

# FIELDHEAD CARR PRIMARY SCHOOL GOVERNING BODY

## PUPIL SUPPORT COMMITTEE

Minutes of the meeting held on Tuesday 17 May 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 (JP)

**IN ATTENDANCE:** Lisa Stevens, Pastoral Leader  
David J Israel (Clerk - Governor Support Service)

		<b>ACTION</b>
<b>1.0</b>	<b>APOLOGIES</b> 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 2 February 2016 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 2.6 – Communication with Parents</b> It was noted that the parents evening app had proved very popular with parents, especially those with more than one child in the school. The evening was reported to have a very positive atmosphere.	
<b>2.3</b>	<b>Item 3.1 – Priority 2 Action 21</b> The committee agreed this should remain a regular item on this agenda.	<b>Clerk</b>
<b>2.4</b>	<b>Item 3.1 – Priority 2 Action 23</b> The training had now taken place.	
<b>2.5</b>	<b>Item 4.1 – School Lunches/Smoking Policy</b> This item will be brought to full governing body at one of its meetings in this summer term.	<b>Clerk</b>
<b>2.6</b>	<b>Item 4.4 – School Lunches/SLA training package</b> Because of a staff illness, completion of this item has been delayed. It is being worked on again now.	<b>LJ</b>
<b>2.7</b>	<b>Item 5.3 – Attendance</b> L Stevens will bring a figure forward as a target after the completion of this school year. She will also provide a graph of attendance figures for governors.	<b>LS</b>
<b>2.8</b>	<b>Item 6.0 - PARENT VIEW/PARENT SURVEY</b> It was noted that whilst this issue was raised in this committee it was reviewed by Teaching & Learning. Governors asked that items created in one committee stay in that committee to ensure continuity.	<b>Clerk</b>

- 2.9 **Item 9.0 - FEEDBACK/REPRESENTATION FROM THE SCHOOL COUNCIL**  
This action was being done alongside some additional thank you letters.
- 2.10 **Item 10.0 - REPORT ON CLUSTER SPENDING**  
L Jackson had made her verbal report to full governing body about this, the minutes of which were used as her written report for this committee. In addition, she has reported on this item to Resources.
- 3.0 **SCHOOL IMPROVEMENT PLAN – monitoring of priorities and impact**  
As a general point for the SIP, it was suggested that, especially for red rated areas, that an explanation should be placed in the colour box to explain the rating. This would most likely answer many questions governors have, but also allow them to better challenge the school on progress and work in each area.
- It was also suggested that this item be moved to the end of the agenda, as many of the areas discussed in the SIP are separate items on the agenda. This will help avoid duplication of discussions.
- Priority 2 Action 11** – It was reported that the real impact of the impact of the school’s Pupil Premium intervention funding would much clearer next term. Governors asked why this area was amber: surely we must have an idea now of the impact in this area? L Jackson noted that some classes were better at using the intervention money than others. Work is already underway to bring all classes up to standard.
- Priority 2 Action 21** – Governors asked if there was something the school could be doing to reduce the sickness days of the pupils? It was noted again that the school had a deep clean recently and that good hygiene is promoted, though often difficult to ensure with pupils of this age. Governors also recognised that the school has had some very contagious illnesses recently eg Scarlet Fever.
- The question as raised as to whether the school would hit its attendance target and/or the national attendance target? It was agreed that with the high sickness absences this year, and issues with some pupils, they would not. The target is being reviewed to be challenging and realistic for next year. Governors asked to if healthier ‘treats’ had been sourced to help with this area whilst still complying with the school’s approach to healthy eating. They have and fruit lollies, and non-food based treats, were cited as examples.
- Priority 2 Action 23** – This training has been arranged and done, so this area is now green.
- 4.0 **ATTENDANCE UPDATE**
- 4.1 Governors asked how the cloakroom door locking was happening without a caretaker being in post? L Stevens noted that this was being covered by a temp who had been given proper training for this area of work.
- 4.2 Governors suggested that there should be a rebrand or re-energising of Classopoly. The initiative will have been happening for around six years, and some pupils will have seen this initiative through their whole school life. School Council has been involved with a little of this work (eg reviewing the treats offered) but it was agreed that work around this would be useful.
- 4.3 Governors asked if issues around attendance were able to be dealt with in a

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Clerk

timely manner? L Stevens noted that the school always refers promptly to external agencies when appropriate, but that delays sometimes happen through a lack of capacity at the agencies. Governors agreed it would be useful to have this recorded so that any trends or patterns could be identified, as well as the school being better placed to chase through any delays to get the best possible help for pupils.

4.4 Governors asked how to what extent the school was intervening with pupils with poor attendance? Within the confines of appropriate interventions depending on any issues around a pupil, it was noted that actions including visiting the home of the pupil to bring them to school were actioned.

## **5.0 TO MONITOR THE EFFECTIVENESS OF PROVISION FOR THE WELFARE OF CHILDREN WITH SEND**

5.1 Governors asked what results were coming through from the maths interventions? L Jackson reported that this programme would show results in the term after the intervention. As such this will be reported on at a future meeting.

5.2 Governors noted that there had been some big jumps in progress and asked if this was because of the child or the intervention? It was a combination of both. As an example, the named targets in the new curriculum allow specific interventions in the named areas the pupil needs help on, leading to the big jump in progress. Staff are also looking at working out what elements of this progress are down to Pupil Premium money, and will report on this in time.

5.3 Governors asked whether pupils who have specific attendance issues, exemplified by the year four pupil cited in the contextual analysis and actions, are included in referrals to the Attendance Officer? They are.

## **6.0 SAFEGUARDING AUDIT**

6.1 The initial review by the staff team has shown that the policy needs updating but not a wholesale rewriting. As such it was suggested that the updated policy form part of the extraordinary governors meeting in July with a full review scheduled for the coming academic year.

6.2 L Stevens reported that a safeguarding audit was imminent (27 May), the initial results of this will be known by the end of that day, and a report to follow within a few days. Governors were informed too that elements of a recent complaint will also be a part of this audit to see if there are any areas the school can improve.

6.3 Governors discussed the use of the word bullying and whether it needed to be used for every incident. Staff reported that the School Council had also discussed this issue and the poster in the papers for this meeting showed other terms eg being mean. Governors did recognise that, legally, there may be occasions when a single incident does qualify as bullying, so care is needed in classifying, and responding to, incidents.

## **7.0 TO ENSURE THE SCHOOL PROMOTES CHILDREN AND YOUNG PEOPLE'S EMOTIONAL HEALTH AND WELLBEING**

7.1 L Jackson outlined a wide range of initiatives the school employs in this area. Through the Cluster these include Smart Team, Renew, The Beck,

Family Intervention Service, Guidance & Support meetings, a Play Therapist and more.

7.2 Whilst welcoming these interventions, governors wanted to know what being done to prevent children, parents and families from having to access these services? This is being done through things like the FAB Friends scheme, healthy eating and free school meals, SMSE curriculum and how it supports assemblies, PSHE etc. In addition, there is signposting for these services on the school's website (though it was noted this could be improved). It was also suggested that better use be made of the Leeds Hub, including advertising its availability.

## **8.0 EXCLUSIONS**

8.1 Governors asked what impact the behaviours and exclusions of individual pupils were having on the other pupils in the class? Staff noted that the step behaviour ladder they use very effectively minimised the impact on other children. Governors were reminded too that behaviour was not a major issue in the school's last OFSTED report.

8.2 It was noted that the new head teacher was considering a complete change to the behaviour policy for the school, ideally to be in place for the coming academic year. Governors were concerned that there may not be the time to achieve this. They certainly would have to have sight of the new policy, it is fit for purpose, be assured that the staff and pupils could be suitably trained and prepared for the new policy, including what was expected of them. They also noted that as the current steps behaviour programme seemed to be working, they would need to understand the need to completely change the policy.

8.3 Governors asked to if, alongside a series of sanctions for poor behaviour, if there was some form of recognition for good behaviour? Staff said there was and was widely used. They are currently looking at ways to make both sets of standards more visual.

## **9.0 APPROVAL OF POLICIES**

9.1 **Resolved:**

Governors adopted the following policies:

- Educational Visits
- Anti-Bullying
- Medical Needs/Medicine

9.2 In adopting the Educational Visits policy, governors noted the importance of ensuring that informing the governor responsible for educational visits (GC) was properly informed of any overnight stays in the school. This included ensuring he was aware of relevant risk assessments for the event.

9.3 Governors also asked that all policies, and any other documents relating to the school, should be prepared with a 'house' style in mind ie same typeface, same formatting etc.

## **10.0 UPDATE ON PREVENT**

10.1 Training had been organised and held for all the staff. Those unable to make the training on the day have been given access to an online training platform

to complete their training.

- 10.2 Governors wanted to confirm that the new head, because of that role's specific responsibilities within the Prevent policy, had either had training this year or had plans to do so. This will be checked.

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**11.0 VIRTUAL SCHOOLS OPT-IN**

- 11.1 L Jackson noted this was a provision for Children Looked After (CLA). It enabled the school to go online and submit termly reports for CLA from which the school would receive appropriate Pupil Premium payments.

**12.0 ANY OTHER BUSINESS**

- 12.1 It was noted that a rebrand of the school was being discussed. Providers were being approached to tender for the work and that this would include a revamp of the website. Updating the site would be done in-house by staff.

**13.0 DATE OF NEXT MEETING**

This has yet to be set along with dates for all meetings next academic year.

*The Chair closed the meeting at 8.15pm*