

FIELDHEAD CARR PRIMARY SCHOOL GOVERNING BODY CHILDREN AND LEARNING COMMITTEE MEETING

Minutes of the meeting held on Tuesday 31 October 2017 at 4.15pm

PRESENT: Sammy Ellis – Chair
Nichola Carroll
Tammy Best – from item 6.0

Beki Vargassoff – Headteacher
Jane Peacock

IN ATTENDANCE: Barbara Walker (Clerk – Governor Support Service)
Lisa Stevens (Pastoral Leader)

1.0	APOLOGIES	ACTION
1.1	Apologies for absence were received from Harriet Rogers.	
2.0	MINUTES OF THE LAST MEETING AND MATTERS ARISING	
2.1	Resolved: <ul style="list-style-type: none"> • That the minutes of meeting held on 2 May 2017 were agreed as a correct record. • That the Chair was authorised to sign the minutes. 	
2.2	Item 2.5 – Behaviour principals statement It was reported that the statement had been discussed at the full governing body meeting in June 2017 and included on the website. It was suggested that the policies were included on the main section of the website. The Headteacher agreed to review the website and ensure that policies were easy to access.	Head
2.3	Item 2.7 – Schedule of training This item had been discussed at the full governing body in July 2017 and proposed that a short session be held at the start of each meeting. An input on the cluster was being provided at the next. It was proposed that Tammy Best was appointed as training governor.	TB
2.4	Item 2.7 – Skills audit There had been two items identified in the skills audit including progress data and cluster arrangements. It had been agreed to cover these at the next full governors meeting in December 2017.	
2.5	Item 3.2 – E Safety Policy The policy had been amended to add the use of iPads by family members.	
2.6	Item 3.2 – School emails for KS2 pupils The email addresses had been re-distributed, a reminder would be sent out and information added to the staff drive. The Headteacher agreed to check that emails addresses for the previous Year 6 had been removed.	Head

2.7	Item 3.3 – Teaching and Learning Policy	The policy had been amended and any mentions of ‘work’ had been changed to ‘learning’.	
2.8	Item 5.3 – Enrichment tracker	The document had been included in the parents pack set out at the end of last term.	
2.9	Item 7.3 – Staff questionnaire	The results of the survey had been circulated and discussed at the governors meeting in July 2017.	
2.10	Item 9.2 – Attendance Policy	The policy had been amended to include that holidays would only be authorised in exceptional circumstances. It was also pointed out that ‘attend for £10’ was still in the policy and needed to be removed. L Stevens agreed to remove this item from the policy.	LS
		The Headteacher explained that process following 10 un-authorised absences from school and the letter sent by the LA regarding fines. The Headteacher was proposing to explain the process to parents and send a copy of the LA letter to make them aware of the content.	
3.0	POLICIES		
3.1	Medical Policy	Governors noted that the policy had already been agreed at the summer 2017 meeting.	
3.2	Child Protection / Safeguarding Policy		
3.2.1		Lisa Stevens reported that a safeguarding audit had taken place in May 2016. A further audit had been undertaken following a complaint received. Governors noted that the report had highlighted that there was exemplary practice taking place in many areas. There were a couple of items still to be fully embedded then these would be changed to pink.	
		Q) What were the timescales to move the items to pink?	
		A) The timescales for fully embedding items depending on the criteria and could involve training taking place. It was proposed to add the green items to the safeguarding sheet. A copy of the audit was available for governors.	LS
3.2.2		Governors had been circulated with a copy of the revised Safeguarding and Child Protection Policy. The Headteacher explained that an app ‘Toot’ was hoped to be trialed as a tool to use for children. In response to a question raised on pupils not being able to access the internet this matter would need to be checked. L Stevens agreed to chase up the trial of ‘Toot Toot’ it was noted that the ‘Lets Talk’ tool was being managed successful.	LS

Resolved:

- That governors agreed to adopt the Safeguarding and Child Protection Policy.

3.3 Complaints Policy

A copy of the complaints toolkit and policy had been circulated. It was noted that there had been no changes made to the policy. The Headteacher reported that one complaint had been received which had been investigated following the complaints policy.

Resolved:

- That governors agreed to adopt the Complaints Toolkit and Policy.

3.4 Collective Worship Policy

A copy of the proposed collective worship policy had been circulated. In response to a query raised on children with no religion it was explained that the policy was all encompassing and covered all religions.

Resolved:

- That governors agreed to adopt the Collective Worship Policy.

4.0 THE NATIONAL CURRICULUM

4.1 Long term plans for each year group

Governors had been circulated with the long term plans for each year group. Governors praised the layout of the plans as now in the same format.

4.2 Assessment system methodology

Governors had been circulated with a copy of the assessment methodology.

5.0 ATTENDANCE

5.1 A report had been circulated on attendance data which also included trends in attendance and punctuality. It was noted that the attendance figure had increased from the previous year also punctuality had improved. It was explained that the children who had suffered from fifth disease could be taken out of the schools absent figures and marked as present. The official figures submitted would still have these children as absent.

Tammy Best arrived at this point in the meeting.

6.0 CP / SAFEGUARDING UPDATE

6.1 Governors were made aware that all staff had undertaken Prevent training. The detail would be added to the safeguarding chart with the review date, and noted that this was a standard item on SLT agendas.

LS

6.2 A query was raised on the named governor for Safeguarding / CP and felt should be a member of the Children and Learning Committee. J Peacock offered to take on this role and attend relevant training. It was proposed that the role could be shared between J Peacock and P Gruen. The Headteacher agreed to speak to P Gruen and check these arrangements. (P Gruen had confirmed these arrangements)

7.0 SEND REPORT AND SENDCO ARRANGEMENTS

7.1 Governors had been circulated with a SEND summary report for 2017/18 which included details of funding and support provided for SEND pupils.

7.2 The SENDCO role was currently being covered by Hannah Duplex with support from the Headteacher. There had been recent appointments made of experienced staff to support SEND pupils. The Headteacher explained that the programmes used for SEND children were being reviewed when the SENDCO returned from maternity leave to provide more life skills for the child.

7.3 Governors would be given more soft data including case studies to show impact also progress tracker provided. It was suggested that the data needed to be anonymised and initials should be removed. It was explained that SEND data is compared to non PP nationally. The provision for the pupils was discussed on an individual basis and included on class teacher's data reports.

8.0 MONITOR AND EVALUATE THE EFFECTIVENESS OF PROVISION FOR CHILDREN LOOKED AFTER

8.1 The Headteacher reported that there were 3 CLA in school and the data for these pupils had been provided to the governor with responsibility for CLA.

9.0 PUPIL PREMIUM (PP) REPORT

9.1 Governors had received a copy of the PP Grant Spending Strategy for 2016/17, PP Strategy for 2017/18 and PP audit form. It was explained that the majority of funding was spent on employing adults to work with pupils and considered the best use of the money.

9.2 **Q) How was the decision made on the ways to use funding?**
A) There were different models trailed to establish what worked best and shown by evidence that the gap was closing for PP pupils. There was evidence to show that other pupils also had benefit from the input. There were models of outstanding practice being looked at in other schools.

9.3 In answer to a question asked it was explained that the PP data had been currently only been compared against non PP as the national data was not yet available.

10.0 MONITOR THE QUALITY OF TEACHING

10.1 Teaching profiles

A copy of the autumn term teaching profiles used had been circulated. It was explained that the proforma had been changed and new Performance Review forms would be used for the next round of observations. It was explained that different teaching delivery styles used and evidence gathered through learning walks, interviewing pupils, drop ins and book scrutiny.

11.0 SCHOOL IMPROVEMENT PLAN (SIP)

11.1 A copy of the SIP had previously been circulated. There was a governor allocated to monitor particular actions and reports provided to the relevant committee. The Headteacher explained that a review of the SEF information had taken place and final version would be sent out to governors.

Head

12.0 ANY OTHER BUSINESS

There were no other items of business to be discussed.

13.0 DATE AND TIME OF NEXT MEETING

It was agreed that the next meeting would be held on:

Tuesday 20 February 2018 at 4.15pm.

The Chair closed the meeting at 6.50pm.

Fieldhead Carr Primary School
Overview of actions from the Children and Learning Committee meeting
31 October 2017

Item No	Matters Arising	Staff/ Gov	By when
2.3	<u>Training Governor</u> <ul style="list-style-type: none"> Tammy Best to be confirmed as training governor 	TB	Asap
2.6	<u>Year 6 email address</u> <ul style="list-style-type: none"> To remove email address for last year's Year 6 	BV	Asap
2.10	<u>Attendance Policy</u> <ul style="list-style-type: none"> To remove 'attend for £10' from the policy 	LS	Asap
3.2.1/ 6.1	<u>CP and Safeguarding Policy</u> <ul style="list-style-type: none"> To add green items from the safeguarding audit into the safeguarding chart. Also review date for training. 	LS	Asap
3.2.2	<u>'Toot Toot' app</u> <ul style="list-style-type: none"> To chase up the trial for the app 	LS	By the next meeting
6.2	<u>Safeguarding governor</u> <ul style="list-style-type: none"> To share the role between P Gruen and J Peacock. 	BV	Asap (done)
11.1	<u>School Improvement Plan</u> <ul style="list-style-type: none"> Final version to be circulated to governors when SEF section update. 	BV	By the next meeting