



**MEETING OF THE TEACHING AND LEARNING COMMITTEE ON
NOVEMBER 21st 2023 AT 8.30AM IN THE SCHOOL**

We are a community with a lifelong passion for learning

Present: Hilary Priest (HP), Head, Ian Stewart (IS), Mike Waterson (MW), Becky Nel (BN).

In attendance: Dawn Pettipiece (Clerk)

Minutes

1	Welcome & apologies for absence* Everyone attended the meeting.
2	Attendance & declaration of interest* <ul style="list-style-type: none"> • The governors signed the attendance form. • There was no declaration of interest. The meeting was quorate.
3	Minutes of last T&L meeting 13.6.23 The minutes were approved as a correct record and signed by the Chair.
3.1	Matters arising from the minutes of the last T&L meeting including progress made on the actions raised*. <ul style="list-style-type: none"> • Personal, social, health and economic education (PHSE) - see item 14. • Update on Parent Survey. IS advised that a summary has been sent to staff and parents. He has had a meeting with governor Jenny Barker and Helen Fernyhough (deputy head), looking at some of the themes, e.g. general communication and Physical Education (PE) and the survey is all done. • Update on the Child Conferencing Survey. ACTION: HP will resend the Child Conferencing Survey to governors, which had been completed by the previous deputy head.
4	Chair and Vice-Chair of committee – elections. Governors accepted MW to continue as Chair for a year. Governors agreed with the election of BN as vice Chair for a year.
5	Update on recent Office for Standards in Education, Children’s Services and Skills (Ofsted) (7th and 8th November 2023) The meeting moved to Part 2 Confidential minutes at 8.45am The meeting moved back to Part 1 minutes at 8.55am
6	Equality, Diversity and Inclusion AG, from the community, approached the school to talk about this subject with Jenny Barker (Equality Chair) and JB took notes. There are people in the community who can come in to the school. For instance, a Muslim person came into the school. HP - Equality and diversity is woven through every subject and the curriculum. IS - We need to see how that is done and look at ways we can improve it. HP - An example is using “famous people”. In school lessons, the children and teachers will look at how various famous people have overcome barriers, such as their gender and race and show how they have overcome them. Good progress is being made in this area. Looked after children This subject was not discussed in the meeting.
7	July Leavers and the quality of transition arrangements. HP – A member of the school that children are transferring to visits The Grove and talk to the children about their school. It is difficult if a child goes to a school not in the area, although there is a telephone conversation. Q: Wasn’t there a problem with King Edward VI Community college (KEVICC)? A: KEVICC dropped the Child Protection Online Management System (CPOMS) and it made it difficult to contact them. KEVICC is now back on CPOMS. IS - There are links to check where the children end up. Helen Fernyhough was dealing with it. A big cohort transfers to the local grammar schools. HP - The school are working to ensure the children are well prepared prior to transfer to grammar school. HP – The children went to see a production a “The Sound of Music” at KEVICC. It would be good to have more contact with them, but KEVICC have lots of feeder schools.
8	Terms of reference The committee discussed the T&L terms of reference.

	The members approved the terms of reference for this Committee.
9	<p>Safeguarding</p> <p>Q: The recent incident with the two children leaving school unaccompanied was a major issue.</p> <p>A: Ofsted found everything was secure.</p> <p>Q: There should be a process or policy for this kind of situation.</p> <p>A: There is a policy available that can be adapted for the school.</p> <p>Q: Is there an official risk assessment for children who are in “danger of flight”.</p> <p>A: We have had them in the past, but we do not have one in place for the children involved in the incident.</p> <p>Q: Have all the governors completed their safeguarding training?</p> <p>A: All have apart from the new governor who has been sent slides to read and HP will put him on the course.</p>
9.1	<p>PREVENT</p> <p>Q: How long is it until the PREVENT audit is done?</p> <p>A: The PREVENT audit was done by myself and IS. The Safeguarding Audit has been completed and PREVENT is mentioned in that.</p> <p>ACTION: IS AND HP WILL WRITE UP A POLICY FOR CHILDREN WHO ARE AT RISK OF FLIGHT AND BRING IT TO THE NEXT MEETING.</p>
10	<p>SEND (special educational needs and disabilities)</p> <ul style="list-style-type: none"> Update on SEND information report which needs to be on the school website by December 2023. <p>MW – there was an external review in early October and he was advised to put key things in the document, which was put in the online folder for this meeting. The school is performing excellently in this area and it is much more embedded in classwork.</p> <p>IS – There is a governor meeting at the school on Monday about this.</p> <p>HP – One of the special educational needs and disabilities coordinators (SENDco) is on sick leave and they have just appointed one to cover her for one day a week. So, now we have SEND for five days of the week. Jo Counter will take over from HP when she comes back to school and then HP can focus on safeguarding.</p> <p>MW – The system has changed over the past few years. Now the whole class is included, instead of individual children and this is much more inclusive.</p> <p>HP – There is more teacher input with relevant children and Ofsted is very pleased with that. The school were praised for how much funding was spend in this area to improve things for the children.</p> <p>Tonia Stirrup is the lead SENDco and she is arranging a coffee morning for all parents, so they can learn more about SEND. She has produced case studies tracking children through the school and showing the school interventions made and the outcomes.</p> <p>MW can send anonymised case studies to the committee.</p> <p>BN has a book by Paul Dixon – it is about scripts for staff, supporting them to use certain phrases and words for children with SEN needs. She will send the information to HP and can also send her the old SENDco policy from the school she worked in.</p> <ul style="list-style-type: none"> More information on specific outcomes for Pupil Premium (PP) children and update on SEND audit <p>HP – The information is on the school website.</p> <ul style="list-style-type: none"> Lead governor successor <p>MW is not a SEND expert and asked if anyone wanted to take over as lead governor in this area, as it is an important role?</p> <p>HP – it is important that the same person stays in the role as it has been a journey and they can see the changes. “The Behaviour Policy” is much more in tune with SEN children.</p> <p>Outcome – MW and IS to continue as SEND lead governors.</p> <p>ACTION: MW TO SEND ANONYMISED CASE STUDIES TO COMMITTEE MEMBERS ON REQUEST.</p>
11	<p>Policies for review</p> <ul style="list-style-type: none"> E-safety strategies. <p>The clerk stated that this is included in section 16 of the Child Protection and Safeguarding Policy, which was updated in June. The Safeguarding Policy is going before the next FGB meeting for approval.</p> <ul style="list-style-type: none"> Data Protection Policy and Internet Policies <p>The governors approved these policies.</p> <ul style="list-style-type: none"> Pupil Premium Strategy and Recovery Premium (COVID-19 catch-up) funding. <p>Q: Are we being funded for this?</p> <p>A: We don’t have a tutor for this anymore, so are not claiming for it and the government is incrementally dropping the funding down to 70% and then down to 50% and so on.</p> <p>The policy has been updated and is on the school website.</p>
11.1	<p>The Governors’ Visiting Policy was put before the FGB and HP is organising it for the next FBG meeting.</p> <p>Statutory reports</p> <ul style="list-style-type: none"> Latest SEND report on website? HP – yes.
12	<p>Governors’ monitoring visits from this committee</p> <ul style="list-style-type: none"> Impact and learning from visits undertaken. <p>Q: We haven’t had a curriculum team meeting.</p> <p>A: HP will invite the governors to the monitoring dates.</p>

	<p>IS said at his next monitoring visit he will be speaking to the children. MW talked about Maths and Science but would like to see some science in action. BN has done Expressive Arts and IS said this term was a good time to look at the shows etc., the school will be doing. HP said this was one of the focus areas with OFSTED.</p> <p>Q: Is the curriculum quite robust? A: Yes. Q: Including music as that can depend on the staff member's ability in that area? A: They use Charanga. Q: But even using that don't teachers need a certain knowledge? A: I am not musical and would be able to use Charanga to teach music. ACTION: HP WILL INVITE GOVERNORS TO THE MONITORING DATES FOR THE CURRICULUM. ACTION: MW WILL ARRANGE TO VISIT OTHER AREAS OF THE CURRICULUM HE HASN'T YET COVERED. ACTION: HP WILL INVITE GOVERNORS TO MUSIC SESSIONS ETC.</p>
13	<p>Governor training</p> <ul style="list-style-type: none"> Identifying needs <p>IS goes to forums for Chairs which is a type of training and the opportunity to network and discuss governance issues. MW – the update ones are useful.</p> <p>Q: The External Advisor KP discussed school academies yesterday. A: IS has a link that says as long as the school is working with other schools that is acceptable. BN has gone through the process and could support the school if it wanted to become an academy.</p> <p>Q: Head teacher appraisal training – one governor on the panel needs to have completed this. A: Two of the panel members have completed their training, so the third panel member does not need to.</p>
14	<p>Personal, Social, Health and Economic Education (PHSE)</p> <ul style="list-style-type: none"> PHSE policy mid-term review. <p>Q: What is happening with the policy? A: It is being updated to reflect curriculum changes over the past two years. Earth Care is being added and work on sexual characteristics. Same sex relationships and more specific information about pregnancy etc. is in the year 5/6 policy. Bullying regarding disabilities is also being added. Q: One parent in the Parent Survey responded that the school won't talk about same-sex relationships. A: The school does do this and information is available about this subject on the school website. Q: It is sometimes hard to find information on the website. A: Links to relevant information is embedded in the school newsletters.</p> <p>It was agreed that the PHSE policy should be approved at the next FGB as long as Earth Care has been added.</p> <p>HP – sends links to information like that in the school newsletters. She has started the National Profession Qualification in Executive Leadership (NPQEL) and her "buddy" on the course had looked at the school website from an educationalist point of view and thought it was really good. Ofsted had reported that some information on the website is presented in their approved form.</p> <p>ACTION: CLERK TO PUT PHSE REVIEW ON NEXT FGB AGENDA. Done. ACTION: IS WILL LOOK AT THE SCHOOL WEBSITE WITH A "PARENT'S EYE" AND REPORT BACK.</p>
15	<p>School Improvement Pupil progress and standardised assessment tests (SATS)</p> <ul style="list-style-type: none"> Curriculum developments <p>Q: This area seems fairly stable? A: The school is planning environmental and planet care. Looking at ways to support the community and how they can support the school. It is linking with three areas:</p> <ol style="list-style-type: none"> Environmental understanding for children – eg. nature walks. Family work – such as linking older and younger children together – which is very beneficial for them. Parent engagement groups – one was run last Friday and was very successful with 30 people attending, including representatives of a local community group. <ul style="list-style-type: none"> Data monitoring (Head's report) <p>HP – school attendance was 96.9% which is very good.</p> <p>Q: Less children are eating school meals A: If a child is off school with an illness, which is common at this time of year, it affects the percentage. HP – Leavers and Arrivers. For the leavers, two went to private schools, one went to Dartington and the rest moved out of area. There was a large increase in Arrivers.</p> <p>We were well above average in nearly everything in SATS and the progress scale was excellent. The school is in the top 2% for Maths and Reading. Writing was just above average. How well we are progressing compared to other schools needs highlighting.</p>

	<p>Q: What level of progress was there in each year and could there be something on pupil progress across the school.</p> <p>A: The data is in there, but about different subjects as the governors had requested that.</p> <ul style="list-style-type: none"> Physical Education (PE) <p>HP – Ofsted checked this as an addition as some parents did not feel the school was meeting the requirement, but actually we are doing more than is expected. We do not get children changed for PE if it is not necessary as that takes time.</p> <p>Q: Sports Day is quite controversial as it is non-competitive and some parents want a traditional one.</p> <p>A: Children have the opportunity to be competitive with cycling races and netball etc.</p> <p>Q: How accessible and inclusive are PE activities, for instance cross country?</p> <p>A: Every competitive activity is accessible for all at key stage 2 and are free. A request is put in the newsletter asking for parents to offer lifts to others as it is held in Newton Abbot. Some children do not possess a bicycle so HP puts in extra tuition so all the children can ride a bike before the Residential.</p> <p>We are planning to start a fund so that more well off parents’ can contribute more and others who are not so well off can pay less.</p> <p>Q: There was a complaint from a parent who said they could not go as it was during the day and they were busy.</p> <p>A: The school asks which children want to go and then we contact the parents to see if the school can help them access the event.</p> <p>ACTION: IS TO PUT A PIECE IN THE PARENTS NEWSLETTER ABOUT THE DATA.</p> <p>ACTION: IS TO SPEAK TO THE PTA CHAIR TO SEE IF SOME OF THEIR FUNDS COULD SUPPORT CHILDREN WHO COULD NOT AFFORD ACTIVITIES.</p>
16	<p>Clerk’s report</p> <p>None for this committee.</p>
17	<p>Matters brought forward by the Chair</p> <p>None.</p>
18	<p>Date & time of next meeting</p> <p>T&L Tuesday 23rd January 2024</p> <p>The meeting ended at 9.55 am.</p>

Summary of Actions

	Action	By whom	By when
3.1	Child Conference survey to be emailed to governors	HP	End of term
9	Policy to be written regarding “children at risk of flight”	IS/HP	Next T&L meeting
9	Safeguarding training for new governor. Training booked for January 2024. Done.	HP	30.11.23
10	Send anonymised case studies to committee members if they request them.	MW	Next T&L meeting
12	Governors to be invited to curriculum monitoring session	HP	End of term
12	Governor visits to curriculum areas not covered	MW	Next T&L meeting
12	Governors to be invited to Music sessions etc.	HP	Next T&L meeting
14	PHSE to go on next FGB meeting. DONE.	Clerk	End of week
14	View school website with “parent’s eye”- report back	IS	Next T&L meeting
15	Piece in parent’s newsletter about performance data	MW	End of term
15	Discussion with PTA Chair regarding funding to support children who cannot afford activities.	IS	Next T&L meeting