

BEDFORDSHIRE LOCAL AUTHORITY

QUEENS PARK LOWER SCHOOL

Minutes of a meeting of the Learning and Teaching Committee held on 23rd January 2008 at 4.30 p.m. at School

1. PRESENT

Mr S Le Page	Community Governor
Mrs A McCormick	Staff Governor (Headteacher)
Mrs J Reeves	Community Governor (Chair)

In Attendance Mrs A Thomas (Clerk to Governors)

2. APOLOGIES

Apologies for absence were received and accepted from Mrs Friend.

Governors note that their meeting was only just quorate on this occasion and asked the Chair to seek further members at the next meeting of the full Governing Body.

3. MINUTES OF PREVIOUS MEETING

Governors noted the minutes of the meeting of the committee held on 14th November 2007, copies of which had been sent to all Governors, and agreed that they should be signed as a correct record.

4. MATTERS ARISING FROM THE MINUTES

a) New Europeans

In connection with Minute 3c) the Headteacher reported that there were currently 10 New Europeans in School and a further 11 in the Home-Educated group. In response to a question from Mrs Reeves it was reported that the School had an intensive induction programme, led by Mrs Austin, which was working well.

b) Mind-Mapping Project

In connection with Minute 3d) the Headteacher reported that the launch of the project had gone well, the first meeting of the Steering Group had been held and the Headteacher was to be the Treasurer. The School's champion would be visiting Michigan, USA to look at the use of mind-mapping there.

In this connection it was noted that the University of Bedfordshire had written a preliminary article which had been submitted for publication; the Headteacher would send a copy of this to Mr Le Page and Mrs Reeves.

c) Progress of Pupils in Middle School

In connection with Minute 4 the Headteacher reported that she had been given details of Westfield Middle School's Contextual Value Added (CVA) and she would be studying these in detail.

Action

**Mrs
Reeves**

HT

HT

d) Strategy Day

In connection with Minute 5b) Governors noted that the full Governing Body would be asked to look again at the proposed date, 26th June 2008 was not possible for several Governors.

Action

HT

e) International School Status

In connection with Minute 6i)i) it was reported that letters and photographs had been sent to the School in Bangladesh; it was also hoped to link with schools in Poland and Brunei.

HT

f) Website

In connection with Minute 3a) the Clerk was asked to arrange for copies of minutes of all full Governing Body meetings from the start of the current academic year to be placed on the School’s website when approved.

Clerk

5. REVIEW OF STANDARDS

Copies were tabled of a report on an Assessment for Learning Visit made by Ms Sue Wilson on 10th January 2008. The Headteacher went through this in detail and whilst Governors were not totally in agreement with all of the conclusions they felt that it was an interesting and useful document.

6. POLICY REVIEW

Copies were tabled of a revised Policy Schedule and Governors went through this in detail. Governors agreed that all those Learning and Teaching Committee policies which were ready would be emailed to Governors for their consideration/approval. They also suggested that a similar exercise might be carried out for the other committees of the Governing Body.

HT

In this connection Governors noted that the Headteacher and Mrs Larrier co-ordinated educational visits and journeys according to the advice in the Local Authority Guidance File. Governors asked for this file to be brought to their next meeting for them to review.

HT

7. CURRICULUM MAPS

Copies were tabled of the latest curriculum maps and the Headteacher explained that they were used to ensure continuity and progression and to make sure that areas were not duplicated. Governors felt that these were interesting and useful documents.

8. HOMEWORK POLICY

Governors noted that the Homework Policy had now been finalised including input from Mrs Thwaites’s recent course.

9. SEF UPDATE

Governors recalled that they intended to look at the SEF in detail at their Strategy Day and asked that members of the Senior Leadership Team join them on the day.

HT

Action
Mrs Friend Mrs Reeves
Mrs Reeves
All Comm.

10. GOVERNOR VISITS

Governors recalled that Mrs Friend was planning to make a SEN visit and Mrs Reeves reported that she would be arranging a visit regarding Looked After Children after she had attended a course on Looked After Children in February.

11. ANY OTHER BUSINESS

a) Quality Mark for School Governance

Mrs Reeves suggested that the Governing Body might wish to go for this award and explained what was involved in the process. Governors agreed that this should be introduced at the next meeting of the full Governing Body and recommended by the Committee.

12. DATE OF NEXT MEETING

All present recalled that their next meeting had been arranged for 12th March 2008 from 4.30 to 5.30.