

required. It was noted that the items raised in the previous audit had all been actioned. It was considered that another audit would be useful in preparation for Ofsted and agreed that another audit should be undertaken this year.

2.7 Item 3.3.2 – ‘Tootoot’ app

The ‘Tootoot’ app had been investigated and agreed not to trail the app due to the costs involved. It had been decided that ‘Talk Steps’ would be re-launched. The ‘Lets Talk’ tool was felt to be better way for children to raise any issues.

Q) Were drop in sessions organised for pupils?

A) There had not been open sessions held for children, there was FAB friends’ and a friends bench suggestion.

2.8 Item 6.1 – Prevent training

The Prevent training for staff had been added to the safeguarding chart.

2.9 Item 6.2 – Safeguarding / Child Protection (CP) governor

It had been agreed that Jane Peacock and Peter Gruen would share the role and Jane Peacock had undertaken the safeguarding training.

2.10 Item 11.1 – School Improvement Plan

Sammy Ellis agreed to check that a copy of the updated School Evaluation Form information (SEF) had been circulated to governors and ask that the information was re-circulated.

SE

3.0 EARLY YEARS FOUNDATION STAGE (EYFS) UPDATE

3.1 Lisa Warner was welcomed to the meeting to provide an update on EYFS including the Flying Start (FS) provision. The following points were highlighted.

3.2 FS was a 2-year old provision and had started in September 2017 with currently 12 children accessing on various days and times. FS was full on particular days with 8 being the maximum per session with a ratio of 1:4. There were a number of parents using their 15 hours of nursery provision and others paying. There was marketing taking place also word of mouth helping to promote in the area.

3.3 Q) What curriculum structures were in place for FS and ways children were stimulated?

A) The EYFS curriculum was followed also school used the Tapestry programme.

3.4 Q) How were staff being upskilled for FS and were there any budgeting requirement that needed to be considered?

A) The staff in FS had received safeguarding training and other training taking place in-house by modelling others. There had also been external input provided from the EY consultant to support

and advise staff as required. The new budget would be reviewed to decide whether any further training was required. It was suggested that the Apprentice Levy could be considered to fund training, this would be discussed for future training requirements.

- 3.5** Governors were made aware that the outside area for FS needed to be developed with the foundation stage area currently being used. Governors praised the provision in place and felt the school should be proud of this as there was nothing similar in the area.

4.0 REVIEW OF POLICIES

4.1 Inclusion / Special Educational Needs and Disabilities (SEND) Policy

Governors had been circulated with the revised policy. The proposed change was to amend appendix 1 to include the Re/Store system which was part of the behaviour strategy (step 4 or 5). Lisa Stevens explained the ways the Re/Store system worked and information was circulated. A form was shown to governors and parents informed of the process including reasons involved and helping to resolve issues. It was explained that Re/Store was different from the Rainbow room which was more for nurture provision. Governors agreed the amendment to the policy.

Resolved:

- That governors agreed to adopt the Inclusion / SEND policy.

4.2 Monitoring and Evaluation Policy

A copy of the revised policy had been circulated. It was noted that the policy works alongside other policies including the Teaching and Learning, Performance Management, Appraisal and Assessment policies. Governors were informed that the quality of teaching was monitored through a range of evidence including lesson drop-ins, learning walks, pupil interviews, planning, book scrutiny and data. The recent mock Ofsted visit had praised the way monitoring and evaluation took place in school. In response to a question raised on tackling any issues it was explained that regular monitoring and clear procedures were in place to address any concerns.

Resolved:

- That governors agreed to adopt the Monitoring and Evaluation policy.

4.3 Biting Policy

Governors had been circulated with a copy of the proposed Biting Policy which linked to the FS provision. Lisa Warner was thanked for producing this and the other FS related policies.

Resolved:

- That governors agreed to adopt the Biting Policy.

4.4 **Sleeping Policy**

Governors had been circulated with a copy of the proposed Sleeping Policy which linked to the FS provision.

Resolved:

- That governors agreed to adopt the Sleeping Policy.

4.5 **Toileting Policy**

Governors had been circulated with a copy of the proposed Toileting Policy which linked to the FS provision.

Resolved:

- That governors agreed to adopt the Toileting Policy.

4.6 **Use of Dummy Policy**

Governors had been circulated with a copy of the proposed Use of Dummy Policy which linked to the FS provision.

Resolved:

- That governors agreed to adopt the Use of Dummy Policy.

4.7 **Special Bond Policy**

Governors had been circulated with a copy of the proposed Special Bond Policy which linked to the FS provision.

Resolved:

- That governors agreed to adopt the Special Bond Policy.

5.0 **SCHOOL LUNCHES / OTHER SCHOOL FOOD**

5.1 Governors were informed that the school was meeting DfE food standards as work with Catering Leeds (Leeds City Council) who ensure that all requirements by the DfE are met. The following points were highlighted.

5.2 The Headteacher had been invited to speak at the healthy school conference and recently school achieved the Healthy Schools Award.

5.3 School lunches were compulsory when children start at the school. All Foundation Stage 1 and 2 children have a school dinner.

5.4 The kitchen was to be refurbished over Easter 2018 for a 5 week period. The SBM was working with Catering Leeds to ensure that hot meals were still provided. Lisa Stevens agreed to check the position with providing meals over the Easter break for children in the holiday club.

5.5 **Q) What was the position on packed lunches in Extra Time?**

A) This should not be taking place and would be investigated. Lisa Stevens agreed to check the position on this.

LS

LS

5.6	Governors noted that there was 100% uptake on census day for Free School Meals.	
6.0	UPDATE ON SAFEGUARDING / CP	
6.1	Lisa Stevens reported on the current position with all CP policies updated. Lisa Stevens agreed to check that policies included Jane Peacock as CP governor. Governors were informed that a CP referral had been made at the end of half term which had been referred back to school. This matter would continue to be pursued.	LS
7.0	ATTENDANCE	
7.1	Governors had been circulated with a report on attendance including current figures. The issue of including data for disadvantaged pupils was raised and how this compared to the rest of the school. Jane Peacock agreed to include the data for disadvantaged pupils in the next report.	JP
8.0	UPDATE ON SEND	
8.1	This item was deferred to the next meeting due to the absence of the Headteacher.	Head (agenda)
9.0	UPDATE ON CHILDREN LOOKED AFTER (CLA)	
9.1	There were currently three CLA children in school. There were two CLA leaving, there were no further points to raise.	
10.0	PUPIL PREMIUM (PP) REPORT	
10.1	Nichola Carroll reported on the visit to school to discuss PP issues with the Headteacher. The visit had included discussion on EY/FS and the support for children and training for parents on the Tapestry programme. It was confirmed that FS would be inspected by Ofsted as part of the main school inspection.	
10.2	Nichola Carroll explained that a PP strategy statement had been suggested, a model statement had been received and would be discussed with the SENCo. It was proposed to produce the statement for each meeting. Nichola Carroll agreed to work with the SENCo on producing a PP strategy statement.	NC/ LJ
11.0	GOVERNING BODY TO OVERSEE THE SATS PROCESS	
11.1	Jane Peacock offered to oversee the SATs process to ensure there were no actions that could compromise the integrity of results.	
12.0	AUTUMN TERM DATA REPORT	
12.1	Governors had been circulated with a copy of the data report. It was explained that the format was going to be changed. Jane Peacock reported that a couple of the figures needed to be	

corrected. There was work being done on the tracker which would be discussed at the next meeting also the Spring term data.

13.0 'SECURE ACCESS' (ONLINE DATA)

13.1 It was explained that RAISE online had been replaced with the Analyse School Performance (ASP) information. Nichola Carroll explained that she had a login for the data. It was suggested that governors needed training on ASP also the data dashboard. Jane Peacock reported that she had access to the data online. In response to a point raised on the accuracy of the data it was explained that this was difficult to access. Sammy Ellis agreed to ask the Headteacher provide a short input on the FFT / ASP data at the next meeting also investigate a login for governors.
(**Post meeting note:** emails for secure access and FFT have been sent to Jan and Tammy, Nichola is already using this).

SE/ Head

14.0 TEACHING PROFILES

Governors had been circulated with anonymised teaching profiles which showed teaching over time and covered learning walks and paired lesson observations. Governors agreed that the reports were useful to receive and noted that a full term of information will be reported in the next meeting.

15.0 PREPARING FOR OFSTED

A mock Ofsted visit had taken place which was considered very positive. It was agreed to ask the Headteacher to feedback at the next meeting on the outcome.

Head

16.0 ANY OTHER URGENT BUSINESS

16.1 Closure days

Governors were informed that a request was to be made for closure days on 24 / 25 July 2018 and 3 September 2018 for preparing the new building. The view expressed was that the dates had already been approved as training days it was agreed that the matter would be clarified and purpose of 3 September 2018. This item would be referred to the full governing body to approve.
(**Post meeting note:** The additional closure day is required due to the amount of upheaval and setting up 6 new classrooms in September. Monday 3 September will be a closure day and Tuesday 4 September 2018 to be confirmed as a training day).

Head

17.0 DATE AND TIME OF NEXT MEETING

It was agreed that the next meeting would be held on:
Thursday 7 June 2018 at 4.15pm (date changed)

The Chair closed the meeting at 5.50pm.

Fieldhead Carr Primary School
Overview of actions from the Children and Learning Committee meeting
20 February 2018 2018

Item No	Matters Arising	Staff/ Gov	By when
2.2	<u>School Website</u> SE to check whether the website had been changed to make policies easier to access	SE	Done
2.4	<u>School email for KS2 pupils</u> Sammy Ellis agreed to check the email addresses had now been removed for the previous Year 6	SE	Asap
2.5	<u>Attendance Policy</u> Lisa Stevens agreed to check that the 'attend for £10' had been removed from the policy	LSt	Asap
2.10	<u>SEF</u> Sammy Ellis agreed to check that a copy of the updated SEF had been circulated to governors	SE	Asap
5.4	<u>School fund</u> Lisa Stevens agreed to check the position with providing meals over the Easter break for children in the holiday club.	LSt	Asap
5.5	<u>Extra time</u> Lisa Stevens agreed to check the position on packed lunches	LSt	Asap
6.1	<u>Safeguarding policy</u> Lisa Stevens agreed to check that policies included Jane Peacock as CP governor.	LSt	Asap
7.1	<u>Attendance</u> Jane Peacock agreed to include the data for disadvantaged pupils in the next report	JP	Next meeting
8.1	<u>Update on SEND</u> Headteacher to give an update to be provided at next meeting.	BV	Next meeting
10.2	<u>Pupil Premium strategy statement</u> Nichola Carroll agreed to work with the SENCo on producing a PP strategy statement	NC	Next meeting
13.1	<u>Secure Access / online data</u> Sammy Ellis to ask the Headteacher provide a short input on the FFT / ASP data at the next meeting also investigate a login for governors.	SE	Asap (done)
15.0	<u>Preparing for Ofsted</u> Headteacher to feedback on the mock Ofsted visit at the next meeting on the outcome.	BV	Next meeting
16.1	<u>Closure days</u> To get clarification on the closure days and purpose of 3 September 2018.	SE	Asap (done)