

# LINDFIELD PRIMARY ACADEMY

## Minutes of the Teaching, Learning & Community (TLC) Committee Meeting

Held on Tuesday 27<sup>th</sup> June 2017 at 6:30 pm at the Academy

Governors Present: Mrs Claire Stone (Chair), Mr Mike Brand, Mr Nick Heath, Mrs Val Pinfield, Mr James Smyth, Mr Marcus Still and Mrs Claire Williams

Officers Present: Mrs Vanessa Smith (Vice Principal) and Mrs Claire Cleverton (Governor Designate)

In attendance: Mrs Kathy Jerbi (Clerk)

### 1 APOLOGIES

Miss Rachel Anscombe and Mr Jonathan Roderick

### 2 DECLARATION of INTEREST on any AGENDA ITEM

None.

### 3 AGREE MINUTES of PREVIOUS MEETING – 2<sup>nd</sup> May 2017

Agreed as being a true record & signed by the Chair.

### 4 MATTERS ARISING from the minutes not covered elsewhere on the Agenda

*Action 1: Find out if the HT vote of no confidence in the WS SEN department was copied to our MP. Mr Still reported that the letter was sent first to Deborah Myers at WSCC for a response prior to it being sent to Nicholas Soames, MP.*

*Action 2: Remove from SEF governor area for development “....to provide further support to new Academy finance team....” Completed.*

### 5 STANDING ITEMS for this term (taken from TERMS of REFERENCE for TLC)

**Review Home School Agreement.** Mrs Smith reported that she has reviewed the Home School Agreement & that the revised version is available on the academy website. Governors suggested that a note be put on the first autumn term newsletter advising parents of this. Mrs Smith/Mr Still to action.

**Action 1: VS/MS**

#### **Residential off-site visit approvals.**

➤ Year 5 two night/three day visit to the Bowles Outdoor Activity Centre near Tunbridge Wells is booked for 22<sup>nd</sup> – 24<sup>th</sup> November 2017, the whole year group of 60 children to go together. **Approved by the Committee.**

➤ Year 6 four night/five day visit to the Urban Saints Centre, Isle of Wight – this annual visit is booked for the week commencing 11th June 2018 for the whole year group of 75 children. **Approved by the Committee.**

**Policy review and approvals.** None required at this time. Mrs Smith advised that the Behaviour Policy has been slightly amended. Mrs Smith to send revised version to Mrs Stone for advice only. **Action 2: VS Establish meeting dates and times for next academic year.** To be agreed by the LGB.

### 6 KS1 & KS2 SAT's TESTS

Mr Still reported that KS2 SAT's results will be published on 4<sup>th</sup> July, therefore will be reported to the LGB at their meeting on 5<sup>th</sup> July. Staff are in the process of submitting KS1 SAT's results to WS & these will also be reported to the LGB on 5<sup>th</sup> July. Year 1 phonics testing: the pass mark remained at 32 out of 40. Our target was 84% pass rate. Achieved pass rate of 95%. This has been confirmed.

### 7 ACADEMY IMPROVEMENT PLAN 2016-17 INTERIM EVALUATION

*(Document circulated prior to the meeting)*

Mr Still stated that this report is an update on progress in achieving the 5 key targets of the Academy Improvement Plan (AIP) now that we are half way through the yearly cycle. He invited questions from governors:

Q. page 5 – were the maths parent workshops successful?

A. Mr Smyth, as maths co-ordinator, reported that he received positive feedback following the workshops & that attendance was higher than expected.

Q. will there be similar workshops in other subject areas?

A. Mr Smyth replied this was specifically aimed at showing parents the teaching methods we use in maths to enable parents to support children at home. It was based on 'calculation' – he plans to run a similar

workshop in the future on 'fractions', in response to parent demand. Mrs Smith pointed out that other workshops have been successfully run on 'assessment' & 'SAT's'. Governors suggested methods of teaching 'spelling' might be another useful topic.

Q. page 5 – has any progress been made with reviewing 'times table challenge'?

A. Mr Smyth reported that he is currently reviewing this. He has been comparing methods used by other schools & they are all the same. He has found an app, which he has introduced to his year 6 class & intends to ask year 5 to trial. If every child had use of an iPad it would work well, even 15 iPads in the class, but each class currently has only 6 iPads. Any method needs to be manageable for staff.

Q. there appears to be lots of tasks on the AIP still in progress. Is there too great an expectation on staff?

A. Mr Still replied no, tasks are being looked at by different working groups. All staff meetings next year have been allocated to different areas to work on.

Q. perhaps the targets should be more limited?

A. Mr Smyth replied that they do not want to leave anything off the action plan in case the Academic Improvement Partner highlights something not on there. Having everything included in the plan shows that staff are aware of actions that need to be taken to improve teaching & learning.

Q. page 19 – provision for gifted & talented pupils – governors understood this was to be given high priority.

A. Mrs Smith reported that staff are holding a twilight session on 3<sup>rd</sup> July looking at this. The locality has moderated work across the curriculum; at a recent session staff from various schools brought along work deemed as 'at greater depth', but many examples were not. We have created a list of children working at greater depth in any subject; the progress of these children is being tracked on Target Tracker. Governors asked whether this list includes children gifted & talented in non-academic areas, such as music & sport. Mrs Smith replied that these children are included & monitored on a separate spreadsheet.

Mr Still concluded by saying that a final version of the AIP will be produced in October, stating whether each key target has been met. This will then help to formulate the new AIP for the following year.

## **8 LESSON OBSERVATIONS SUMMER 2017**

*(Report circulated prior to the meeting)*

Lesson observations with a focus of 'challenge for the more able' were conducted as part of the peer review on 9<sup>th</sup> June. Mr Still was very pleased with the outcome. A lot of strengths were evident, highlighted in the report. The Academic Improvement Partner, Mrs Corbett, saw evidence of challenge & of children's progress in their books. Four areas of development were highlighted, again detailed in the report. Mrs Smith stated that Mrs Corbett suggested some good ideas to support children further for us to consider & that she was incredibly impressed with our teaching assistants.

## **9 ACADEMIC PARTNER REPORT SUMMER 5**

*(Report circulated prior to the meeting)*

The Trust released additional funds for this extra visit on 19<sup>th</sup> May (we would normally only get 3 per year). Staff governors re-iterated how stressful these visits are for staff, because they want to do their best. The frequency is intense. Mr Still stated that the visits/reports are good evidence for any Ofsted inspection & that the reason we joined the Trust was to get more support & challenge, which is what these visits offer. Other local schools are enquiring as to how our peer reviews are formatted – they do not receive similar support to that which we are getting from the Trust.

## **10 PEER REVIEW: IMPACT VISIT 9<sup>th</sup> JUNE 2017**

Governor questions & responses from Mr Still:

Q. it would appear we have not yet done all we can to move on in mathematics – is this being addressed?

A. this report would have been based on term 4 statistics – more recent statistics show we have moved on.

Q. the suggestion to offer free breakfast club to children whose attendance is poor is a good one, but who is going to pay for it? Could the provider, Premier, offer free places? Do we make a profit from breakfast club? Are Pupil Premium children getting free breakfast club? This is a good idea, although their attendance is already good. All things to be considered.

Mr Still informed the Committee that the peer review schedule will start again from September. There will be a new Academic Improvement Partner & there will be 6 meetings rather than 3. The first visit will include lesson observations to provide a base for the review. If Ofsted inspect us in term 5 we will cancel the peer review visit due in term 6. Mrs Corbett was very complimentary about our environment, behaviour & pace of learning. Staff governors suggested could the new Academic Partner be invited to talk directly to the staff, to introduce him/herself, explain the purpose of their visit, and/or provide feedback, etc. The LGB agreed this was an excellent idea to be presented to the Trust. Mr Still hopes the new partner will visit before September.

**Action 3: KJ**

## 11 SEN NUMBERS

*(Report circulated prior to the meeting)*

The numbers on the SEN register & class support register have remained the same since the report to the last Committee meeting.

Governors note that the SEN support assistant/TA has resigned & asked if she will be replaced. Mr Still replied that interviewing took place on 23<sup>rd</sup> June; whereas he had hoped to appoint 2.5 FTE, the panel only appointed 1.5 FTE. The position will be re-advertised imminently. The role of managing medicines has been re-allocated internally.

Governors asked if we know how many children with SEN are coming into the new intake in September. There are at least 3 children with needs, none of which have an EHCP. We will be losing 2 statemented children from year 6 &, therefore, the funding that they attract.

## 12 COMMUNITY RELATIONS

- The bowling green footpath is now finally constructed. A vote of thanks was given by the Committee to all those who campaigned tirelessly for it.
- Problems with the car park are once again appearing. There have been some angry exchanges amongst parents again. Parents are arriving before 2.30pm to park & wait for children to come out at 3pm. In the morning Mr Still is often out there & turns people away who try to drive into the car park, but he has no power to stop anyone who chooses to ignore him. Governors discussed various possible options to help the situation. They asked Mr Still to ask Mr Jantasz to find out the cost of a simple manually operated barrier.

**Action 4: MS**

They also asked that the Trust provide official 'Emergency Access' signs to put in front of the gates.

**Action 5: MS**

Governors asked how the provision of 'disabled' parking permits is monitored. Mr Still replied that the list of 'disabled' permit holders is reviewed termly by himself & office staff. Mr Heath offered to investigate the cost of installation of a number plate recognition system.

**Action 6: NH**

Governors asked what happened about the proposal to remove the 'drop off zone' hatching. Mrs Stone to follow up.

**Action 7: CS**

## 13 SCHOOL TRAVEL PLAN UPDATE

Covered under item 12. Nothing further to report.

## 14 GOVERNOR VISITS

The following Governor visit reports were circulated prior to the meeting:

- Mr Steele – SAT's observation 8<sup>th</sup> May
- Mr Steele – PP link governor visit 23<sup>rd</sup> June

Mrs Stone & Mrs Pinfield also noted that they had visited during the KS2 SAT's to observe their administration.

Mrs Stone is due to visit Mr Still during week commencing 3<sup>rd</sup> July for a safeguarding meeting in her role as Safeguarding link governor.

Mrs Stone, Mr Steele, Miss Anscombe, Mrs Williams & Mr Still all attended the New Parents Information Evening on 15<sup>th</sup> June.

Mrs Stone acknowledged that not as many governor visits have taken place this year, but stated that she would look at the governor sign in sheet in the office to verify whether some visits may have been made but not reported.

**Action 8: CS**

Governors discussed whether to provide a governor tea party for staff at the end of term, but agreed instead, at the suggestion of staff governors, to provide a donation towards the cost of the staff night out.

Mrs Stone to co-ordinate.

Mr Brand volunteered to produce the governor photos for display on the staff room notice board.

**Action 9: MB**

## 15 ITEMS for FUTURE MEETINGS

To be decided by the LGB.

## 16 AOB

- Mrs Williams has some fund-raising ideas which she has suggested to the PTA & Mrs Oliver, SBM. Mr Brand asked her to also forward them to the Resources Committee. **Action 10: CW**
- Mrs Williams stated that at the TUPE consultation meeting with staff, she asked Trust representatives whether the Trust service charge would be reduced due to low funding & that the reply she received was that the service charge was put back into school improvement. Mrs Williams questioned what benefit are we getting in the classroom from having joined the Trust. She would like to know the outcome of the question raised at the LGB meeting on 22<sup>nd</sup> May (item 14) as to why there has been an apparent increase in the Trust service charge from 5%. Mrs Williams expressed her frustration, stating that the key target in this year's Academy Improvement Plan for Early Years is to improve the

outside learning area, but how can they when there is no funding available to do so. Mr Smyth offered to raise these issues at the LGB meeting on 5<sup>th</sup> July on behalf of Mrs Williams. **Action 11: JS**

- 13 Date of next meeting**  
To be confirmed by LGB.

Meeting closed at 7:45 pm

**ACTION POINTS:**

<b>ACTION POINT NUMBER</b>	<b>MINUTE ITEM NUMBER</b>	<b>DETAILS OF ACTION</b>	<b>RESPONSIBILITY</b>	<b>DUE DATE</b>
1	5	Put note on the first autumn term newsletter advising parents that the Home School Agreement is available on the academy website.	Mrs Smith/Mr Still	Sep17
2	5	send revised version of Behaviour Policy to Mrs Stone for advice only	Mrs Smith	21Jul'17
3	10	Add the suggestion that the new Academic Partner be invited to talk directly to the staff to the Report to the Board of Directors	Mrs Jerbi	7July
4	12	ask Mr Jantasz to find out the cost of a simple manually operated barrier	Mr Still	Sep17
5	12	ask that the Trust provide official 'Emergency Access' signs to put in front of the gates	Mr Still	Sep17
6	12	investigate the cost of installation of a number plate recognition system	Mr Heath	Sep17
7	12	Follow up the proposal to remove the 'drop off zone' hatching	Mrs Stone	Sep17
8	14	Check governor sign in sheet at academy office to verify whether governor visits had been made that have not been reported	Mrs Stone	Sep17
9	14	produce the governor photos for display on the staff room notice board	Mr Brand	Sep17
10	16	Forward email containing fund-raising ideas to the Resources Committee	Mrs Williams	Sep17
11	16	Raise funding issues raised by Mrs Williams	Mr Smyth	LGB mtg 5Jul'17

**Signed as being a true and accurate account of the meeting:**

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**Date:** .....