill in the survey. An email asking for volunteers would be circulated. It was noted that the Ofsted Parent View Survey had very few responses. Governors were encouraged to fill this in online, ahead of promotion to Parents later in the academic year, so it did not clash with the Parent Satisfaction Survey.	SLT  HH  All
<b>Monitoring and Accountability</b>		
<b>7.</b>	<b><u>School Development Plan</u></b>	
7.1	<b>PE Spending</b> SW circulated a draft of the Sports Premium Data Publication for 2014-15 which was required to be uploaded to the school website by the beginning of April. Governors liked the simplified presentation of the report and acknowledged that the outcomes section needed to be completed. <i>BM had suggested to LJ that a tracking system should be implemented to ensure that all children had taken part in activities over the course of a year.</i>	LJ
7.2	<b>Visits from external consultants</b> Three external consultants had visited the school and their reports had been circulated prior to the meeting.	

