



MEETING OF THE TEACHING AND LEARNING COMMITTEE ON JUNE 11TH 2024 AT 8.30 AM IN THE SCHOOL

Present: Hilary Priest (HP), Head, Ian Stewart (IS) Chair of Governors, Mike Waterson (MW) Chair T&L, Becky Nel (BN), Jo Counter (via TEAMS),

In attendance: Dawn Pettipiece (clerk)

"We are a community with a lifelong passion for learning."

Minutes

| 1 | Welcome & apologies for absence <ul style="list-style-type: none"> All of the committee attended the meeting. |
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| 2 | Attendance & declaration of interest <ul style="list-style-type: none"> The governors signed the attendance form. There were no declarations of interest. |
| 3 | Minutes of last T&L meeting <ul style="list-style-type: none"> The governors approved the last meeting minutes and they were signed by the Committee Chair. |
| 3.1 | Matters arising <ul style="list-style-type: none"> Can learning units be showcased in school assemblies? <p>HP – we are looking at having 'Praise Assemblies' are they were very well attended before they stopped due to Covid 19.</p> <ul style="list-style-type: none"> Update on meeting about Pupil Premium data and the impact of interventions. <p>This meeting has not happened yet.</p> <p>ACTION: MW TO ARRANGE FOR THE PUPIL PREMIUM DATA TO BE ON THE AGENDA AT THE NEXT SEND MEETING.</p> <ul style="list-style-type: none"> Governors to forward their curriculum report to Head. <p>MW: I am not convinced the present format works. The governors held a discussion about where was the best place to put completed curriculum reports.</p> <p>ACTION: FROM NOW ON GOVERNORS WILL USE THE RELEVANT FOLDER IN GOVERNORHUB TO UPLOAD THEIR POST VISIT REPORTS. Done.</p> <ul style="list-style-type: none"> Update on discussion with the Primary Partnership (PPG) Group about how they deliver sex education. <p>HP: Apart from one school every school in the PP Group deliver sex education to a similar format as our school. The government recently reported that primary schools should not teach reproduction. We show the pupils slides of hand drawn male and female sexual organs. We do not teach sex education but teach the children about puberty, about relevant areas of the body and they learn the basics of how animals reproduce.</p> <p>Q: Some parents want their children to know everything in this area and others do not.</p> <p>A: We talk about consent, respect and about personal space.</p> <p>Q: If children are taught this subject they are will be well equipped with the fundamentals for when they transfer to secondary school. They learn things from friends, family and social media and not having the relevant knowledge makes them vulnerable.</p> <p>A: The children are taught this subject very early on, in secondary school.</p> <p>The governors discussed the subject in detail.</p> <p>ACTION: HP WILL DO MORE RESEARCH INTO THIS SUBJECT AND WILL BRING IT TO THE NEXT MEETING.</p> <p>IS entered the meeting at 8.52 am.</p> <ul style="list-style-type: none"> Update on Governors review of the draft of the Children at Risk of Flight policy. <p>MW. We have not yet seen the policy.</p> <p>IS: I will email the latest draft to the governors.</p> <p>ACTION: IS TO EMAIL LATEST DRAFT OF CHILDREN AT RISK POLICY TO GOVERNORS.</p> |

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| | <ul style="list-style-type: none"> Meeting with SEND teachers update (see item 10 on agenda). Governors to peruse staffing structure for the new academic year. <p>HP: We discussed this subject at a previous meeting. Reception is always remixed to make 3 classes. Year 2 classes will be remixed. Around this time of year, we inform parents about the classes and will be sending a letter out soon.</p> <p>Q: Are teachers staying in their year groups?</p> <p>A: Yes, although a couple of teachers are reducing their hours.</p> <ul style="list-style-type: none"> Outcome of Behaviour Policy 'Parents Consultation'. <p>HP: We have not had any parents with any queries.</p> <p>The governors discussed the wording of some of the policy, in particular using the words "good" and "bad behaviour".</p> <p>IS: I asked for parent's feedback and did not get a response either.</p> <p>The committee approved the Behaviour Policy and the policy will now go to the FGB for approval.</p> <p>ACTION: HP WILL CHANGE SOME OF THE WORDING ON THE POLICY AND IT WILL THEN GO TO THE NEXT FGB MEETING FOR APPROVAL. Done.</p> <ul style="list-style-type: none"> Outcome of the governors review of the School/Parents agreement. <p>MW: I was not clear about what was being agreed.</p> <p>JC: We have not got a resolution yet.</p> <p>ACTION: HP WILL REVIEW THE SCHOOL/PARENTS AGREEMENT AND REPORT BACK TO THE NEXT MEETING.</p> <ul style="list-style-type: none"> Class visits/Learning walks (see agenda item 14). |
| 4 | <p>School Improvement Plans</p> <ul style="list-style-type: none"> Update, monitoring and information <p>HP: We still have the same SIP and are working on different areas this term. Reception are looking at "tricky words". Dove Tree (year 2) are trialling continuous provision. Years 3 and 4 are trialling a dyslexic spelling programme. Years 5 and 6 are trialling 'continuous provision'. The whole school are looking at the "outdoor classroom" and in July there will be ten sessions in ten different locations for ten groups. I have also written a progressive cooking curriculum ready for September.</p> <ul style="list-style-type: none"> Curriculum – School Advisor meeting report available? <p>Q: Who is the School Advisor?</p> <p>A: Julie Norman and the school is entitled to 1.5 days a year. She is booked in for July, which is why the report is not available yet. Devon County Council (DCC) are providing funding for advisors until April 2026, but afterwards the school may have to fund it. The PP Group are looking at buying this service in as a group. The Maintained schools in Devon are looking at getting Heads from schools (with training from DCC), to deliver this service.</p> <p>MW: As a governor I find this report useful as it is very detailed.</p> <p>ACTION: HP ASKED IS TO RAISE THE MATTER ABOUT SCHOOL ADVISORS AT THE NEXT PP PARTNERSHIP MEETING AND TO BRING OUTCOME TO NEXT MEETING.</p> |
| 5 | <p>PHSE (Personal, Health and Social Education)</p> <ul style="list-style-type: none"> To monitor. In line with board's policies and legal requirements/guidance? Impact on pupil well-being, character development and understanding of British values. <p>HP: We use PHSE Association documentation for planning and links, which we fund. The only thing OFSTED (Office for Standards in Education) noted was that the children did not quite understand what 'British Values' were. But when questioned about democracy they understood what it was, and it is because children do not use the term 'rule of law'. During the government election we run an election for the children, they learn the process and vote.</p> <p>Q: When was the last children's questionnaire/survey as this gives feedback and how they feel about things?</p> <p>A: We had one last year.</p> <p>Q: It would be worth having some feedback about the School Council?</p> <p>A: There are 8 children from year 6, on the council and they would be more than happy to come and talk to the governors as they are very confident children.</p> <p>ACTION: HP WILL ARRANGE FOR THE SCHOOL COUNCIL TO COME TO THE NEXT FULL GOVERNORS BOARD MEETING.</p> |

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| 6 | <p>Update for governors on pupils' achievements</p> <ul style="list-style-type: none"> Assessments across the school – report for governors SATS (standard assessment tests) <p>Q: Are there any concerns about year 5? A: There are some high and low achievers and not so many in the middle, but they are doing well. Year 6 have completed their SATS and still have 'writing' to do. Year 4 are doing timetables, year 1 are doing phonics. There is no longer a key stage 1 assessment. Q Reading data is lower than writing data. Why is that? A: The Little Wandle (Department of Education approved phonics programme) data is very accurate for reading but has high expectations and writing is assessed against the curriculum. Q: How can children write better than they read – is it due to the way they are assessed? A: It is because they are assessed using different systems and how children learn is not linear. We do externally and internally moderate and they progress to do really well in their year 6 SATS. Q how did the children cope with the SATS? A: They did really well with the reading comprehension paper. The spelling, punctuation and grammar was reasonable and in maths their arithmetic was excellent with lots of top marks. The reasoning papers were very 'wordy' which made them difficult for the slower readers. We have lots of adults present in the room during the tests, dotted around the room to support and encourage the children and children are entitled to a break during the tests. We will get the results on July 6th or 7th.</p> |
| 7 | <p>Equality, Diversity and Inclusion (EDI)</p> <ul style="list-style-type: none"> Update. <p>MW: Is there anything that we need to know about this? HP: IS went to the last meeting. ACTION: HP WILL ASK THE DEPUTY HEAD ABOUT WHAT WAS SAID AT THE LAST EDI MEETING AND UPDATE THE GOVERNORS AT THE NEXT MEETING.</p> |
| 8 | <p>School Music Plan</p> <ul style="list-style-type: none"> All schools have to publish a summary of their plan from 2024-25. <p>Q: The plan states that all schools should have an hour of music a week. A: We already do that using a system called 'Charanga' and the School Music Plan is on the school website.</p> |
| 9 | <p>Safeguarding</p> <ul style="list-style-type: none"> Update. <p>MW: There was a meeting recently have you anything to say on this subject? HP: No.</p> |
| 10 | <p>SEND (special education needs and disabilities)</p> <ul style="list-style-type: none"> Update. Discuss report from SENDCO and identify actions/issues, review effectiveness of intervention programmes against school development plan success criteria. Update on SEND meeting. <p>Q: We need to have a meeting. Were there any outcomes from the parents meeting Jo? A: It will be difficult to get all SENDco teachers to the same meeting. We are in very exciting times, looking at improving practice from September and we have a new initiative from the Mental Health team. HP: In September we will have a CAMHS practitioner (Children and Adolescent Mental Health Service) coming into the school for half a day a week to do Cognitive Behaviour Therapy (CBT). Q: Is that happening in all schools? A: It is a 'roll-out' programme which started in Torbay and North Devon and now it will be starting in South Hams schools. UPDATE: The school sent email on 17.06.24 to all parents from the Mental Health Support Team (MHST) to introduce themselves and with a questionnaire that parents/carers can complete to enable the team to plan relevant support. ACTION: AT MW'S REQUEST JC WILL EMAIL A DATE FOR A SEND MEETING WITH HIM BEFORE THE END OF TERM AND SEND OUT SOME DATES FOR MEETINGS FROM SEPTEMBER.</p> |

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| | <p>Q: Is it a concern that not many parents attend the SEND parents meetings? A: We did video and Powerpoint presentations for parents who could not attend so they can access the relevant material on the school website. The meetings were very useful for parents. Parents wanted to have contact so we are looking at running coffee mornings from next term. Q: For development plans and success criteria we need to have some hard data. A: I will share the data with you when we have our meeting. ACTION: JC WILL SHARE DATA WITH MW AT THEIR PROPOSED SEND MEETING AND DATA TO BE SHARED AT NEXT MEETING.</p> |
| 11 | <p>Approve INSET (in-service training day) and occasional days</p> <ul style="list-style-type: none"> This was moved to last FGB agenda as figures not available but meeting was cancelled. <p>HP: The staff survey showed that having a two-week Spring Holiday and a shorter Summer holiday, biannually, worked. MW: Some parents said it was difficult to manage as they had children in different schools with some having one week's holiday and some having two. Q: It would be interesting to get the views of the parents. A: The staff are a mix of parents and non-parents and because it is biannually, so fairer, it works for them. ACTION: APPROVAL OF INSET AND OCCASIONAL DAYS TO GO TO NEXT FGB FOR APPROVAL. Done.</p> |
| 12 | <p>POLICIES FOR REVIEW</p> <ul style="list-style-type: none"> School Uniform Policy (July 24) – if changes are made to the policy parents need to be consulted. <p>MW: There is only a page of this. Are there any issues about the uniform, although I know you provide second-hand ones? HP: Today in the entrance we have a selection of unclaimed uniform items and if parents want an item they donate an amount of their choosing. All the uniform items can be bought at supermarkets etc., as there is no badge, only the colour is specified and when they go to secondary school that changes and uniforms are far more expensive. The only issue is about 'lost property'. I pick up around 3-4 jumpers a day and most do not have any names on them. We regularly put them out on tables for parents to check if any of the items are their children's. ACTION: THE POLICY WILL GO TO THE FGB FOR FULL APPROVAL WITH THE RECOMMENDATION OF THE T&L COMMITTEE THAT THERE ARE NO CHANGES TO IT. STATUTORY REPORTS MW: Are there any? HP: No.</p> |
| 13 | <p>Outside Education</p> <ul style="list-style-type: none"> Update on what the school is doing in this area. <p>HP: We need funding to develop the outside playground. The deputy head wrote to all local businesses requesting support for this. ACTION: HP REQUESTED OUTSIDE EDUCATION TO BE PUT ON THE NEXT MEETING AGENDA AS SHE WILL THEN BE ABLE TO UPDATE THE COMMITTEE WITH FULL DETAILS.</p> |
| 14 | <p>Governors' monitoring visits from this committee</p> <ul style="list-style-type: none"> Class visits/learning walks <p>MW: There has not been much done in this area this year. HP: I will ensure that some are planned. BN requested seeing 'behaviour' in action and would like to work with the deputy head on 'outdoor play/behaviour'. MW is interested in 'science in action' and thought that would be of interest to Rich Gibbon (a new governor). IS wants to look at 'writing'. ACTION: HP WILL MAKE SURE THESE ARE PLANNED AND WILL INFORM THE GOVERNORS OF THE DATES. UPDATE: HP SENT EMAIL TO FGB ON 20.6.24 WITH DATES FOR MONITORING VISITS. Done.</p> |
| 15 | <p>Governor training</p> <ul style="list-style-type: none"> Identifying needs Training reports Training booked |

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| | <p>IS: It is worthwhile attending training. It may be worthwhile for Richard Gibbon (RG - new governor) to attend a session on 'understanding the primary curriculum'?</p> <p>BN: Complaints training is worthwhile for the clerk as it is a major role.</p> <p>Clerk: I have been informed that when the first complaint happens that an experienced clerk will do this and I will shadow her and I will ensure I attend the training when the time comes.</p> <p>ACTION: THE CLERK WILL SEND SOME INFORMATION ON UNDERSTANDING THE PRIMARY CURRICULUM TO RG. Update: RG is doing an online course in October. Done.</p> |
| 16 | <p>Clerk's report</p> <p>None for this meeting.</p> |
| 17 | <p>Matters brought forward by the Chair</p> <p>MW: Apart from putting Environmental matters on the agenda for the FGB I have nothing to bring forward.</p> <p>ACTION: CLIMATE AND SUSTAINABILITY ACTION PLAN TO GO ON THE NEXT FGB AGENDA. Done.</p> |
| 18 | <p>Date & time of next meeting</p> <ul style="list-style-type: none"> September 2024 - TBA |

The meeting ended at 09.47 am.

Summary of Actions

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| 3.1 | Pupil Premium data to be put on next Safeguarding meeting agenda and outcome reported to governors at next meeting. | MW | By next meeting |
| 3.1 | Governors to upload their post visit Curriculum reports onto GovernorHub. | All | Following this meeting |
| 3.1 | Research into the delivery of Sex Education in primary schools and outcome to be reported at next meeting. | HP | By next meeting |
| 3.1 | Latest draft of 'Children at Risk of Flight' policy to be emailed to governors. | IS | Within two weeks |
| 3.1 | Some words to be changed on Behaviour Policy then to go on next FGB agenda for approval. Done. | HP/ Clerk | By next FGB meeting |
| 3.1 | School/Parent agreement to be reviewed and reported at next meeting. | HP | By next meeting |
| 4 | School Advisors to be raised at next PP Partnership meeting and outcome to come to next meeting. | HP | By next meeting |
| 5 | The School Council to come to the next FGB meeting | HP | By next FGB meeting |
| 7 | Speak to deputy head about last EDI meeting and update governors at next meeting. | HP | By next meeting |
| 10 | Email MW a date for next SEND meeting and send out some dates for some meetings next term. | JC | By end of term. |
| 10 | Data about SEND to be shared at next meeting. | JC/MW | At next SEND meeting |
| 11 | Approval of Inset and occasional days to go to on FGB agenda for approval. Done. | Clerk | Next FGB meeting |
| 12 | School Uniform Policy to go to next FGB for approval. Done. | Clerk | Next FGB meeting |
| 13 | Outside Education to go on next agenda so committee can be updated. | Clerk /HP | By next meeting |
| 14 | Governors monitoring visits to be planned and relevant governors to be informed of dates. Done. | HP/All | By end of term |
| 15 | Information/training dates on understanding the primary curriculum to be sent to RG. Done. | Clerk | By next meeting |
| 17 | Climate and Sustainability action plan to go on next FGB agenda. Done. | Clerk | By next FGB meeting |