



**MEETING OF THE TEACHING AND LEARNING COMMITTEE
ON APRIL 30TH 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)

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"> • Jo Counter – HP gave her apologies.
2	<p>Attendance & declaration of interest</p> <ul style="list-style-type: none"> • The governors signed the attendance form • There were no declarations of interest
3	<p>Minutes of last T&L (teaching and learning) meeting for approval</p> <ul style="list-style-type: none"> • The Governors approved the minutes as being a correct record and they were signed by the T&L Chair.
3.1	<p>Matters arising</p> <ul style="list-style-type: none"> • Governors recommendations for website changes. <p>HP and IS need to discuss it further. The deputy head Helen Fernyhough (HF) has done a lot of work on the “values”, but we need to put this on the next FGB (full governing board) agenda and take it off this one.</p> <p>HP: The SEND (special educational needs and disabilities) videos and powerpoints are on the website and we can contact the website provider if we need help with anything.</p> <ul style="list-style-type: none"> • Website Improvement – feedback from discussions with “expert” parents. <p>IS has spoken to a couple of parents and there is a lot more information on the website now.</p> <p>ACTION: Put the governors’ recommendations for the website discussion onto the next FGB meeting. Clerk. DONE.</p> <p>ACTION: Meeting to discuss the website. IS/HP.</p> <ul style="list-style-type: none"> • Performance data review/outcome for website. <p>MW – This has been completed.</p> <ul style="list-style-type: none"> • PTA meeting regarding funding children’s activities – update. <p>HP: We had the meeting and have agreed fundraising goals and work is ongoing.</p> <ul style="list-style-type: none"> • Benevolent Fund – update on donation cap removal. <p>HP: The cap has been removed. I need to put this in the school newsletter asking for donations to the fund and also something about how many families have accessed it so far. We are waiting for the new budget so we can work on the area about funding school dinners for the newsletter too.</p> <p>Q: If someone wants to contribute and are not on ParentPay how do they go about it?</p> <p>A: The school administrator can take cash and cheques and there is a GoFundMe page for the school field improvements and school dinners.</p> <p>ACTION: HP to put information about GoFundMe for funding the school field/playground and school dinner funding and a request for donations for the School Benevolent Fund in the next newsletter: DONE (was in the Summer 3 newsletter).</p> <ul style="list-style-type: none"> • Clothing/footwear contribution was in the January 24th newsletter. <p>HP: This is ongoing as parents regularly send in contributions which are stored in school.</p> <ul style="list-style-type: none"> • Send meeting dates to governors regarding the Behaviour Policy. <p>MW: We need to have a joint meeting and will discuss it later in the agenda.</p> <ul style="list-style-type: none"> • Behaviour Report for this meeting. <p>MW: We will discuss it later in the meeting.</p> <ul style="list-style-type: none"> • SEF has been updated. • Meeting to look at Pupil Premium data and the impact of interventions. <p>ACTION: MW/HP will meet to discuss the Pupil Premium data/interventions.</p> <ul style="list-style-type: none"> • Update on Children at Risk of Flight Policy (see item 7). • Update on meeting to support staff workloads.

	<p>HP: This is ongoing.</p> <ul style="list-style-type: none"> • Forest School visit planning (see item 11). • Video regarding governors monitoring visits. <p>Q: There was a video that was too long to be uploaded.</p> <p>A: It was the PHSE (personal, social, health and economic) and RE (religious education) one. The governors were invited to attend a Curriculum Meeting update yesterday.</p> <p>IS: All the governors who attended felt it went well.</p>
4	<p>School Improvement Plans</p> <ul style="list-style-type: none"> • Update, monitoring and information • Curriculum – broad, balanced, based on National Curriculum, any disapplication to pupils (e.g. part-time timetables)? <p>Q: Anything new?</p> <p>A: The governors have seen the plan. There is a lot of trialling going on in different areas. The focus is on Earth Care, which will have a policy and teaching plan which is interlinked across the whole curriculum.</p>
5	<ul style="list-style-type: none"> • Any questions/comments about the curriculum update videos and the curriculum update meeting on 29th April? <p>BN: I cover PE, music, art, design and expressive arts. I was sent slides from which I picked out areas to discuss.</p> <p>BN: There was some wonderful stuff but it needs to be clearer about how the leaders cover the underpinning learning for PE and music.</p> <p>HP: We use schemes such as Jaranga (for music) and the teachers have streamlined it. For instance, with Jazz we can use someone famous like Duke Ellington and that also covers equality and diversity. We have some expert musicians and an opera singer on the team and we rotate the classes so they have input from these teachers. I went to see some music lessons in the Autumn term and they were excellent.</p> <p>BN: In art and design they did have some quite specific teaching and learning development. E.g. Using retrieval practice, but the assessment booklet did not address some of the recommendations from OFSTED (Office for Standards in Education, Children’s Services and Skills). To give some purpose to the learning we need to look at how to monitor it. We could showcase a unit, so when a class has learned a song they could sing it to the school.</p> <p>MW: I cover maths and science and with numeracy overall it is working. The science document is far too much with 51 pages and needs to be consolidated and honed down. There is a lack of equipment due to funding issues. Staff would like a resource space for science. Staff said there hadn’t been a recent learning walk.</p> <p>HP: HF did one in the Autumn. She was looking at how to incorporate Earth Care into science. We need to look at how to most effectively deliver teaching when the children are outside.</p> <p>IS: For English the OFSTED feedback was very good with reading being excellent. There needs to be more focus on spelling and grammar. The plan for year 2 is decent and the other years need a similar scheme.</p> <p>HP: There is a spelling scheme based on dyslexia which years 3 and 4 are trialling. Years 5 and 6 are working on commonly used words. There is a plan but it is at the trial stage. Most spelling issues are to do with SEND.</p> <p>IS: We talked about building writing time into lessons and how to make reading and writing more fun.</p> <p>HP: HF and senior teacher Vicky MacLeod (VM) have done lots of work into looking at how to reconfigure the basics. In maths we go back to basics at the start of each term to get the learning embedded and are looking at doing that with literacy.</p> <p>Q: English can be tricky as not every child enjoys it.</p> <p>A: A local bookshop gave out monetary prizes for a story about a castle and the children liked that. We need to look at ways to engage all the children e.g. writing a comic strip.</p> <p>Q: Is there flexibility in the sessions?</p> <p>A: We do not stick to the timetable if the children are enjoying a session, but there is a lot to cover. We are going into our third year with the curriculum. We have four week units, teaching for the first three, then the last one for catching up.</p> <p>ACTION: HP will see if she can showcase learning units at the school assemblies.</p> <ul style="list-style-type: none"> • Are early years being covered in the meeting? (NB: meeting was held yesterday). <p>HP: One of the subject links should have touched on this.</p>

	<p>Governors discussed this area. Teaching is excellent, but will be reviewed in the future again. HP: Are you all writing a report? MW: Yes, we have a template. ACTION: Governors to forward their curriculum report to HP.</p>
6	<p>Equality, Diversity and Inclusion</p> <ul style="list-style-type: none"> Update <p>Covered elsewhere in the meeting.</p> <ul style="list-style-type: none"> Should the school be providing sex education lessons? <p>HP: Our children are very young and very sheltered. BN: We need to look at the pros and cons and the parents' views are important. What does the school do in this area? HP: We cover puberty and show pictures of sexual organs etc. BN: Does the school cover human reproduction? HP: We do not look at "how babies are made". IS: There are good books that parents can buy on this subject and some parents would opt out of lessons in this for their children. HP: We always send out Powerpoint slides and videos before the session. ACTION: HP will speak to members of the Partnership Group to find out what they do in their schools and feedback to governors at the next meeting.</p>
7	<p>Safeguarding</p> <ul style="list-style-type: none"> Update. <p>HP: MW came and looked at the Single Central Record recently. OFSTED wanted governors to review it more often and record they have seen it. The Single Central Record is always up to date and Sandie Lovell (Business Manager) manages this well. ACTION: Governors to review the Single Central Record more often and record they have seen it.</p> <ul style="list-style-type: none"> New Children at Risk of Flight Policy. <p>ACTION: IS will email the latest draft version of the Children at risk of Flight Policy to governors to review.</p>
8	<p>SEND</p> <ul style="list-style-type: none"> Update. <p>MW: Is there a lot of rethinking? HP: We have put a lot of money into SEND and now have five days of SENDco, with staff with a diverse range of strengths and passions and their roles are being redefined with that in mind. MW: Are you overseeing that process and when do you expect the outcome to be? HP: Yes. They met a couple of weeks ago and by the next meeting (tomorrow), we should have a plan in place. They also looked at early help and I am trialling the Pastoral Teacher's role, especially regarding mental health. MW: When would be a good time to see the SEND team? HP: After half term. Can you ask for all three to be present. Wednesday is a good day. ACTION: MW to arrange a meet up with the SEND teachers. ACTION: HP to send the governors the staffing structure for September.</p>
9	<p>EQUALITY STATEMENT</p> <ul style="list-style-type: none"> Equality Statement - review. <p>MW: The statement is fine and does not need changing. Governors approved the present Equality Statement.</p> <ul style="list-style-type: none"> Review school's compliance with the Act. <p>This is in the yearly business planner and governors all agreed that they all do this.</p>
10	<p>POLICIES FOR REVIEW</p> <ul style="list-style-type: none"> Behaviour Policy review April 24 – then report to FGB as being adopted. <p>HP: This is a large piece of work and the latest draft was put on GovernorHub by MW yesterday. It is now ready for consultation. HP: We are debating the Parent and the School's Agreement. It is on the Hub. HF and I thought it was more concise and it is now possible to talk about each area than just the list we had before. MW: A lot of it is good but I was not clear about who would be signing up for it on the new one. An agreement needs to be clear on that. HP: We were looking at doing it every year defining the school's expectations. MW: Is it necessary to have this?</p>

	<p>BN: I see it as it is about the school's expectations and this is what parents are agreeing to. Parents sign it when their children start at the school.</p> <p>HP: Are the governors happy for the Behaviour Policy to go to the parents for consultation?</p> <p>The governors agreed to this.</p> <p>ACTION: HP to present the Behaviour Policy to the parents for consultation.</p> <p>ACTION: The School/Parents agreement needs more consultation. HP will send out to the governors to review after she has looked at it again with HF.</p> <ul style="list-style-type: none"> • Parent and Carer Code of Conduct. <p>HP: There was a specific issue a few years ago so it needs to be on the website.</p> <p>The governors approved the policy in its present form.</p>
11	<p>Governors' monitoring visits from this committee</p> <ul style="list-style-type: none"> • Impact and learning from visits undertaken. <p>Not discussed in the meeting.</p> <ul style="list-style-type: none"> • Future visits/Learning walks including Forest School. <p>MW: We need to arrange some visits.</p> <p>Q: What is Forest School?</p> <p>HP: We now have an outdoor learning section rather than just Forest School. We are going out of the school to 10 different sites in Totnes, with a cross mix of ages going out one morning a week.</p> <p>BN: I am interested in this area.</p> <p>MW: Are we still doing class visits?</p> <p>HP: Yes.</p> <p>BN: I would like to see the Behaviour Policy in action.</p> <ul style="list-style-type: none"> • Planning Governors learning walks <p>MW: It would be useful for Richard Gibbon (RG) to do some. He has a scientific background. He could have a general walk around to get a general "feel" of the school.</p> <p>IS: I will try and do an English one as I did one at this time last year.</p> <p>ACTION: HP will send an invite out to governors for class visits and learning walks after half term – in the relevant/requested areas for each governor.</p>
12	<p>Governor training</p> <ul style="list-style-type: none"> • Identifying needs. <p>MW: What do you want the governors to do?</p> <p>HP: The Primary Partnership are meeting today. All the Heads and a governor representative from each school is going. IS is coming as the governor representative.</p> <p>IS: There is a Chairs Forum next week. Each one has a theme, e.g. Behaviour.</p> <ul style="list-style-type: none"> • Training reports <p>Not discussed in the meeting.</p> <ul style="list-style-type: none"> • Training booked <p>The governors noted that the clerk sent out regular emails with dates of relevant training they could attend and they could contact her to book it.</p>
13	<p>Clerk's report</p> <p>None for this meeting.</p>
14	<p>Matters brought forward by the Chair</p> <p>None for this meeting.</p>
15	<p>Date & time of next meeting</p> <ul style="list-style-type: none"> • Tuesday June 11th 2024 at 8.30 am in the school.

The meeting ended at 10.10 am.

Summary of Actions

3.1	Put the governors' recommendations for the website discussion onto the next FGB meeting. DONE.	Clerk	By next FGB meeting.
3.1	Meeting to discuss the website.	IS/HP	By next meeting.
3.1	Information about GoFundMe for funding the school field/playground and school dinner funding and a request for donations for the School Benevolent Fund to go in the next newsletter: DONE (was in the Summer 3 newsletter).	HP	Within two weeks.
3.1	Meeting to discuss the Pupil Premium data/interventions.	MW/HP	By next meeting.

5	Investigate whether learning units can be presented at assemblies.	HP	By next meeting.
5	Governors to forward their curriculum report to HP.	All	By next meeting.
6	Discussion with members of the Partnership Group to find out what they do in their schools and feedback to governors at the next meeting.	HP	By next meeting.
7	Review of Single Central Record on a more regular basis and record the visit.	All	Ongoing.
7	Governors to be emailed the latest draft version of the Children at risk of Flight Policy to review.	IS/All	By next meeting.
8	Meeting with the SEND teachers.	MW	By next meeting.
8	Governors to receive the SEND staffing structure for September.	HP	By next meeting.
10	Behaviour Policy to go to the parents for consultation.	HP	Within two weeks.
10	The School/Parents agreement needs more consultation. Meeting to be held and then results to be sent out to the governors to review.	HP/HF	By next meeting.
11	Invite to be sent out to governors for class visits and learning walks after half term – in the requested/relevant areas for each governor.	HP	By next meeting.