

difference between the two processes.

3.02.5 Pam Reed informed governors that one family had been prosecuted last year for unauthorised holiday absence and a further one this year who had received a fines of £450 and that penalty notices for unauthorised holiday absences were always issued. In response to a query from governors, Pam advised that the school did not receive feedback from the local authority on penalty notices issued or whether the fine had been paid.

3.03 Punctuality
Punctuality figures had not improved and Carol advised a small group of eleven families were responsible for the children with five or more late marks. **The Chair asked what the school could do to improve their attendance if it was the same eleven families responsible for the children.** Carol confirmed the school was working with the families and was doing all it could to improve their attendance.

3.03.1 The Head told governors that headteachers themselves could fine parents for late attendance but that all schools in the cluster would need to follow the same practice to reduce problems between schools. The Head told governors that he was investigating how this could be done and that it would be discussed further at the next meeting.

3.03.2 **The Chair asked if teachers were following procedures to help improve punctuality.** Carol confirmed that they were and had been reminded that punctuality was their responsibility. A list of children who had been absent during the previous week was kept in registers to remind teachers to challenge children.

3.03.3 Carol highlighted that the school needed to maintain momentum in improving punctuality and that cluster meetings had provided a useful forum to share good practice and exchange ideas.

3.04 Admissions
20 children had joined the school since September 2015 and of these children eight were pupil premium, five EAL and five SEND. Carol informed governors this brought the total SEND pupils in school to 42 and that they all brought challenges with them as they all had high support needs.

3.04.1 The Head informed governors the school had received an e-mail confirming their permanent increase in pupil numbers

3.05 The Head thanked Carol for her report and for her work on improving attendance.

Carol Mitchell left the meeting at 4.30 p.m.

4.0 **PARTNERSHIP WORK**

4.01 Copies of the October 2015 JESS Cluster report had been circulated prior to the meeting.

- 4.02 The report provided details of work done on behalf of the cluster as a whole and not for individual schools. The Head confirmed that the cluster arrangement worked well for the school and that a large amount of referrals had been received by the cluster after the summer break but were being dealt with within three to four weeks.
- 4.03 Cluster funding was currently top sliced from school budgets but from April 2016 funding for the cluster would go direct to schools who would then decide if they wished to fund the cluster. Any cases the school inclusion team could not resolve were referred to the cluster. The Head advised governors that the cluster was of great benefit to the school as the school had one of the top five referral rates to the cluster and recommended that the school continued to fund the cluster .
- 4.04 **The Chair asked if families were involved in any school activities.** Yvonne McMullen confirmed that families were involved in the summer play scheme and that the school received funding from the cluster for a trip to the coast but families were not involved in residential trips.
- 5.0 TO ENSURE THAT THE SCHOOL HAS A CHILD PROTECTION POLICY AND SAFEGUARDING PROCEDURES IN PLACE**
- 5.01 Copies of the Child Protection Report were circulated at the meeting and the following points were highlighted and discussed.
- 5.01 The Head confirmed the Child Protection Policy had been approved and adopted at the last governing body meeting.
- 5.02 The Safeguarding Audit had been carried out on the 20 November 2015. Yvonne McMullen reported this had been a positive meeting and overall the team had been pleased with what they had seen in school and an evidence file to support the good practice within school was being created. On behalf of the governing body, the Head thanked the safeguarding team for their work in school.
- 5.03 The Chair asked if safeguarding children training had been carried out. Yvonne replied that it had been difficult to arrange a date for face to face training to be carried out that was suitable for all staff. The Head asked that if a date for the training had not been agreed by 5 December 2015 that Yvonne arranged for staff to carry out the online NSPCC child protection training.
- 6.04 The school's child protection return for 2014/15 had been signed by Pam Reed and previous Head, Paul Tyson then submitted.
- 6.0 PROVISION FOR SEN PUPILS**
- 6.01 Copies of the school's SEND policy, SEN Information Report (SIR) and Accessibility Plan had been circulated prior to the meeting. Jane Wilson provided a verbal update and the following issues highlighted and discussed.
- 6.02 Jane Wilson reported there were 129 children on the special needs

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register and that half of the children were on the register because they had moderate learning difficulties.

- 6.03 There were five autistic children on the register, one with no diagnosis. Jane highlighted that there were a further two children awaiting a diagnosis which would bring the total on the register to seven. The Head further highlighted that these children were concentrated in Reception which brought challenges for staff.
- 6.04 There were 72 children in school receiving speech and language therapy and Individual Education Plans (IEP) were in place for children with moderate learning difficulties.
- 6.05 Children with high needs received top up funding and needed to be reviewed annually with children under the age of five requiring reviews six times per year. **The Head asked how much time was spent carrying out the reviews** and Jane that half her time was spent on this work.
- 6.06 Passports had been prepared for these children which were updated after their review had taken place and contained all information relating to the child. Jane advised governors that the passports very worked well.
- 6.07 There were two children with Educational Healthcare Plans (EHC) in place and two children with statements that would be converted this year. A further EHC had been applied for and an additional four applications would be made this year.
- 6.08 Evidence based interventions had been set up and were reviewed to ensure input was also received from the child involved.
- 6.09 Copies of the school's provision map were circulated and Jane explained the map was updated each term and that individual versions of the map were prepared when required.
- 6.10 Jane confirmed that the SEN Information Report (SIR) was published on the school website and linked to the local offer.

6.11

Resolved:

- that the SEND Policy was approved and adopted;
- that the SEN Information Report (SIR) was approved;
- that the Accessibility Plan was approved.

7.0

PROVISION FOR CHILDREN WITH MEDICAL NEEDS

7.01

The school's Medicines, Medical Conditions and Administering Medicines policies had been circulated prior to the meeting.

7.02

The Head informed governors the medicines policy was the local authority model policy and governors approved the policies.

Resolved:-

- that the Medicines Policy, Medical Conditions Policy and

Administering Medicines policy were approved and adopted.

7.03 There was one child in school with a medical condition who needed to have medicines administered and one with a physical condition. Pam Reed queried what the medical condition was and it was confirmed that a child with tonsillitis had developed feeding issues and now had to be fed intravenously. The child with the physical condition needed a wheel chair and a walking frame and also required physical support.

7.04 **Pam Reed asked which member of staff was allocated to dispense medicines.** The Head explained that the school required written consent to administer medicines from the parent and that a record was kept of when medicine had been administered and by whom. Any member of staff could administer medicines but only if they feel comfortable doing so and if they do not then a member of SLT would.

8.00 PROVISION FOR LOOKED AFTER CHILDREN

8.01 Yvonne McMullen provided a verbal update at the meeting and the following issues were highlighted and discussed.

8.02 There were four children looked after in school who were all in some form of nurture provision. The children attended the teatime and homework clubs along with other vulnerable children and received classroom support.

8.03 Children attended school trips funded by pupil premium funding but a £10.00 contribution was sought from parents for residential trips. The Chair advised governors that parents' making a contribution was good for the children as it reassured them that they were going on the trip and making the payment helped to stop them feeling different from other children. Yvonne McMullen added that the teatime club provided the children with an opportunity to talk between themselves about what it was like to be a looked after child. The Head added that the school had a high proportion of children looked after compared to other schools in the area.

8.04 **The Chair asked if the children were in long term care** and Yvonne confirmed the children were all in long term foster care. Pam Reed added that this was good as school provided the children with stability and that schools fought to keep children in school when they are removed from their families.

9.00 THE SCHOOL'S PROMOTION OF THE PUPILS' SPIRITUAL, MORAL, SOCIAL AND CULTURAL DEVELOPMENT.

9.01 Copies of the draft SEF had been circulated prior to the meeting and the following points were highlighted and discussed.

9.02 The Head advised governors that the SEF would be rewritten to include Prevent and British Values and highlighted that in South Leeds as well as radical Islamic groups other groups, such as the English defence league and British National Party, could also be an issue.

9.03 Governors read through the wording of the sections on the school's spiritual, moral, social and cultural development at the meeting and **Pam Reed asked if any parents had asked if their child could opt out of religious education.** The Head replied that they had not but had requested that children did not take part in visits to other places of worship and that culture days were planned to help change parents ways of thinking.

9.04 There were no further questions and governors agreed the wording and content of the documents.

10.00 COMPLAINTS PROCEDURE

10.01 Copies of the complaint procedure had been circulated prior to the meeting.

10.02 The Head confirmed that the policy was the local authority's model policy and explained that complaints were initially dealt with by him and that any he was not able to resolve were then passed to the governing body for investigation. **Jane Wilson asked if the policy was on the school website** and the Head confirmed that it was.

10.03 Governors approved the policy.

Resolved:-

- That the complaints policy was approved and adopted.

11.00 ANY OTHER URGENT BUSINESS

Safeguarding Audit

11.02 The safeguarding team had recommended that they visit school to meet members of the governing body and the Head had suggested the meeting took place prior to the next full governing body meeting. Governors agreed with the suggestion and Yvonne McMullen agreed to contact Raminder Anjla to arrange.

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The Key

11.02 The Head reported that the school had signed up to a website called The Key for School Governors and informed governors that they would receive an e-mail advising how to access the site.

12.0 DATE OF NEXT MEETING

12.01 It was agreed that the next Pupil Support Committee meeting would be held on Wednesday 2 March 2016 at 4.00 p.m.