

HUNSLET CARR PRIMARY SCHOOL PUPIL SUPPORT COMMITTEE MEETING

Minutes of the meeting held on Wednesday 2 March 2016 at 4.00 p.m.

PRESENT: Shelly White (Chair) Martin Lumb (Headteacher)
Yvonne McMullen Pam Reed

IN ATTENDANCE: Susan Comer - Clerk, Governor Support Service
Joe Buckley - Student on School council (for item 4 only)
Julia Earnshaw – Teacher (for item 4 only)
Codie Hazelwood – Student on School council (for item 4 only)
Elisa Whitfield - Teacher (for item 5 only)

		ACTION
1.0	APOLOGIES	
1.01	No apologies were received for the meeting.	
1.02	The Chair is to contact governor Kevin Birkin to request his membership on the Pupil Support Committee.	Chair
2.0	MINUTES OF THE LAST MEETING	
2.01	Resolved: <ul style="list-style-type: none">That the minutes of the meeting held on 25 November 2015 were agreed as a correct record and that the Chair be authorised to sign.	
3.0	MATTERS ARISING	
3.01	<u>To ensure that the school has a child protection policy and safeguarding procedures in place (minute 5.2 refers)</u> Yvonne McMullen confirmed that the evidence file is ongoing and is awaiting the Health and Safety audit for admission into the file. <u>To ensure that the school has a child protection policy and safeguarding procedures in place (minute 5.3 refers)</u> Yvonne McMullen confirmed that the staff that were not up to date with their safeguarding training had completed the NSPCC online safeguarding training. Discussion of further training booked in item 7 of these minutes. <u>Any other urgent business (minute 11.02 refers)</u> Yvonne McMullen confirmed that the safeguarding team will meet with governors on 10 May 2016.	
4.0	FEEDBACK/REPRESENTATION FROM THE SCHOOL COUNCIL.	
4.01	Joe and Codie presented the governors with an update of the school council since 2014. The school council meet every Thursday and there are discussions around any problems or issues which have occurred throughout the school. The following was highlighted during the presentation:	

SEAL questions – the council has changed the ethos statements of the school and turned them into questions. The council have made decisions about what they believe is important to the school.

Election – the council explained how there was an election process carried out amongst the school to elect members of the council.

Takeover day challenge – the council informed the governors about the day they spent in the Headteacher's role and asked if they could do this again this year. The Headteacher confirmed that the council can do another takeover day this year.

Playground – the council have designed the new playground and showed governors a plan of the new area. The playground is to include new equipment (Zion), a gymnastics area and an outdoor classroom.

The governors asked the following questions:

Q – Will the Zion cover a large area of the playground?

A – It will take up a corner of the current playground.

Q – Will the Zion be available to everyone in the school?

A – There will be a rota to ensure that everyone has access to it.

Q – Will it be available for nursery and reception children?

A – The equipment has been designed for ages 5 to 11.

The council informed the governors that they are to bring back "playground buddies" and have carried out interviews for the buddies.

Allotment – the allotment has been designed, work is due to begin in two weeks and should be ready to use by May 2016. The Headteacher distributed a plan of the allotment to the governors and highlighted the raised beds to allow better access for students with disabilities and local residents who will be looking after the allotment during school holidays.

School Food Ambassadors – Joe informed the governors that he had attended a food test at another school.

The council have looked at the school dinner menu and informed the kitchen staff of food which was unpopular amongst the students and asked for changes to be made to the menu.

A governor asked the following question:

Q – What was the reaction of the kitchen staff to this?

A – The kitchen staff are in agreement with the proposed changes to the menu.

Interviews – the council were involved with the recent interviews to fill the Deputy Headteacher vacancy and really enjoyed the

experience feeling that their opinions matter.

Pam Reed thanked the council for their input into the interviews and commented that the views and reasoning of the council was very much in tune with the rest of the interview panel and how enjoyable she had found working with the council.

The Chair and Headteacher thanked the children for the presentation and the great job they are doing representing the school.

Joe, Codie, and Julia left the meeting.

5.0

SCHOOL LUNCHES

5.01

Elisa Whitfield updated the governors on some changes that have been made to the lunchtime eating arrangements; The school is using a family dining style approach which involves children having a school lunch sitting at the same table as children who are eating a packed lunch and teachers. There is a mixture of ages on the tables and the older children are encouraged to assist the younger children by serving them food from dishes on the table.

The new approach is encouraging important social skills and good manners with older children and teachers modelling good behaviour at the dinner table.

The school has seen an improvement in knife and fork skills and there is a nice atmosphere as children sit and talk like a family.

There is also a hope that there will be an increase in the uptake of free school meals as children having a packed lunch can see the different meals on offer from the school lunch menu. Menus have been sent to parents to encourage uptake of school meals.

New ovens have been supplied to the kitchen to improve the food standard and a new dishwasher allows kitchen staff to spend more time on food presentation and serving food which prevents long queues from forming and therefore cutting down on bad behaviour in the queue as children are served faster.

In the future there will be a packed lunch policy drawn up to improve standards of the packed lunches as some currently do not adhere to the School food policy of a nutritious meal.

A governor commented on how difficult it would be to “police” lunch boxes. Elisa responded that it would be the school council driving it by encouraging children to make healthy food options but it is important that this is a shared journey between parents, children and the school.

Governors asked the following question:

Q – Are you planning on producing the policy before July?

A – Yes, the school has a toolkit to support with writing the policy.

Q – Why don't parents take up the free school meals?

A – Children may be fussy and refuse to try different foods.

Q – Does the school still offer free tasting days?

A – There were a couple of free tasting days, the children said that

they enjoyed the food but are still not taking up the lunches.

Q – Are parents of children in nursery or Key stage 2 who receive benefits aware that the cost of the school lunch can be reimbursed?

A – The nursery staff inform parents if they are entitled.

The Headteacher thanked Elisa for her hard work and governors complemented her on how the school dining area has greatly improved.

Elisa left the meeting.

6.0 PUPIL BEHAVIOUR

6.01 Copies of the Significant Changes since the last Ofsted Report document, The NFER survey results from parents and staff, and the School Home Agreement had been circulated prior to the meeting and the following was highlighted:

6.02 Behaviour Policy

The revised policy was introduced in September 2015 and introduced “Good to be Green” where individuals and classes are rewarded for good behaviour.

The Headteacher explained the procedure of the reward system to the governors.

Governors asked the following questions:

Q – Is “special time” still given to children as a reward?

A – Yes, if a child has been Good to be Green all week they are given time with Miss Atkinson to play games etc. as a reward.

Q – What happens to children who misbehave in this new system?

A – If a child misbehaves they move from green to amber and stay in class supervised by their teacher during break time or lunch time for five minutes. If the child then moves onto red they stay in class for fifteen minutes and the parents are informed.

Q – Why is the behaviour improving?

A – There are high expectations of behaviour by the school and other children who may be penalised as a class if a child misbehaves.

6.03 Exclusion Data

The Headteacher highlighted the fact that there had been no exclusions from the school since 2012.

6.04 NFER Survey Results

The Headteacher highlighted that the results show a positive result above national average in all of the surveys, and explained to the governors that he had looked at the lowest scoring results and reported what changes were to be made.

The surveys are to be repeated in June 2016.

A governor asked the following question:

Q – In reference to the Homework question – how will you address this?

A – half of parents think the children get too much and half think the children don't get enough, we are looking at homework until the end of this year and ensuring that what is produced meets the needs of the children better.

6.05 Home School Agreement

The Headteacher highlighted that the agreement had gone out to all parents and all had been received back. The agreement will be reissued again in September 2016.

The Headteacher asked that if there were any comments regarding the agreement they should be forwarded to Carrie Brain.

6.06 Behaviour Policy

The governors read the policy.

A governor asked the following question:

Q – Do you record the use of reasonable force?

A – Yes, a record is kept by the Headteacher of all occasions where reasonable force has been used.

The Headteacher informed governors that should they ratify the policy today the date on the policy will change from June 2015/16 to March 2016.

Resolved:

- That the Behaviour policy be agreed and implemented.

7.0
7.01

SAFEGUARDING

Yvonne McMullen informed governors that all staff not up to date with Child Protection (CP) training have completed NSPCC online training and that she had completed basic online Prevent training.

Yvonne has sent an email link to governors for basic information regarding CSE, Prevent, and FMG.

Yvonne informed governors that the following training had been arranged:

- Basic CP training for staff needing an update to be held on 24 March 2016 at 1-4pm.
- NSPCC assemblies for the whole school will be held on 20 April 2016.
- Safer working practices for staff will be held on 26 April 2016 at 3.30pm.
- NSPCC will hold workshops for years 5 and 6 on 27 April 2016.
- The Safeguarding team will meet with governors on 10 May 2016 at 5pm.
- CSE training for all staff will be held on 24 May 2016 at 3.30pm.
- Prevent training for all staff and governors will be held on 24 May 2016 at 3.30pm.

Yvonne informed governors that she is awaiting a Health and Safety audit for the audit file.

The governors were informed that a pilot scheme has been introduced regarding early notification of Domestic Violence to the school.

Governors asked the following questions:

Q – Are all notifications of domestic violence that are received by the school recorded?

A – Yes and this is followed by a letter (Yvonne showed a letter to the governors which would go to the parents).

Q – So the parents would know that the school know?

A – Yes.

Yvonne updated governors on the Child Protection Register: there are currently four children who are looked after, two children who are awaiting an initial child protection conference, and nine children on the Child in Need Plan.

The Headteacher thanked Yvonne for her report.

8.0 REVIEW OF INFORMATION ON THE SCHOOL WEBSITE

8.01 The Headteacher gave a demonstration of the website and asked if there were any areas that the governors would like to develop?

The governors agreed that the website was very good and had all of the relevant information on it.

The Headteacher asked that if there were any comments or feedback in the future regarding the website they should be sent to Elaine Boyce who updates the website.

The Headteacher also informed governors that there is now a governors section within the newsletter.

9.0 DATE OF NEXT MEETING

9.01 It was agreed that the next Pupil Support Committee meeting would be held on Wednesday 8 June 2016 at 4.00 p.m.

The Meeting concluded at 5.15pm.