

HUNSLET CARR PRIMARY SCHOOL PUPIL SUPPORT COMMITTEE MEETING

Minutes of the meeting held on Wednesday 30 November 2016 at 4.00 pm

PRESENT Kevin Birkin (Chair) Martin Lumb (Headteacher)
Yvonne McMullen

IN ATTENDANCE: Julie Saunders, Clerk – Governor Support Service
Martyn Stenton (from item 7)

1.00	APOLOGIES	ACTION
1.01	There were no apologies received.	
2.00	MINUTES OF THE LAST MEETING	
2.01	Resolved: <ul style="list-style-type: none">• That the minutes of the meeting held on 8 June 2016 were agreed as a correct record and that the Chair be authorised to sign.	
3.00	MATTERS ARISING	
3.01	Cultural Visits – Minute 5.01 refers. The Headteacher reported that in 14/15, 50% of parents withdrew their children from a trip to a Mosque and in 15/16, 25% of parents withdrew their children from the trip. So far, in the current year no parents have withdrawn their children from the trips.	
3.02	The Chair asked whether the same families are involved. The Headteacher advised that the children are now in years 4 and 5 and are yet to go on their cultural trips, however overall an improvement has been seen.	
3.03	SRE Plan - Minute 8.02 refers – The Headteacher advised that this matter is outstanding and will be picked up at a later meeting. He added that the plans are the same as the model syllabuses provided by the Local Education Authority.	
4.00	MONITORING AND EVALUATION OF PRIORITIES IN THE SCHOOL IMPROVEMENT PLAN	
4.01	The Headteacher suggested that this item to be delegated to the Spring meeting of the Committee once the areas of responsibility have been delegated in the forthcoming Extra Ordinary Meeting of the Full Governing Body.	
4.02	The Chair asked the Headteacher if there were any items that ought to be brought to the Governors attention.	
4.03	The Senior Leadership Team update the plan on an ongoing basis. Priority 3 is more relevant to this committee as it focusses on personal development, behaviour and welfare.	
4.04	The Headteacher highlighted the following points:	
4.05	3.1 Improvement of Attendance and Punctuality - The School Attendance Officer is currently in the process of analysing data.	

The Chair asked if this information should be available at this stage in the year. The Headteacher advised that some of the information reported on is new and the Fasttrack meetings are arranged for January for children who have attendance of less than 90% for a few months. In some cases a fixed penalty notice can be issued if attendance does not improve.

- 4.06 3.2 Good to be Green/Positive Behaviour Scheme - The scheme was recently changed to incentivise the scheme to all children as it was felt by the children that those who did not behave were being rewarded with stickers.
- 4.07 The Chair asked whether there had been any changes in behaviour since the introduction of the scheme. The Headteacher advised that children whose behaviour is good have been rewarded and are happier however there has not been a change in behaviour overall.
- 4.08 The Headteacher gave an overview of the procedures in place to improve behaviour such as individual behaviour plans, work of the Inclusion Team, behaviour management techniques, Nurture, Complex Needs referral, counselling from JESS and a stepped process of meeting with parents.
- 4.09 3.3 Bullying – The Headteacher reported that the school had taken part in an anti-bullying week with different events and topics to focus upon such as cyber bullying, homophobia etc. He added that an outstanding action from the plan is for the exhibition pieces to be made into a display in school.
- 4.10 3.5 Development of Parent Forum – although several attempts to arrange a parent forum have been undertaken, events have had very little attendance, however efforts will continue.
- 4.11 The Governors commented on the good work so far and agreed that with the allocation of responsibilities and increased membership on committees the governing body will help the school to reach the objectives in the plan.

5.00 ATTENDANCE

5.01 The Schools Attendance Officer, Carol Mitchell had distributed a copy of her report prior to the meeting.

5.02 The Headteacher highlighted the following points:

Attendance in nursery is lower than the schools average as parents of under 5s are under no legal obligation to make their child attend. The Headteacher outlined the attendance improvement procedure such as colour coded letters and discussion at Parent Evenings. Whole school attendance for 15/16 was 95.3% and there were 38 cases of persistence absence.

The Chair asked what was done to reduce persistent absence. The Headteacher reported that all the schools in Leeds have collectively agreed not to allow any authorised absence for holidays however

parents still continue to take their children out for holidays and risk being fined.

The school now has a mascot, Pikachu who attended a school assembly recently and gave out certificates to those children who had obtained 100% attendance.

6.00 PARTNERSHIP WORK

6.01 Currently consultation is being undertaken regarding requirements of the school in relation to a partnership arrangement. Once completed, an offer will be created to be discussed at a future meeting of the Full Governing Body. The Committee commented that any future arrangements should include assurances about reduced waiting times for services such as counselling etc.

6.02 COGS Learning Alliance - The Headteacher reported that he had recently met with governors and teachers from Sharp Lane Primary and New Bewerley Primary to develop a Memorandum of Understanding. (Way of working together)

6.03 As part of the Learning Alliance, Hunslet Carr was the first to have a challenge day where the whole school was observed, there were interviews and work was scrutinised.
The main strengths of the school were noted as the children and their attitude.

6.04 A common development area that the other schools are also considering is how the primary writing project can be used to stretch the higher attaining pupils. The Headteacher outlined plans for this which will be launched at the teachers meeting next week.

6.05 A governor asked if the other schools are adopting the same plans. The Headteacher advised that the school will be introducing the same method however they are yet to embed the strengths that the Hunslet Carr pupils have.

7.00 TO ENSURE THAT THE SCHOOL HAS A CHILD PROTECTION POLICY AND SAFEGUARDING PROCEDURES IN PLACE

7.01 The Headteacher referred to a report from the School Child Protection Officer, Yvonne Mc Mullen which had previously been distributed to the Governing Body.

7.02 Yvonne reported that all training is up-to-date (Prevent, Child Sexual Exploitation, Female Genital Mutilation, Safer Working Practices). She recommended that governors refer to the very useful one minute guides on the internet which have also been shared with teachers.
leedslscb.org.uk/new/oneminuteguides.

7.03 Currently there are seven children in school on Child Protection Plans – all have extra Nurture Support and parental support is provided. Five children are being assessed through Children's Social Care.

- 7.04 The Headteacher reported on some new CP record keeping software that the school has trialled which allows even more effective record keeping. He proposed that the school purchase the software at the cost of £800. The Committee agreed unanimously that the software be bought.
- Resolved**
- CP software to be purchased by the school.
- 7.05 The Chair asked what impact that the Teatime Club has had. Yvonne reported that the children's social skills and table manners had improved.
- 7.06 Yesterday 42 children from the school were taken to the Variety Club Christmas party.
- 7.07 The Headteacher advised that the Keeping Children Safe in Education guidance is in every teachers Handbook and a Safeguarding checklist is in every teachers induction pack.
- 7.08 The School has a log of racial incidents, but as yet there has been no referrals to the Local Authority. On one occasion the school had to seek advice but no further action was required.
- 7.09 Following the FGM training, concerns were raised over a girl who would be travelling to Africa for a month. The school followed the procedures correctly, seeking advice from the police. No further action was taken and the girl returned to school fit and well.
- 8.00 PROVISION OF PUPILS WITH SEPCIAL EDUCATIONAL NEEDS AND DISABILITIES**
- 8.01 The Headteacher advised that the schools SENCO advisor Jane Wilson was unavailable as she had been called to assist the Local Authority with their Ofsted Inspection.
- 8.02 He reported that the school has 127 children with special educational needs. For some children, individual educational plans or individual behavior plans are put in place For those with more complex needs an EHCP is put in place or the school receives High Needs Top Up finding for some.
- 8.03 The school has invested in Bsquared which allows children's step by step progress to be captured.
- 8.04 The Chair asked if there was any succession planning for the SENCO role. The Headteacher advised that over the last six months the role of SENCO has been reviewed and a HLTA has been promoted to focus on speech and language. In addition there has been the recruitment of an Interventions Manager.
- 8.05 The Governors commented that they are happy with the work that Jane Wilson undertakes.
- 8.06 The Headteacher advised that the schools SEND policy and

Accessibility Plan is on the schools website.

8.07 The Chair asked if the information on the website prompts queries from parents of prospective pupils at school. The Headteacher advised that there are increasing levels of children with special needs due to the schools good provision.

9.00 PROVISION FOR CHILDREN LOOKED AFTER

9.01 This item was covered under item 8 however the Headteacher added that the school reviews the PEP twice per year.

Clerk

10.00 CONSIDER HOW THE SCHOOL CAN FURTHER ENCOURAGE PUPILS SPIRITUAL, MORAL, SOCIAL AND CULTURAL DEVELOPMENT

10.01 The Headteacher urged Governors to review the information contained on the schools website where there is a whole section on what activities are undertaken.

10.02 The Chair asked if any of the activities are linked to the School Improvement Plan. The Headteacher confirmed some were.

11.00 REVIEW AND APPROVE THE COMPLAINTS POLICY AND ENSURE IT IS PUBLISHED ON THE SCHOOL WEBSITE

11.01 The Headteacher advised that the complaints policy is on the schools website. Last year the school received one complaint which after discussion was withdrawn.

11.02 A governor asked if there was a policy for compliments. The Headteacher advised that compliments are recorded and feedback to teachers.

12.00 DATE OF NEXT MEETING

12.01 Not discussed.

12.02 The Chair closed the meeting at 5.40pm