



# MEETING OF THE TEACHING AND LEARNING COMMITTEE ON FEBRUARY 4<sup>TH</sup> 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) arrived at 08.45 am.

In attendance: Dawn Pettipiece (clerk)

Attended for first part of the meeting: Helen Fernyhough (deputy head)

## Minutes

1	<p><b>Deputy Head Helen Fernyhough (HF) attended in her role as Head of Science.</b></p> <p>HF: At a recent staff meeting we looked at the subjects and planned a science based learning walk for 13.02.25 which the governors are invited to.</p> <p>HF gave the governors a document to read about the themes running through science. For instance, doing an “investigation” where the children have to predict an outcome and test it. The “forces” are difficult to experiment with as primary schools do not have science laboratories etc.</p> <p><b>MW: Can you talk about the recent trip to the University of Plymouth</b></p> <p><b>HF: All year 5 and 6 children went to the wave research area, which has a pool. The university is looking at renewable energy. The children also went to the invertebrates laboratory. Each area had enough learning to cover a whole day. We used to have strong links with KEVICC (King Edwards VI Community College), but that has reduced since they became an academy. As they are based within walking distance I am looking at linking with them again.</b></p> <p><b>IS: Is the university visit going to be quite regular</b></p> <p><b>HF: The experience is free through the Childrens’ University, although the coach is no longer funded. The school is looking at making it annual, visiting one department per visit.</b></p> <p><b>MW: How much does the coach cost?</b></p> <p><b>HF: £6 per person. For science I have plenty of ideas but the barriers are time and money.</b></p> <ul style="list-style-type: none"> <li>• JC entered the meeting at 8.30am.</li> </ul> <p>HF: With continuous provision the learning will fall into place, although it can be difficult due to lack of resources and work load, but investigative science is still happening. We are meeting the national curriculum and preparing the children for their next stage of education.</p> <p><b>IS: Does it free up times after the SATS (standard assessment tests).</b></p> <p><b>HF: Yes, as we can spend a whole afternoon on the subject. Ken Munro is very keen to work outside with nature and the whole team are really good and very enthusiastic.</b></p> <p><b>MW: There is far more content to look at than a few years ago.</b></p> <p><b>HF: Feedback is that the children are ready for the next change. For instance, we looked at famous scientists from an EDI (equality, diversity and inclusion) viewpoint. We focussed on the barriers they had to overcome to become great scientists.</b></p> <p><b>IS: When did you do the science week?</b></p> <p><b>HF: There is a national one in March and there is often “hands on” experiments and investigations to explore the subject. We need to do a school one as the national science day clashes with “world book day”, maybe in the summer. We are looking at having a theme each week and looking at each subject in turn.</b></p> <p><b>IS: Can you do things like linking with the kitchen and using ingredients etc.?</b></p> <p><b>HF: Yes. We are also putting in lots of materials such as guttering and crates to use the playground. For instance, we could build a cave for half a term.</b></p> <p><b>IS: Have you got many people in the “parent bank”.</b></p> <p>HF: Not really and I am looking at how to increase the numbers.</p> <p><b>ACTION: HF TO EMAIL MW WITH THE DATE AND TIME OF THE SCIENCE LEARNING WALK AND ALSO RICH GIBBONS, WHO MAY WANT TO ATTEND. Done. Learning walk was on 13.02.25.</b></p> <ul style="list-style-type: none"> <li>• HF left the meeting at 9 am.</li> </ul>
2	<p><b>Welcome &amp; apologies for absence</b></p> <ul style="list-style-type: none"> <li>• Please send apologies to the clerk before the meeting</li> </ul> <p>Becky Nel sent her apologies prior to the meeting.</p>

3	<p><b>Attendance &amp; declaration of interest</b></p> <ul style="list-style-type: none"> <li>• Please sign attendance form</li> <li>• Governors are reminded that they must declare any conflict of interest which becomes apparent during the meeting</li> </ul> <p>The governors all signed the attendance form and there were no declarations of conflict of interest.</p>
4	<p><b>Minutes of last T&amp;L meeting on 26.11.24</b></p> <ul style="list-style-type: none"> <li>• For approval. (Please read, in meeting folder).</li> </ul> <p>The Committee approved the minutes and the chair signed the minutes in GovernorHub.</p> <p>4.1 <b>Matters arising</b></p> <ul style="list-style-type: none"> <li>• School PHSE (personal, health and social education) lead to be asked to contact KEVICC to find out how they deliver sex education.</li> </ul> <p>JC: KEVICC cover the subject in science in year 7. The website explains what the cover comprehensively, looking at puberty and sex education.</p> <p>MW: Sex is not just about reproduction.</p> <p>HP: Yes, learning about consent and relationships is very important and legally senior schools have to cover this area in PHSE and we need to look at this subject in further detail.</p> <p><b>ACTION: JC TO DO FURTHER INVESTIGATION ABOUT HOW KEVICC DELIVER SEX EDUCATION TRAINING AND BRING THE OUTCOME TO THE NEXT MEETING.</b></p> <ul style="list-style-type: none"> <li>• Email to IS to remind him to email out the Children at Risk draft policy to governors.</li> </ul> <p>IS: I still need to email this out. Clerk sent email to remind IS on 06.02.25.</p> <p><b>ACTION: CLERK TO EMAIL IS TO REMIND HIM TO SEND THE CHILDREN AT RISK OF RUNNING AWAY POLICY. Done. Update: was discussed in FGB meeting on 25.03.25</b></p> <ul style="list-style-type: none"> <li>• School/Parents agreement to be put on school website and Autumn newsletter.</li> </ul> <p>IS: It is on the website and there is a link to the relevant newsletter.</p> <ul style="list-style-type: none"> <li>• Check if HF did summary for newsletter about last EDI meeting.</li> </ul> <p><b>ACTION: HF WILL ASK THE EDI CHAIR ALLEGRA IF MINUTES WERE TAKEN AT THE LAST MEETING IN DECEMBER AND REPORT BACK TO THE COMMITTEE. Done.</b></p> <ul style="list-style-type: none"> <li>• Outcome of curriculum meeting which was moved to first week in February.</li> </ul> <p>HP: The meeting looked at how each curriculum team could include something in the school newsletter on a regular basis.</p> <p>JC: The teams are also going to produce a written report at the end of term, instead of a video and have curriculum meetings at the end of terms.</p> <ul style="list-style-type: none"> <li>• Item in newsletter with 3-4 questions about how parents feel about communication with the school.</li> </ul> <p><b>ACTION: IS WILL PUT 3-4 QUESTIONS ABOUT HOW PARENTS FEEL ABOUT COMMUNICATION WITH THE SCHOOL IN THIS WEEK OR NEXT WEEK'S NEWSLETTER. Done. Moved to FGB meeting on 25.3.25.</b></p> <ul style="list-style-type: none"> <li>• Pupil Premium strategy to be updated and go on the school website by the end of 2024</li> </ul> <p>MW: I could not find it on the website.</p> <p><b>ACTION: HP TO UPDATE PUPIL PREMIUM STRATEGY ON THE SCHOOL WEBSITE. Done.</b></p>
5	<p><b>School Improvement Plan</b></p> <p>MW: How did continuous provision work in the recent INSET (in-service training) day?</p> <p>HP: It is going really well in KS (key stage) I and we are seeing real benefits regarding inclusivity and mental health. For years 3-6 we are looking at how to use it in some form. We are taking it slowly and have trialled it.</p> <p>The governors discussed this area.</p> <p><b>IS: Would it be interesting to use science to explore and learn things?</b></p> <p><b>HP: We did a christening of a baby, so the children played with water and sand.</b></p> <p><b>IS: I am hoping a few parents will come to the "parents open afternoon" to see what the school is doing with the children.</b></p> <p><b>MW: How is outdoor provision going?</b></p> <p><b>HP: We received another grant of money recently and have bought some large huts (one for lego) and Totnes Council donated the street planters to the school and we looked at "play" in the INSET day.</b></p> <p><b>IS: Are you going to look at composting?</b></p> <p><b>HP: Yes, and I have requested kits from the Devon County Council (DCC) and we plan to put them in the staff car park. We are also thinking of introducing bees. One of the parents is in The South Hams Beekeeping group and is going to talk to me about it. The chef is working with one class a week, using the curriculum and that is working really well.</b></p> <p><b>MW: What about "earthcare"?</b></p> <p><b>HP: KM is investigating that area and has some good ideas.</b></p>

	<p><b>The school is communicating well with parents.</b></p> <p><b>The Primary Partnership (PP) is going really well and three of the head teachers are coming to The Grove, after half term, to look at learning behaviours in mathematics for the peer reviews. All the teachers in the PP are doing a twilight session in Newton Abbot about “oracy”, presented by Professor Neil Mercer from Cambridge University.</b></p> <ul style="list-style-type: none"> <li>• Attendance</li> </ul> <p>Discussed in item 7.</p> <ul style="list-style-type: none"> <li>• Attendance – staff training?</li> </ul> <p>Not discussed.</p> <ul style="list-style-type: none"> <li>• Behaviour</li> </ul> <p>HP: It is in the Head's report.</p> <ul style="list-style-type: none"> <li>• SEND, including more-able children.</li> </ul> <p>MW: My visit to SEND was postponed subsequent to this meeting.</p> <p>JC: The OIAP (ordinarily available inclusive provision) support has been cut by the council and is based on a whole class level. We are going to use continuous provision to cover this area and the curriculum will be neuro diverse. There is a lot to be done to get parents and teachers to trust OIAP.</p> <ul style="list-style-type: none"> <li>• Progress on continuous provision since INSET day.</li> </ul> <p>Discussed earlier in this item.</p>
6	<p><b>SEF (self-evaluation form)</b></p> <p>MW: I requested this item for discussion. I was looking at the latest OFSTED (Office for Standards in Education, Children's Services and Skills) and it looks like complicated SEF's are no longer required.</p> <p>HP: The SEF was updated in November. I find it useful to update it twice a year so that if OFSTED or anyone else asks questions of myself or staff, we have it ready.</p> <p><b>MW: Should governors be involved in this?</b></p> <p><b>HP: There is the Leadership and Governance area.</b></p>
7	<p><b>Head Teacher's report</b></p> <ul style="list-style-type: none"> <li>• Update – including: Devon Attendance report and the Behaviour report.</li> </ul> <p>HP: This is the report.</p> <p><b>MW: Are there any concerns in this area?</b></p> <p><b>HP: Some children have attendance issues, but it is a greater concern at senior school levels.</b></p> <p><b>MW: Are the school doing anything new?</b></p> <p><b>HP: We have “lucky” days when all the class is in attendance and a “lucky week” where no-one has been absent for that week. It promotes a small competition between classes. “Attendance” is now monitored as a statutory duty and the school will monitor it, alongside DCC.</b></p>
8	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Update</li> </ul> <p>MW: I have looked at the audit.</p> <ul style="list-style-type: none"> <li>• Any outcome from racism training?</li> </ul> <p><b>MW: Have there been any racism incidents?</b></p> <p><b>HP: There was an incident with one child, but it was dealt with really well. Work is ongoing and we give information to the parents via newsletters etc.</b></p> <ul style="list-style-type: none"> <li>• Verbal report on SCR (single central record) visit November 2024.</li> </ul> <p><b>MW: I looked at a couple and was not clear that everything had been done. For instance, there were not any interview notes for one and I was unsure whether we had full references and no record of safeguarding training.</b></p> <p><b>HP: They were on my desk. Safeguarding training is recorded in the safeguarding folder and sometimes not ticked off on the sheet, but is all up to date now.</b></p> <p><b>MW: Do informal interviews need records?</b></p> <p><b>HP: Yes.</b></p>
9	<p><b>School visits/residentials</b></p> <ul style="list-style-type: none"> <li>• Monitor arrangements</li> </ul> <p><b>MW: I am sure the arrangements were fine, but it was a shame less children attended the residential.</b></p> <p><b>HP: The school can no longer subsidise children whose parents cannot afford it.</b></p> <p><b>MW: Maybe we should revisit this subject?</b></p> <p><b>IS: Could we start instalments to pay for it earlier?</b></p> <p><b>HP: We start right at the beginning of year 5. We come to a personal arrangement with the parents.</b></p> <p><b>IS: Is it on Parentpay?</b></p> <p><b>HP: I will look at that.</b></p>

	<b>ACTION: HP TO LOOK AT WHETHER RESIDENTIAL INSTALLMENTS CAN GO ON PARENTPAY.</b>
10	<b>Term/INSET days for 2025-26 and 2026-27</b> <ul style="list-style-type: none"> <li>Discussion prior to going to the next FGB for approval.</li> </ul> HP: I only have paper copies at present. <b>ACTION: TERM/INSET DAYS FOR 2025-26 AND 2026-27 TO GO ON NEXT FGB AGENDA. Done.</b>
11	<b>Parent/child/staff questionnaires</b> <ul style="list-style-type: none"> <li>Parent questionnaire was discussed in last meeting and due in June – planning</li> </ul> MW: When is this sent out? HP: Normally in June. <b>ACTION: IS TO LOOK AT LAST YEAR'S PARENT/CHILD/STAFF QUESTIONS AND THEN THE WHOLE FGB CAN LOOK AT THE QUESTIONNAIRE AT THEIR NEXT MEETING. Done. Clerk has put on FGB agenda.</b>
12	<b>Policies/statutory information for review</b> <ul style="list-style-type: none"> <li>Anti-bullying Policy</li> </ul> MW: It looked straight forward to me <b>The Governors approved the Anti-Bullying policy.</b> <ul style="list-style-type: none"> <li>Attendance Policy</li> </ul> MW: The fines are wrong and are the times still correct? Also are the attendance registers correct. The administrator is down as the Attendance Person, but she doesn't work every day, so some of the wording needs changing. I did the main ones in the hub document and highlighted the others. <b>ACTION: HP TO UPDATE THE ATTENDANCE POLICY AND WITH THOSE CHANGES THE POLICY WAS APPROVED BY THE COMMITTEE. Done.</b> <ul style="list-style-type: none"> <li>Behaviour Principles – to inform Behaviour Policy</li> </ul> MR – new last year so?no changes needed. <b>The governors approved the principals and the policy. To go to FGB for next FGB for adoption.</b> <b>ACTION: CLERK TO PUT THE BEHAVIOUR POLICY IN THE NEXT FGB AGENDA TO BE ADOPTED. Done.</b> Schools Uniforms Policy Due to the new Children's Wellbeing and Schools Bill does the school need to review it? HP: Our policy needs reviewing about the wearing of certain items of clothing. <b>The governors agreed the uniform policy fits in with the new Children and Wellbeing bill.</b> <b>ACTION: HP TO RELOOK AT THE UNIFORM POLICY AND BRING THE OUTCOME TO THE NEXT FGB MEETING TO DISCUSS WHETHER ANY CHANGES ARE NEEDED. On FGB 25.03.25 agenda.</b> <ul style="list-style-type: none"> <li>Equality Statement</li> </ul> MW: Do we need to change this? HP: No, but everyone in the PP are looking at their policies, so that we are all in alignment. <b>ACTION: FOLLOWING CONSULTATION WITH PP, IF CHANGES ARE NEED TO BRING POLICIES INTO ALIGNMENT HP WILL BRING TO A FUTURE MEETING FOR APPROVAL.</b> <ul style="list-style-type: none"> <li>PHSE Policy reviewed by head and no changes.</li> </ul> <b>The governors agreed the PHSE policy does not need amending.</b>
13	<b>Governors' monitoring visits from this committee</b> <ul style="list-style-type: none"> <li>Impact and learning from visits undertaken, including learning walks</li> </ul> IS: I did a learning walk focussing on SPAG (spelling, punctuation and grammar). I spoke to year 6 children about writing and how much they enjoyed it. There was a query on consistency in year 4, but it was clearly identified in the school books. HP: Yesterday's staff meeting gave feedback. <b>MW: How can we make these visits impactful?</b> <b>IS: By looking at "moderation" and understanding how that works, it makes it easier to understand the assessments. We talked about the opportunities we could offer the children to write creatively.</b> <b>HP: It is a triangulation of evidence.</b> MW: We are having a SEND meeting next week and we do a safeguarding meeting at the end of term. There is a PP meeting tomorrow night about safeguarding.
14	<b>Governor training</b> <ul style="list-style-type: none"> <li>Identify needs</li> <li>Training reports</li> <li>Training: booked</li> </ul> MW: There is a governance update today at 12.30-1.30pm.

	<p>JC: I have never done a governor's exclusion course and would like to go on that.</p> <p>MW: I would join that, but they are usually online.</p> <p><b>ACTION: CLERK TO SEARCH FOR GOVERNOR EXCLUSION TRAINING: Update: DES do a Pupil Exclusion Procedures session online for governors, but there are currently no dates available. We do receive regular updates from them, so there may be one in the future. DONE.</b></p>
15	<p>Clerk's report</p> <p>The agreed process was to fill in the reports and put them in the relevant doc file in governorhub, but there is a space to be signed by the head, so it needs review.</p> <p><b>The governors agreed the Head would electronically sign the form and all governors to email their reports to her and then then HP will email them to the clerk to go in Governorhub.</b></p> <p><b>ACTION: CLERK TO UPDATE THE GOVERNORS REPORT FORM. Done.</b></p>
16	<p>Matters brought forward by the Chair</p> <ul style="list-style-type: none"> <li>IS and HP discussed how Curriculum information will be shared with governors.</li> </ul> <p>HP: The governors will get meetings at the beginning of term and curriculum reporting at each term's end. Then the school can look at how governors want to personalise meetings.</p> <p><b>ACTION: HOW CURRICULUM INFORMATION IS SHARED WITH GOVERNORS NEEDS TO GO ON THE AGENDA FOR THE NEXT T&amp;L AND FGB MEETINGS. CLERK. Done.</b></p>
17	<p>Date &amp; time of next meeting</p> <ul style="list-style-type: none"> <li>Tuesday 29<sup>th</sup> April 2025</li> </ul>

The meeting ended at 10.20 am.

#### Summary of Actions

1	Email to be sent to MWV with the date and time of the Science Learning walk. <b>DONE.</b>	HF	By half term.
4.1	Further investigation to be done about how KEVICC deliver sex education training and to bring the outcome to the next meeting.	JC	By next meeting.
4.1	Email Chair to remind him to send the draft Children at risk of running away policy to governors. <b>Done. Update: was discussed in FGB meeting on 25.03.25</b>	IS	By next meeting.
4.1	Speak to the EDI chair to find out if minutes were taken at the last meeting and report back to the committee. <b>DONE.</b>	HF	By next meeting.
4.1	3-4 questions about how parents feel about communication with the school to go in this, or next week's newsletter. <b>Discussed in FGB 25.3.25.</b>	IS	By half term.
4.1	Pupil Premium Strategy on the website to be updated. <b>DONE.</b>	HP	By next meeting.
9	Investigate if instalments payments for school residentials can go on Parentpay	HP	By next meeting.
10	Term/INSET days for 2025-26 and 2026-27 to go to next FGB. Documents to be emailed to clerk prior to the meeting. <b>DONE.</b>	HP	By next FGB meeting.
11	Review last year's parent/child/staff questionnaire and bring the outcome to the next FGB for discussion. <b>DONE. On FGB 25.3.25 agenda.</b>	IS	By next FGB meeting.
12	The Attendance Policy to be updated. With the suggested changes by the committee the policy was approved. <b>DONE.</b>	HP	By next meeting.
12	Behaviour Policy to go to next FGB meeting for adoption. <b>DONE.</b>	Clerk	By next FGB meeting.
12	Head to review the Uniform Policy and bring her ideas to the next FGB meeting for discussion. <b>DONE. On FGB 25.3.25 agenda.</b>	HP	By next FGB meeting.
14	Find relevant governor courses for "exclusion" training. Update: DES do a Pupil Exclusion Procedures session online for governors, but there are currently no dates available. We do receive regular updates from them, so there may be one in the future. <b>DONE.</b>	Clerk	By next meeting.
15	Governors report form to be updated. <b>DONE.</b>	Clerk	By next meeting.
16	Item about how curriculum information is shared with governors to go on the agendas for the next T&L and FGB meetings. <b>DONE.</b>	Clerk	For next T&L and FGB meetings/