

Teaching & Learning Committee Meeting – Part I Minutes			
Date/ Time	7.6.16 6pm	Location	Landscape Primary School
Governors	Governors	Governors	Governors
Anna Neville - Absent	Janet Watts (Chair)	Rev Tom Benson - Absent	Clerk – Sue Howard
Dawn Neil	Tony Callcut		
David Palframan	Phillippa Rose - Absent		

Agenda:

Teaching and Learning Committee Agenda Led by Janet Watts			
T&L20.16	Welcome		
T&L21.16	Declarations of interest , Governors must declare any conflicts and leave the meeting when the appropriate item is dealt with. Some conflicts that are not obvious at the start of the meeting may become so as it progresses. Governors must declare these as soon as they are aware of them and leave at the appropriate point		
T&L22.16	Apologies and Sanctioning		
T&L23.16	Approval of minutes dated 8.3.16 Part I Diptford		
T&L24.16	Actions arising from previous meeting	14.16 17.16i 19.16	TC to forward Harbertonford SEF to clerk DBS checks to be done for all governors Babcock Safeguarding Newsletter to be forwarded to Anna Neville Diptford Diary pupil photos to be removed and Newsletter to have attendance figures added Volunteer DBS and Parent transportation legalities to be discussed New draft Governor Monitoring schedules to be looked at
T&L25.16	Standards and School Improvement		
	<ul style="list-style-type: none"> i. Report on FIP – TC - attached as supporting documents for governors to review ii. Monitor impact of Pupil Premium, PE Grant and CiC as appropriate (annual cycle item for T&L) iii. Review Attendance Data and Exclusions, if any, and set Attendance Targets for next Academic Year 		
T&L26.16	Curriculum – no items for discussion		
T&L27.16	SEND, Safeguarding and inclusion		

	i. Children In Care Policy – For review - AN
T&L28.16	Community & Parent Links i. Review Home School Agreement (annual cycle item)
T&L29.16	Monitoring update i. Recent monitoring visits, if any, to be discussed with actions points highlighted ii. Governor Monitoring Schedules to be reviewed for next Academic Year
T&L30.16	Admissions Policies 2017-18 – Overseas addition for ratifying

Minutes:

Teaching and Learning Committee Minutes Led by Janet Watts		
T&L20.16	Welcome	
T&L21.16	Declarations of interest , Governors must declare any conflicts and leave the meeting when the appropriate item is dealt with. Some conflicts that are not obvious at the start of the meeting may become so as it progresses. Governors must declare these as soon as they are aware of them and leave at the appropriate point	
T&L22.16	Apologies and Sanctioning Clerk has received apologies from Anna Neville and Phillippa Rose, governors present sanctioned. Rev Tom Benson was also absent, no notice received.	
T&L23.16	Approval of Minutes Part I Minutes from T&L mtg 8.3.16 duly approved and signed by chair Janet Watts	
T&L24.16	Actions arising from previous meeting	<p>14.16 Harbertonford SEF is now on the Federation website for Governors</p> <p>17.16i DBS checks are being processed at the moment by clerk SH</p> <p>Safeguarding Newsletter forwarding – clerk to check with AN</p> <p>TC and AN met regarding safeguarding recently and spoke about parent transportation. It is very difficult to get a definitive answer to this. Clerk to ask Disclosure Barring Service whether parents are required to have DBS checks when transporting children for school activities and check on form that parents currently fill in at Landscope to roll out across the MAT.</p> <p>19.16 TC and JW met to discuss the monitoring action and this will be discussed on this meetings agenda.</p>
T&L25.16	Standards and School Improvement	
	<p>i. TC confirmed that each school will still have an individual SIP and then a MAT Improvement Plan will be produced over all 6 schools. Teaching, learning and communication will be the main 3 key areas that are focused on for the MIP. DP asked is Teacher training is included, TC said that this is included in the Teaching section and is more of an internal system rather than external CPD. Local Governing Bodies will get individual SIP's regularly to review. DP asked for a final update of the previous FIP, TC confirmed that this will be finalised for the end of this term and then amalgamated into the SIP's and new MIP.</p> <p>ii. An update of Sports Grant and Pupil Premium spend for each school will be produced for FGB 7/7</p> <p>iii. TC reported that there are no exclusions to report at any of the schools. Attendance letters are being sent out, and parents are being invited to come in and meet with their HoS to discuss. TC assured govs that attendance is being tracked and monitored constantly and communication with parents is being upheld. An attendance update for this Academic year so far was provided for</p>	

	Governors. DP recommended a website he has found, www.compare-school-performance.service.gov.uk very useful for attendance and data and comparison with other schools.
T&L26.16	Curriculum – DN reported that the HoS's met recently to discuss the rolling programmes for planning the curriculum
T&L27.16	SEND, Safeguarding and Inclusion <ul style="list-style-type: none"> i. Children in Care Policy – to be c/f in AN absence ii. Extra item – Safeguarding Improvement Plan. TC and AN met to update the Safeguarding Improvement Plan, they have amended the headings to reflect audit requirements for later in the year. The revised plan is available on the Federation Website for governors to read and review. Stricter security measures at schools are to be brought in, including ID badges and better visitor processes. Mobile Phone policy to be drafted.
T&L28.16	Community & Parent Links <ul style="list-style-type: none"> i. DN has reviewed the Home School Agreement, she feels that it is more of a statement rather than an agreement with parents. She has forwarded to TC another schools version which she feels is more comprehensive, it will need tweaking before adopting. TC and DN will bring to FGB on 7/7.
T&L29.16	Monitoring Update <ul style="list-style-type: none"> i. JW gave thanks to governors for all their time spent on Monitoring visits this past year ii. JW and TC have discussed the next round of monitoring, it should focus on the individual SIP's and their targets. JW has looked at all the SIP's and generated some questions. TC will produce a template for these to be started in September. The MIP can also be looked at and some items from that could also be included in the monitoring visits. It was suggested that some monitoring could be done via HoS mtgs rather than having to visit schools individually, e.g. Leadership & Management. DP said that the Teaching & Learning has to be done in school, but other areas could be looked at in that alternative way.
T&L30.16	Admissions Policies 2017-18 – Governors ratified the overseas criteria, that has been added to 2017-18 Admissions Policies. Clerk to ensure these are on all the school websites.

Actions:

25.16ii	An update of Sports Grant and Pupil Premium spend for each school will be produced for FGB 7/7	TC & HoS
27.16ii	Mobile Phone policy to be drafted	SH
28.16	Home School Agreement to be drafted for next FGB 7/7	TC & DN
29.16ii	Template for revised monitoring schedule to be produced	TC
30.16	Admissions Policies to go on all school websites	SH

Meeting Closed 6.50pm

Next Meeting Date	TBA	Time	6pm	Location	TBA
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These minutes are a true record of the meeting

Signed Chair Date