

# HUNSLET CARR PRIMARY SCHOOL PUPIL SUPPORT COMMITTEE MEETING

Minutes of the meeting held on Wednesday 01 March 2017 at 4.00 pm

**PRESENT** Kevin Birkin (Chair) Martin Lumb (Headteacher)  
Claire Aldridge Yvonne McMullen

**IN ATTENDANCE:** Susan Comer, Clerk – Governor Support Service

		<b>ACTION</b>
	Kevin Birkin agreed to chair the meeting. Chair of this committee to be elected at the next committee meeting.	Agenda
<b>1.00</b>	<b>APOLOGIES</b>	
1.01	Apologies were received and accepted from Martyn Stenton.	
<b>2.00</b>	<b>MINUTES OF THE LAST MEETING</b>	
2.01	<b>Resolved:</b> <ul style="list-style-type: none"><li>That the minutes of the meeting held on 30 November 2016 were agreed as a correct record and that the Chair be authorised to sign.</li></ul>	
<b>3.00</b>	<b>MATTERS ARISING</b>	
3.01	<u>Cultural Visits – (Minute 3.01 refers).</u> The Headteacher reported that parents of six children (out of a possible sixty) withdrew their children from a trip to a Mosque.  <u>Governor question:</u> Q – What are the school doing to ensure that these children are still receiving an education of other faiths? A – The school is to hold a Faith and Culture day on June 19 (to coincide with the Jo Cox Celebration Weekend). The school have invited four different faith leaders to visit the school including an Iman from a local mosque. In previous years children were encouraged to discuss their own faith with other children.	
3.02	<u>SRE planning – (minute 3.03 refers)</u> The Headteacher to distribute the plans to members of the committee.	Head
<b>4.00</b>	<b>MONITORING AND EVALUATION OF PRIORITIES IN THE SCHOOL DEVELOPMENT PLAN AND IMPACT OF STRATEGIES USED.</b>	
4.01	The Headteacher presented the School Improvement Plan 2016-17, a copy of which had been distributed prior to the meeting. The Headteacher focussed on priority three - <u>To develop children's learning behaviours with High Expectations, Positive Attitudes and Success.</u> The following points were highlighted:	

- Personal development – The school Attendance Officer, Carol Mitchell had completed a data analysis of Attendance and Punctuality. To be discussed in more detail during item 9.00 of this agenda.
- Behaviour – Cheryl List had produced a behaviour management dashboard which highlights behaviour across the classrooms, allowing targeting of behaviour issues.
- Bullying – the school held an Anti-Bullying week during which an Anti-Bullying policy was issued to parents. The Headteacher outlined to governors the procedure for dealing with any allegations of bullying.

Governor question:

Q – How many incidents of bullying are there per year?

A – Approximately six or seven per year. To be discussed at the next full governing body meeting.

- Parent engagement – the school encourage parents to attend Come and Read events which, following the recommendation of a parent governor had been moved from the morning to the end of the day. Claire Aldridge reported that attendance had increased following the change.

FGB  
Agenda

**5.00 PRODUCE A BEHAVIOUR PRINCIPLES WRITTEN STATEMENT AND ARRANGE FOR THIS TO BE PUBLISHED ON THE SCHOOL WEBSITE**

5.01 The Headteacher requested that the Clerk issue a template for the behaviour principles written statement.

Clerk

5.02 The Headteacher referred governors to the current Behaviour Policy, a copy of which was available on the website.

**6.00 MONITOR AND EVALUATE PARTNERSHIPS WITH CHILDREN, STAFF, PARENTS AND CARERS, ENSURING SURVEYS ARE CARRIED OUT ON A REGULAR BASIS.**

6.01 The Headteacher reported that surveys had been completed from parents, pupils and staff. Copies of the results had been distributed to governors prior to the meeting. The following points were highlighted:

6.02 Parent View – the overall results showed that parents and carers were happy with the school, with 97% being satisfied compared to 89% nationally.  
The three areas of potential development which received the lowest scores were:

- The school's approaches are effective – Sex & Relationship Education
- The school encourages my child to exercise
- The school's approaches are effective – Home-School Agreement

The Headteacher had responded to the results in a letter to all

parents. A copy of which had been distributed to governors prior to the meeting.

6.03 Staff survey – the overall results showed that 87% of respondents were satisfied, compared to 86% nationally. The Headteacher reported that the completion rate was just under half of all staff. The three areas of potential development which received the lowest scores were:

- Compared to my colleagues, my pay is a fair reward for what I do.
- I am kept well informed about what is happening at this school.
- My opinions are listened to at this school.

The Headteacher had responded to the results in a letter to all staff. A copy of which had been distributed to governors prior to the meeting.

The Headteacher informed governors that a survey focussed on wellbeing will be carried out on staff by an external provider in June 2017.

6.04 Pupil survey – the overall results showed that 91% of children liked being at school, compared to 89% nationally.

The three areas where pupils think the school could be better are:

- Homework
- Bullying
- Feeling Sad

The Headteacher had responded to the results in a letter to all parents and children which highlighted how the school were looking to improve on these three areas. A copy of which had been distributed to governors prior to the meeting.

6.05 The Headteacher reported that he was to issue a letter to parents asking for their views on the resource “Speedy Spider” which is currently used for homework throughout the school. The school was investigating other resources which may be more useful.

The Chair suggested that the results from the parent survey be shared with staff to show the positive results.

Head

## 7.00 **ENSURE THAT WHERE THE SCHOOL PROVIDES SCHOOL LUNCHES THIS MEETS DFE STANDARDS**

7.01 The Headteacher informed governors that the menus for school lunches are available to view on the website. The menu consists of a choice of Dish of the Day, Vegetarian and Halal meals. 260 meals were served each day including 20 halal meals. The Headteacher referred governors to the School Standards also available on the website which indicated that DfE standards were being met.

## **8.00 UPDATE FROM GOVERNOR RESPONSIBLE FOR SAFEGUARDING/ CHILD PROTECTION**

8.01 The Headteacher presented governors with the report from Claire Burgess dated 07 February 2017. A copy of which had been issued to governors prior to the meeting. The following points were highlighted:

- Claire was satisfied with the processes relating to Safeguarding in school and the information and evidence provided were more than sufficient.
- A further Safeguarding visit will take place in the summer term and will concentrate on the Annual Safeguarding/Child Protection return.
- The school is to move to CPOMS, an electronic system, to record all safeguarding and child protection files from April 2017.

## **9.00 UPDATE ON ATTENDANCE**

9.01 The Headteacher presented governors with the report from Carol Mitchell dated October 2016. A copy of which had been issued to governors prior to the meeting. The following points were highlighted:

- Overall school attendance was 95.1% for Autumn term 2016
- There were more than 400 authorised absences for the autumn term.
- Twenty seven pupils had met the criteria for fast track; ten (sessions) unexplained absence within the previous twelve weeks, in half term 1- 2.
- Nine holiday Penalty Notices had been referred to the Local Authority for fines so far this year.

9.02 The Headteacher reported on persistent absence data issued by Carol Mitchell, showing figures for different pupil groups:

- 35% of the whole school had attendance under 95%
- 59% of Pupil Premium (PP) pupils had attendance under 95%,
- 56% of PP pupils had attendance under 90%
- 21% of SEN pupils had attendance under 95%
- 37% of SEN pupils had attendance under 90%
- 3% of EAL pupils had attendance under 95%
- 1% of EAL pupils had attendance under 90%
- 35% FSM pupils had attendance under 95%
- 43% of FSM pupils had attendance under 90%

The data to be used by Faye Pashby and Carol to identify the children with high persistent absence for further focus.

The school was encouraging pupils to attend every day during March using incentives of a prize draw.

### Governor questions:

Q – What is the school currently doing to address lateness?

A – Carol challenges parents at the gates who are late. Parents of Non attendees are visited or receive a phone call.

## **10.00 UPDATE FOR SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)**

10.01 The Headteacher presented the report received from Jane Wilson (SENCo) dated Spring Term 2017, a copy of which was issued to governors prior to the meeting. The following points were highlighted:

- The school received funding for 47 children. Each child requires ongoing reviews. Jane is supported to complete reviews by a new Interventions Manager.
- The school now using B Squared assessment for SEND children.
- Jane's professional development as Lead professional for South Leeds continues, having attended planning meetings to gain up to date information in order to deliver training to other SENCos at SENCo networks throughout Leeds.

## **11.00 UPDATE FOR CHILDREN LOOKED AFTER (CLA)**

11.01 Yvonne McMullen outlined the school's provision for CLA, a copy of her report dated 10 February 2017 was issued to governors prior to the meeting. The following points were highlighted:

- There are currently seven children on Child in Need Plans within the school.
- There are three CLA children within the school who all receive NURTURE and attend the Tea-time Club.
- Following early notifications of domestic violence incidents, the school offers support to the children and families involved.
- All new staff issued with a copy of the Keeping Children Safe document and Child Protection Policy.

## **12.00 TO ENSURE THAT ALL STATUTORY INFORMATION IS PUBLISHED ON THE SCHOOL WEBSITE**

12.01 The Headteacher urged governors to review the website and reported that checks to ensure that the website contains all required information are ongoing. The Headteacher also reminded governors that all policies were on the website.

12.02 Governors agreed to accept the following policies:

- Admissions Policy
- Anti-Bullying Policy
- EAL Policy
- Acceptable use of the internet – for school based staff Policy

## **13.00 DATE AND TIME OF NEXT MEETING**

13.01 The next pupil support committee meeting to be held on Wednesday 07 June 2017 at 4.00 pm.

13.02 The Chair closed the meeting at 5.45pm