



**Teaching Learning and Community Committee held on
Monday 26 March 2018 at 4.30pm**

Present

Rosemary Jones	Chair	Vice Chair of Governors
Boo Edleston		Head Teacher
Jo Hillman		Parent Governor
Keeley Shand		Parent Governor
Ruth Hadfield		Deputy Headteacher
Lorna Jones		Minute Taker
Chris Sykes		Lead for Science

RJ welcomed CS to the meeting and asked that CS start the meeting with their presentation (agenda item 9).

1. **Apologies** . Kay Morrell, Staff Governor
2. **Minutes of the last meeting held on 29 January 2018**
Agreed as a true record

3. **Matters Arising**

GDPR update but put on the agenda as item 8.

4. **Safeguarding**

RJ reported that the safeguarding report given at the last Full Governor Board meeting was well received. RJ asked who the Safeguarding Lead was and who would raise any issues to the committee. BE stated that she is the Safeguarding Lead with Lesley Wrenshall, SENCO, as deputy lead along with RH.

At the last meeting of the TLC it was agreed to wait until after May 2018 before reviewing the E- Safety Policy. RJ felt that a date needed to be set and Andrea Sanders, IT Lead at Brine Leas High School, to be invited to attend. BE agreed with RJ and suggested that Brine Leas High School will have their own E-safety policy that Pear Tree Primary School could consider adapting.

Action

BE to contact Andrea Sanders to arrange a meeting of the Safeguarding Panel to review the Model E-Safety Policy that is reflected of requirements of GDPR

5. Special Needs Report

No update . next report at 14 May 2018 meeting.

6. Pupil Premium Report

No update . next report at 14 May 2018 meeting.

7. PiPs Update

The latest figures from September to February 2018 were circulated with the agenda. 94 children are registered, an increase of 13 from last term, with 7 staff employed. The breakdown included how many children attended the breakfast club and after school club during each month. The total profit, up to February 2018, after all the costs had been taken out, was £12,159.00. The PiPs manager and deputy manager are now spending additional time working in school in Teaching Assistant roles. The club is doing really well.

BE stated that JN had done a really good job in organising PiPs and had worked very hard to make it successful.

Discussion took place about charging a registration fee, at present the school does not charge. It was suggested that from September 2018 a nominal registration fee would be charged.

Action

BE to discuss with JN the feasibility of charging a registration fee from September 2018

8. GDPR Audit – Outcome and Progress

BE circulated to the committee the GDPR Audit. BE informed the committee that Brine Leas High School had undertaken this IT audit and it covered everything necessary to achieve GDPR compliance.

The GDPR Actions/meetings since November 2017 was circulated to the committee. A new server had been ordered with installation planned for April 2018. All staff laptops are being replaced in May 2018, all running on Microsoft software. All Apple laptops to be removed. The budget has been extended with permission of the Full Governing Board to ensure compliance and to replace projectors and laptops. Remote access to all staff will be given in August 2018.

Questions were asked about the data protection storage and backup system, was the backup system held externally? Question asked about Governor's e-mails on Page 8 of the GDPR Audit. At present Governor's personal e-mail addresses are used to send paperwork for Full Governing Board and Committee meetings, parts 1 and 2. In the document it stated that personal e-mail addresses should not be used for sending confidential documents to Governors.

BE stated that they will ask Brine Leas High School about the storage and backup system. Brine Leas High School is Pear Tree Primary School IT support.

Action

BE to e-mail Head of IT at Brine Leas High School for answers to the committee's questions:

- **External storage of data**
- **E-mail addresses for Governors**

DH, GDPR officer, to be invited to attend the next TLC meeting to talk about GDPR

DH, GDPR officer to enquire the GDPR for the PTA

CPOMS . protocol for use at Pear Tree Primary School was circulated to the committee. The CPOMS is remote and compliant ready for May 2018.

BE informed the committee that the school is further ahead than other schools in the area on the implication of GDPR and will be ready and compliant in most areas by May 2018. It was good that Governors are challenging and engaged in the process of GDPR.

RJ thanked BE and the staff involved in GDPR for their hard work.

9. Quality of Learning/Curriculum/Standards of Teaching, Learning Outcomes

CS circulated Science Programmes of Study along with Progression in Working Scientifically Skills for the whole school on Teaching and Learning in Science to the committee.

Science is a core subject and provides the foundations for understanding the world through the specific disciplines of biology, chemistry and physics. Science has changed our lives and is vital to the world's future prosperity.

Science is taught in every class. The context of the learning It is planned as part of the topic where possible. Lessons feature practical, hands on learning.

- EYFS this is taught as part of Understanding the World, where children explore and observe.
- Y1 and Y2 learn through exploring, classifying and asking questions. They perform simple tests to gather data.
- In Lower Key Stage 2, observations become systematic, questions more relevant, using different types of scientific enquiry to answer them.
- Science concepts are built on in Upper KS2. Working Scientifically becomes more refined; is the data valid, are there causal relationships, how can I communicate my findings?

Monitoring Science at Pear Tree is a constant cycle; feeding back to staff and providing support. Science notebooks and Learning Journals are scrutinized every term for coverage of the Programmes of Study and Working Scientifically. Pupil voice is important and will now be sampled every year.

As staff we have drafted and agreed our new Principles of Science Teaching and Learning at Pear Tree School. The children are now being asked the question . Science is good in our class when. . .the results of which are to display in class. The Science Ambassadors will check that lessons follow their class principles.

What We Need to Develop?

Further Develop Staff Confidence and Skills.

The Science Lead will have a regular slot in staff meetings to set tasks and challenges. In-house CPD to help embed Working Scientifically.

STEAM week was a great success with staff, parents, Brine Leas High School and outside agencies coming in to contribute to the week. All pupils loved the variety of hands on activities on offer and staff developed more confidence and skills.

Science Technology Engineering Maths (STEM)

Science as part of the STEM subjects, where science becomes more relevant and helps to develop the other STEM subjects.

CS explained to the committee about the Wellie Walks that children do to explore the local area, name our native trees, and know our wildlife. Many children don't know the name of trees or local wildlife. Yellow class have been down to Nantwich lake as part of the Wellie Walks and had helped make bird and hedgehog boxes.

Questions were asked about:

- How is science monitored?
- Is PTPS still using notebooks for science?
- Are children making progress?

There is a report on children's progress and PTPS use the same tracking system as with other subjects. Science books are scrutinised. Curriculum recording feedback. At present CS is sampling Y6 in science ready to roll out to the rest of the school. CS stated that there are other materials that they would like to use.

Circulated along with the report was the Progression in Working Scientifically Skills, this shows what each year progression by Enquire, Explore, Record, Explain and the level that is expected of them.

RJ thanked CS for his report and presentation, it was very interesting.

CS left the meeting.

BE stated that Brine Leas High School were outstanding during STEAM week. Crewe University Technical College (UTC) take children from age of 14, BE had approached them to ask if they could be involved in the STEAM week, but had received a reply too late to be involved. As STEAM will, hopefully, be an annual event, it was suggested that UTC be asked next year, as this is the first year that the UTC had been opened.

Forest School is under the umbrella of Health and Wellbeing but covers science. Over the year 120 children have been involved in forest school, helping to develop resilience and get to know trees and wildlife.

In July, BE informed the committee, the whole school is going to Milldale, a scout camp, for the day. Children and staff will take part in various outdoor activities.

Cheshire East Council are building a Science Park nearby and it was thought a good idea to contact the Park next year for STEAM week. It was suggested that it would be useful to know the children's parents' occupations in case they felt they could provide some input when necessary. We may approach an organisation with a view to them considering sponsorship.

Action

To prepare a parent's occupation audit at next parent's evening

10. Policies

- Supporting Pupils with Medical Needs Policy
- Social Media Policy
- Premises Management Inspection Records
- Early Years Foundation Stage Policy
- Governor's Allowances and Expenses Scheme

Discussion took place on the Early Years Foundation Stage Policy . parents are able to log into My Learning Book online and engages parents and children.

BE stated that the permission slips given out to Reception September 2018 has been altered to reflect the GDPR changes.

A question was asked about historical online learning books and whether parents still can access them.

Action

BE to ask LN about access to historical on line learning books

Action

The Teaching, Learning and Community Committee approve the policies

11. Ofsted / DfE, LA Updates

Ofsted . no update

DfE . no update

SIP report . Craig Richardson, SIP, visited the school on 13 March 2018, and his report was circulated with the agenda. RJ stated that they felt that the school does a lot better than the report suggests. BE pointed out that the SIP's job was to challenge the school and Craig Richardson asked a lot of questions and observed three classes looking at phonics. Next visit to the school on Tuesday 10 July 2018.

Discussion took place around children not talking enough and not talking in full sentences. BE stated that a lot of work is being put into place to rectify this.

12. Any Other Business

JH attended the music day which took place on Friday 16 February 2018. All children were involved with an instrument and taught how to use it. At the end of the day there was a concert with the whole school. JH said that it was a fantastic event. JH had produced a report of the day and wondered where it was.

Action

BE to chase up JH's report

Discussion took place about Governor's visits. There used to be a log for Governors to say why they were visiting the school. It was suggested that an A4 exercise book could be kept in Reception for visiting Governors to complete when they visit the school stating the reason for their visit.

Questions were asked about the next learning walk for Governors. BE replied that a learning walks was being organised for the Summer Term,

13. Date and Time of the Next Meeting

Monday 14 May 2018 at 4.30pm

Dates for the rest of the academic year – Monday's at 4.30pm

09 July 2018

Next meeting on 14 May 2018:

Invite Kay Morrell: lead on, Music and Art to give an update on Music/Art

Invite Delia Hak, GDPR Officer, to attend the meeting to answer questions about GDPR implementation.