



MEETING OF THE TEACHING AND LEARNING COMMITTEE ON APRIL 29^H 2025 AT 8.30AM IN THE SCHOOL

Present: Hilary Priest (HP), Head, Ian Stewart (IS) Chair of Governors, Mike Waterson (MW) Chair T&L, Jo Counter (JC)

In attendance: Dawn Pettipiece (clerk)

“We are a community with a lifelong passion for learning.”

Minutes

1	<p>Welcome & apologies for absence</p> <ul style="list-style-type: none"> Please send apologies to the clerk before the meeting <p>Becky Nel sent her apologies via email.</p>
2	<p>Attendance & declaration of interest</p> <ul style="list-style-type: none"> Please sign attendance form Governors are reminded that they must declare any conflict of interest which becomes apparent during the meeting <p>The governors all signed the attendance form and there were no declarations of conflict of interest.</p>
3	<p>Minutes of last T&L meeting 04.02.25</p> <ul style="list-style-type: none"> For approval. (Please read, in meeting folder). <p>The Committee approved the minutes and the chair signed the minutes</p>
3.1	<p>Matters arising</p> <ul style="list-style-type: none"> Further investigation to be done about how KEVICC deliver sex education training and to bring the outcome to the next meeting. <p>JC: I have still not heard back from KEVICC. The headmaster of KEVICC is coming into school soon and JC will speak to him about sex education.</p> <p>ACTION: JC TO SPEAK TO KEVICC HEADMASTER ABOUT WHO TO CONTACT RE SEX EDUCATION.</p> <ul style="list-style-type: none"> Helen Fernyhough to speak to the Equality, Diversity and Inclusion (EDI) chair to find out if minutes were taken at the last meeting and report back to the committee. <p>UPDATE: HF sent minutes the day after the agenda was sent out. DONE.</p> <p>ACTION: CLERK TO CONTACT HF TO FIND OUT WHEN THE NEXT EDI MEETING IS. Done.</p> <p>ACTION: CLERK THEN TO EMAIL THE DATE AND TIME OF THE NEXT EDI MEETING TO THE COMMITTEE.</p>
4	<p>School Improvement Plan</p> <ul style="list-style-type: none"> Update monitoring and information <p>HP: The SIP for the summer term has been delayed to the team working on the pre-school business plan. HP emailed the committee the below information for discussion in the meeting.</p> <p>These areas are high focus areas in 25 - 26</p> <ol style="list-style-type: none"> Develop enhanced provision opportunities in KS2 Increase the chances of outdoor provision for all children in purposeful ‘Earth Care’ activities and mixed age group support and developing the inclusive opportunities for playground development and exciting lunchtime play. Develop strategies to improve learning in spelling and writing so that outcomes match closer to maths and reading. Pursue concept of additional pre-school to enhance provision and funding opportunities. Develop and embed SEND offer of OAIP and inclusive behaviour management and motivation strategies. Prioritise parental and community communication and engagement. To create a community within the Primary Partnership with clear purpose and time frames which lead to clear school improvement outcomes for all which enhances practice and professional opportunities.

	<p>HP: Some areas are new. Continuous provision in KS (key stage)I has been amazing. In KS2 it is more enhanced than continuous provision, looking deeper into learning through play. For instance, if we were looking at “invasions” there might be a model invasion set up and the children could role play and get a deeper understanding of the situation. The knowledge is embedded and easier to understand.</p> <p>IS: Can the children use the playground?</p> <p>HP: Yes and continuous provision is based in the playground, with sand, water and the home corner.</p> <p>MW: HF was talking about using things like ramps for science.</p> <p>HP: The children used the home corner to make pizzas in the mud kitchen.</p> <p>MW: What is planned for this term?</p> <p>HP: We have done a lot of research and thinking and are putting things into place now.</p> <p>IS: It would be good to speak to HF and other staff focussing on spelling and writing.</p> <p>HP: For the next phase, each team are looking in depth at these areas. We have trialled a lot of things for spelling and ideas for writing. There is a staff meeting soon looking at these areas and what is working, but it will take time to see the outcomes and then we can go to the next stage.</p> <p>MW: Staff seemed to find things a bit overwhelming at the last SEND (special educational needs and disabilities) meeting.</p> <p>JC: With continuous and enhanced provision we have a plan and have to trust in the process.</p> <p>HP: The SENDco’s are providing a really high standard, but they get frustrated sometimes about how the team can share in a way that works best.</p> <p>MW: I just wanted to focus on the priorities For instance, in English. Are we focussing on continuous provision through SEND as it needs to be a priority?</p> <p>HP: It is all entwined and the staff Ordinarily Available Inclusive Provision (OAIP) training is a priority.</p> <p>IS: There are lots of areas to look at and it is hard to decided which areas to prioritise.</p> <p>HP: It would be difficult to make continuous provision work for KS2, but using enhanced provision will work and we can be more adventurous.</p> <p>MW: I just wanted to ensure the school knew the long-term aims.</p> <p>JC: We have plans in the place, but it has been hard this year and children with higher needs are not getting the support they need.</p> <p>HP: At the moment we do not have many children with high needs and we have trained our staff to use PACE (playfulness, acceptance, curiosity and empathy), to ensure children know they are in an inclusive, safe space.</p> <p>JC: The OAIP targets were only launched yesterday and we are already doing lots of the things that were recommended.</p> <p>MW: Points 6 and 7 are similar to before.</p> <p>HP: Yes, number 7 is the primary partnership (PP) one and I have changed the wording. We are looking at the professional development of staff and we have excellent “leads” and the “Oracy” conference is coming up in June.</p> <p>IS: I went to the governors PP meeting and they were very impressed with MW, saying how knowledgeable he was, especially about safeguarding and SEND.</p> <ul style="list-style-type: none"> • Data <p>MW: We do not have any data to look at yet. Have you any more information regarding SATS (standard assessment tests) Hilary?</p> <p>HP: Not yet, but preparations are continuing as normal. We have a mixed group with lots of children with SEND in year 6. The SATS are in a couple of weeks.</p>
5	<p>SEND</p> <ul style="list-style-type: none"> • Update <p>MW: We have already discussed this.</p>
6	<p>Governor curriculum update</p> <ul style="list-style-type: none"> • Reports from curriculum leads <p>MW: I preferred them in written form. I thought there were lots of interesting things going on e.g. in music the children are looking at opera. Maybe at some stage the governors may want to change their link roles. I thought the reports were excellent.</p> <p>HP: We will continue to use them rather than the videos which started in COVID-19.</p> <p>MW: The only strategic area we do not cover is Early Years, including pre-school and maybe we should have a report on that now?</p> <p>HP: I will do that.</p> <p>ACTION: HP WILL ARRANGE FOR A LINK FOR EARLY YEARS AND FOR AN EARLY YEARS REPORT.</p>
7	<p>Proposed Pre-school</p> <ul style="list-style-type: none"> • Discussion

	<p>HP: Lorna Pitts the DCC advisor had a meeting with myself, JC and the head of Early Years in Devon and Shona Meek who works for DCC and will organise the consultation etc. I contacted the school's financial advisor and she sent us a spreadsheet to work out the business plan, which I did yesterday. Shona will be sending out the consultation by the end of this week and then there are four weeks for feedback etc. The governors will have to meet and approve the plan and will receive all the relevant information before the meeting.</p> <p>MW: Who do you consult with?</p> <p>HP Shona and the others will do everything. They will contact relevant stakeholders and parents etc.,</p> <p>JC: The governors will be given all the information they need to make a decision.</p> <p>HP: The regulations for early years are very different to the rules for primary schools. The way lunch-times, staff ratios etc., are done are completely and I have a steep learning curve.</p> <p>IS: What is different with the ratios?</p> <p>HP: If you have an early years' class of 11 children, there is one teacher and one level 3 early years practitioner. If you have 60 children, there is one teacher and two practitioners.</p> <p>IS: Are the staff already in place?</p> <p>HP: Yes, and I have discussed the pre-school with the team and Sophie Hedley-Clark (SH).</p> <p>IS: What about cover for sickness?</p> <p>HP: We will have more staff and one member of staff is qualifying as a HLTA (higher level teaching assistant). The team met yesterday and we discussed the after-school club to see if they can take early-years children after school.</p> <p>We are looking at how to run the sessions. All three to four year olds are entitled to 50 hours of government funding and there are different criteria for the other age groups. We can charge for lunch and snacks or children can bring their own. We already have the staff, so that is not a cost.</p> <p>IS: Would they eat with the reception children?</p> <p>HP: Yes, that will be really good for them and initially there would only be 11 children.</p> <p>MW: Most children of that age do not go to school daily.</p> <p>HP: They would need to do a minimum of one session of three hours, so to fill all the sessions we may have more than 11 children. I am happy to take on the extra administration initially.</p> <p>MW: There is some work to be done on the "studio". Do you need extra furniture or equipment?</p> <p>HP: No and we can pay for a sink out of "capitol".</p> <p>The long-term plan is to possibly change my office into the staff room and I will move elsewhere in the school. The staff room can become a "community space" for local groups etc., to use. Meetings can be held in the community space or staff room.</p> <p>The governors discussed the possible income, expenses and other matters.</p> <p>MW: Will there be 11 children long-term?</p> <p>HP: Yes, and if we went up to 26 places that could be over 40 children altogether. We would need to look at the school admissions policy. Devon County Council have a version we can work with and we would need to decide if children who go to the pre-school automatically get a place in the school.</p> <p>IS: Would one session a week count towards that?</p> <p>HP: It is the governors who decide the admissions policy.</p> <p>MW: It is important to get the admission criteria right.</p> <p>JC: In a previous job we had an "admissions panel".</p> <p>HP: We would call the pre-school the "Little Grovers". Uniform is voluntary and HF is looking at uniforms.</p> <p>HP: There needs to be a separate full board of governors (FGB) meeting to discuss the pre-school. There needs to be a full decision on that date, so the meeting needs to be quorate.</p> <ul style="list-style-type: none"> • The committee discussed this and decided to have the meeting on Tuesday 10th June, in the school at 3pm. <p>ACTION: CLERK TO EMAIL THE FGB DETAILS OF THE PRE-SCHOOL MEETING. Done.</p>
8	<p>Destinations of July leavers and quality of transition arrangements</p> <ul style="list-style-type: none"> • Discussion. <p>MW: What is happening with KEVICC (King Edward VI Community College)?</p> <p>HP: The principal Alan Salt is coming to see the parents of year 6 children on 14th May at 2.30pm.</p> <p>MW: What about the transition to other schools?</p> <p>HP: We give all the information about the children to the new school, including SEND and safeguarding. Our teachers have long meetings with the year 7 tutors.</p> <p>MW: Where do the children transfer to?</p> <p>HP: Around a third go to Torquay or Churston Grammar schools, nearly two-thirds go to KEVICC and the odd one goes to another school or very occasionally into specialist provision.</p>

	We do a lot of work preparing our children to transition to senior school, but also within the school, i.e. from year 2 to 3.
9	<p>Safeguarding</p> <ul style="list-style-type: none"> Update <p>MW: I had a meeting at the end of last term and it was the first time we did not have any major issues. HP: There are no children under “child protection” at the moment. MW: Behaviour seems to have improved. MW: You delivered a workshop about “pupil premium” at the national head teacher conference. HP: Yes, I shared how we deliver inclusivity and how to “level the playing field” and was given good feedback. The committee discussed various recent visits in the school. MW: We have another T&L meeting this term. It would be good to have another “lead” come to the next meeting. Following discussion, it was decided to invite the “music” team leader to the next meeting at 8.30am. ACTION: HP TO INVITE THE MUSIC TEAM LEADER TO THE T&L MEETING ON 24.06.25 AT 8.30 am. UPDATE VIA EMAIL FROM HP. AS THE GOVERNORS VERY RECENTLY MET CURRICULUM LEADS, THIS IS NO LONGER NEEDED.</p>
10	<p>Governors’ monitoring visits from this committee</p> <ul style="list-style-type: none"> Update <p>This item was not discussed.</p>
11	<p>Governor training</p> <ul style="list-style-type: none"> Identify needs Training reports Trainings booked: <p>This item was not discussed.</p>
12	<p>Clerk’s report</p> <p>Nothing to report.</p>
13	<p>Matters brought forward by the Chair</p> <ul style="list-style-type: none"> Due to the school no longer continuing their contract with Governorhub IS has set up a folder on SharePoint, which he has called Governorhub to save confusion. At present IS, HP and DP can access it. <p>HP: Do all the governors have to have a Grove School email address? IS: No, but it depends if the school would allow people to have personal emails. ACTION: IS WILL SPEAK TO THE IT TECHNICIAN ABOUT SHAREPOINT FOR THE GOVERNORS.</p>
14	<p>Date & time of next meeting</p> <p>24th June at 8.30am in the school</p>

The meeting ended at 09.58 a.m.

Summary of Actions

	To do	By whom	When
3.1	Speak to KEVICC headmaster when he visits the Grove to find out who to contact about Sex Education.	JC	By next meeting
3.1	HF to be emailed to find out when the next EDI meeting is. DONE.	Clerk	Within two weeks
3.1	Date, time and place of next EDI meeting to be emailed to the T&L committee.	Clerk	By next meeting
6	An “early years” link to be set up and an early years report to be completed.	Head	By next meeting
7	Details of the Pre-School meeting to be emailed to the FGB. Done.	Clerk	Within two weeks
7	SLT to be invited to the pre-school meeting.	Head	Within two weeks
9	Music curriculum lead to be invited to next meeting. NOT REQUIRED NOW	Head	By next meeting
13	Discussion with IT Technician to find out if governors need school email addresses to be added to the Sharepoint Governorhub	IS	By next meeting