

# FIELDHEAD CARR PRIMARY SCHOOL GOVERNING BODY

## PUPIL SUPPORT COMMITTEE

Minutes of the meeting held on Tuesday 2 February 2016 at 6.15pm

**PRESENT:** Sammy Morris – Chair (SM) Lianne Jackson – Acting Deputy Head (LJ)  
Tammy Best (TB) Nichola Carroll (NC)  
Graham Curling (GC) Rachael Grimes (RG)  
Jane Peacock

**IN ATTENDANCE:** Lisa Stevens, Pastoral Leader  
Anna Longhawn (for agenda items 1.0 – 4.0)  
David J Israel (Clerk – Governor Support Service)

|            |  | <b>ACTION</b> |
|------------|--|---------------|
| <b>1.0</b> | <b>APOLOGIES</b><br>No apologies were received.  |               |
| <b>2.0</b> | <b>MINUTES OF LAST MEETING AND MATTERS ARISING</b>   |               |
| <b>2.1</b> | <b>Resolved:</b> <ul style="list-style-type: none"><li>That the minutes of the meeting held on 13 October 2015 were agreed as a correct record.</li><li>That the Chair was authorised to sign the minutes.</li></ul>   |               |
| <b>2.2</b> | <b>Item 3.0 – School Development Plan, Priority 2, Action 38</b><br>The Prevent statement and risk strategy was discussed at the last Governors meeting, and is covered in agenda item 12 of this meeting.   |               |
| <b>2.3</b> | <b>Item 4.0 – Attendance</b><br>Bullet points two and three are covered in agenda item 5.  |               |
| <b>2.4</b> | <b>Item 6.0 – Provision for SEN Pupils/Vulnerable Groups</b><br>T Best and KL Jackson met and reviewed the Rainbow Room provision.   |               |
| <b>2.5</b> | <b>Item 11.0 – Complaints Procedure/Policy</b><br>L Jackson has amended the document to make it relevant for the school.   |               |
| <b>2.6</b> | <b>Item 12.00 – Communication with Parents</b><br>The Chair of Governors, Head and Deputy Head had met to discuss this. L Jackson is following up the meeting with costs for the app.  | <b>LJ</b>     |
| <b>3.0</b> | <b>SCHOOL IMPROVEMENT PLAN – monitoring of priorities and impact</b>   |               |
| <b>3.1</b> | <b>Priority 1b – Q) Should part of this action be green?</b> A) It was noted that the interventions have been implemented, but that the rest of the action remains at amber. It was suggested, generally, that items could be rated as green with a note cautioning that the green rating is subject to specific conditions being met.<br><b>Priority 2 Action 11</b> – Stays at Amber<br><b>Priority 2 Action 12</b> – Stays at Amber<br><b>Priority 2 Action 21</b> – L Stevens and L Jackson updated governors on pupil attendance, and measures in place to hit the 97% target. L Stevens stays visible until 9am to ensure that pupils get marks or late marks as appropriate. There is still a proportion of families and pupils having difficulty |               |

with punctuality and attendance and, as part of the school's Cluster membership, the Attendance Advisor has six families to contact, including home visits. Governors asked that they are kept apprised of this situation as late arrivals must cause disruption for classes, which it was confirmed it does. They wanted to know what steps are being taken to reduce the frequency of incidents and the impact they are having. L Stevens was also asked to include timescales for the referrals. This item to be included again on the next agenda.

LS

Clerk

Governors asked if the treats and rewards were having an effect. This item would be covered in items 4 and 5 of this meeting.

**Priority 2 Action 22** – Stays at Green

**Priority 2 Action 23** – The Child Protection training for staff is now booked so this item can go green with notes to check all staff successfully complete the training. Governors also asked that their training be updated if necessary: L Stevens will check if this is needed.

LS

**Priority 2 Action 36** – This has now started and an update forms part of agenda item 9.

**Priority 2 Action 37** – Stays at Amber.

**Priority 2 Action 38** – This item is covered in agenda item 12. Stays at Amber.

#### 4.0 SCHOOL LUNCHES

4.1 A Longhawn gave a full and detailed presentation around the school's ambition to become accredited as a healthy school by summer, with autumn term as a fallback. She noted that this was not just in terms of diet but also learning, mental health and so on. As such, this has to be a school-wide ambition driven with strong leadership. It was noted that the assessment for the accreditation is very focused on how the pupils see the plan. As such, they had to buy into the plan too and see it being lived throughout the life of the school.

4.1 In presenting her plan A Longhawn said that the areas in the report were those which needed action. As part of the PHSE actions she is reviewing all the relevant policies for this area and meeting with appropriate people. Governors asked why there was the need to create a No Smoking policy as one should have existed, even pre-dating the recent ban on smoking in the workplace. A Longhawn noted that the school had been approached to be part of a trial to look into smoking in the home and in cars. Governors were told that a recent pupil survey revealed that 59% of pupils reported they lived with smokers and 42% had experienced smoking in cars. After discussion it was agreed that the Smoking Policy be brought to full governors.

Clerk

4.2 In Healthy Eating the challenge would be to create a Whole School Food Policy which included policy around what was acceptable in packed lunches. Getting as many pupils to take school meals as possible, especially those eligible for them, was the main aim. There has been much opposition to 'policing' of packed lunches, with some families seeing them as a way to rebel against school lunches. There had to be a consideration of whether there should be guidance and education around this or policy. The feeling in the meeting was to start with guidance and education, using policy (which would have to be enforced) as a last resort.

This also meant that every area of the school would have to adopt this

policy. This would include not using sugary snacks regularly as rewards but less often as treats. The school's Healthy Food Week in late May would build on this work, and Governors were asked to be at parents' evening to also push home the message. In addition, a group of year six pupils were being trained to deliver a healthy food message to pupils and parents, in the hope it would be better received than if straight from school staff.

Governors asked if this was being tied to other healthy eating campaigns such as the recent replacing sugary drinks and foods and the use of apps? It was confirmed this was happening, including involving the kitchen staff to improve their knowledge of these unhealthy foods and help raise school food standards.

Governors agreed that the key message for this area was consistency. Every part of the school must live the healthy food message including pupils, their families, governors and staff. Examples given included not selling sweets for charities. They also asked that policies in this area be reviewed in twelve months for their effectiveness.

- 4.3 A Longhawn was pleased to note the increase in competitive activities in school, including the recent success of the Walk to School, using pedometers, activity. In future, the school would take part in relevant national events eg Wheels to School, Walk to School etc, all if this being coordinated with the PE teacher.

In addition, the school was seeking accreditation for their travel plan at bronze level. In doing this work there would also be links into the relevant areas of the school's curriculum eg geography.

- 4.4 Governors praised the depth and range of work that had gone into this project so far. Their concern, though, was whether there was enough resource, including through the SLA, not just to achieve the ambitions, but, more importantly, to maintain it. In discussion it was noted that having a full SLA just for the training that would access would be worth the investment. L Jackson said she would put together a costed plan for this to put to the Resources committee, which Rachel offered to help with.

RG & LJ

## 5.0 ATTENDANCE

- 5.1 L Stevens reported to governors that there was a standard set of wording which could be introduced around parents taking their children out of school for holidays during term time. Governors noted that this policy would have to be enforced and they felt they had to take account of what impact that would have on the staff, pupils and their parents, and their relationship generally with the school. In addition, there was the concern over whether they would/could pay the fine and, if they didn't, how that would be pursued. In discussing all this, it was noted that the majority of absence was down to illness, with very little for term-time holiday.

### **Resolved:**

To bring the policy to full governors for discussion and agreement.

- 5.2 Governors asked why there was such a drop in their attendance figures? L Stevens said she had looked into this and that it is most likely a data

anomaly. She also said that the school as on target to hit 96% for the year. Governors asked that these findings be clearly demonstrated and recorded.

5.3 Given the challenges facing the school from illness and other absences, governors asked if the target was realistic for a six-term year? They suggested it could be national average or above as opposed to their current target. L Stevens was asked to look at a target using the school's baseline data and to review this next year.

LS

5.4 L Stevens reported on the success of the termly attendance competitions, noting that 66 pupils would be rewarded for 100% attendance during autumn term. She also noted the pupils are enthused to achieve this record citing them asking if absences in a previous term would affect their chance of winning this term. In addition, the annual attendance competition still runs. Governors asked if there was any notable difference between the foundation stages? This used to be the case but no longer. They also asked why year 6 had such a poor year? This is down to the poor attendance, through illness, of one pupil, and two other pupils who are getting visit from the Attendance Officer. Again governors were insistent that the school keep clear evidence around the actions taken on these attendance figures.

## **6.0 PARENT VIEW/PARENT SURVEY**

6.1 Governors noted the survey that was soon to go out. The addition they asked for was related to question 41 to ask parents how they preferred to be communicated with, and what was the right approach for them.

## **7.0 STAFF SURVEY**

Governors started by praising this first staff survey for the school and the clearly positive results that it showed. They asked that senior leadership carried on doing the work they did that had produced these great results.

In addition, they also asked if L Jackson could identify if there was particular staff or issues which the 2s and 3s would indicate. She reported that the survey was done anonymously so there was no way using the survey alone of being absolutely certain whether a particular staff member was experiencing specific problems. However, with additional contact with staff she felt that she was able to identify issues and staff where specific interventions would help.

Governors asked how senior leadership was using the findings? Through staff meetings discussions are being started to see how both they and senior leadership can tackle the issues raised. Progress on this issue was agreed to be reported back to this committee.

## **8.0 HOME SCHOOL AGREEMENT**

Governors commented that the layout and style should be more closely matched to that of the school's prospectus, to ensure continuity. T Best said she did know a designer who might be able to help if required. Governors also made some wording changes including changing 'the child' to 'your child', dropping 'ren' after 'child' at the signature and change 'parents' to 'you'.

## 9.0 FEEDBACK/REPRESENTATION FROM THE SCHOOL COUNCIL

S Morris reported back that the School Council had been involved with:

- Healthy snack tasting and feedback from class ambassadors.
- Have contributed to caretaker recruitment, including interview panel and questions.
- They are preparing a letter to form part of the new Head's recruitment pack outlining what the pupils would like from their new head.

Governors agreed that they would write to the School Council thanking them for their work over the year.

GC

## 10.0 REPORT ON CLUSTER SPENDING

L Jackson presented a paper outlining the areas in which the Cluster worked, and the amount the school paid. Governors wanted to know if the school was getting value for money from their top sliced Cluster money. L Jackson resolutely said they were and gave examples including: assistance from the Guidance & Support team currently working with a family in the school; behaviour support, play therapy, Renew and the Pupil Referral Unit (which, alone, would cost the school £200pw on a part-funded basis); they cover extra psychology time and EBOR support; and much more.

Governors agreed that the current top slicing agreement was akin to an insurance policy for all schools in the cluster to be able to properly provide for all their pupils. They also agreed to talk about the impact of having to access these services themselves in Resources, and how this would reduce the school's budget.

### Resolved:

L Jackson to give a verbal report on this issue at the next full governor's meeting, as well as a written report to Pupil Support.

LJ

## 11.0 APPROVAL OF POLICIES

### Resolved:

- Governors adopted the SEN, LAC and Gifted and Talented Policies, noting they were all part of the Inclusion Policy. They asked that there be consistency in language with either mastery of gifted and talented.
- Governors adopted the Intimate Care guidelines.

## 12.0 SAFEGUARDING

In relations to keeping pupils free from radicalisation and extremism, it was confirmed that all teachers have SMSE and British Values in their planning for subject areas.

Governors asked if there was a clear route for staff with concerns in regard to a pupil through the Prevent strategy. In particular, were they aware of how to use Channel as part of this procedure. L Jackson said that reporting would be done through their existing Child Protection procedure, and that staff knew this. She thought that Channel would be accessed through this procedure too but would check and let governors know in the morning that this was the case. [Post-Meeting Note: L Jackson emailed governors the following morning noting that the school follows: "...the LSCB procedures and [we] would refer in through the Duty and Advice Team. Through them,

we access Channel if necessary...". She also noted that this flow chart of contact is clearly shown on the Green Room wall which all staff can see.

### **13.0 REVIEW OF INFORMATION ON THE SCHOOL WEBSITE**

The committee felt that the website had become too complex with too many layers. They recognised how important the site was to the school community and external visitors and that it needs work. This should be done with a refresh of all their marketing materials, and the appointment of the new head is an ideal opportunity to do this. They would also like to see links to the expansion plans for the school as well as the updated prospectus.

### **15.0 DATE OF NEXT MEETING**

The next Pupil Support Committee meeting was arranged for:  
**Tuesday 17 May, 2016 at 6.15pm**

*The Chair closed the meeting at 8.30pm*