

HUNSLET CARR PRIMARY SCHOOL PUPIL SUPPORT COMMITTEE MEETING

Minutes of the meeting held on Wednesday 07 June 2017 at 4.00 pm

PRESENT Kevin Birkin (Chair) Martin Lumb (Headteacher)
Claire Aldridge Yvonne McMullen
Martin Stenton Paul Wray

IN ATTENDANCE: Susan Comer, Clerk – Governor Support Service
Jane Wilson – SENCo (for first items only)

ACTION
Agenda

Items 7.00 and 11.00 were discussed jointly at the beginning of the meeting.

7.00 TO ENSURE THE SCHOOL PROMOTES CHILDREN AND YOUNG PEOPLE’S EMOTIONAL HEALTH AND WELLBEING.

11.00 UPDATE FROM GOVERNOR RESPONSIBLE FOR SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

7.01 Jane Wilson presented her Nurture Summary, a copy of which was issued to governors prior to the meeting. The following points were discussed:

- The school has five members of staff trained on medical risk assessments.
- B Squared – the assessment tool used for SEN children was introduced in September 16. Teachers had received training and were confident about using the tool. Going forward, teachers to plan quality first teaching around the assessments obtained from the tool, enabling them to ensure that SEN pupils are working to their level and being independent in their learning. As recommended in the SEND code of practice.
- Jane informed governors that she had been the lead SENCo for the south of Leeds for three years and is to mentor a new SENCo who take over the role.
- The LA SEND Ofsted inspection indicated that the SEND outcome for children in Leeds was not making as much progress as in other parts of the country. On 4th July 17 a LA representative will visit the school to establish the SEND provision of the school. A governor to attend the visit.
- Following recommendations from governors in previous Pupil Support Committee meetings, Jane was being supported with the administrative side of interventions by Elaine Boyce in an effort to lower her work load.
- Nurture was seen as the most effective intervention used by the SEN team. The effect of Nurture was assessed by teachers using three areas: Learning behaviour, conduct and emotional behaviour. If progress was not identified, a different plan would be drafted using other interventions.
- All interventions were seen as useful, however the school will review the cost effectiveness of all interventions due to future budget restraints.

- The Speech and Language therapist was in the process of putting structures in place for the expected 59 reception children. Nursery screening had assessed that 50% of the new reception intake would have SEN so Nurture provision will be extended to nursery going forward.

Governor question:

Q – Do the new reception children who are not coming through from nursery have any assessments carried out prior to joining the school to assess any SEN needs?

A – Sometimes children are referred by the LA but if not it is unlikely that the school will have any information on children who have not attended the nursery.

- The Nurture provision were seeing more children with complex mental health needs. The school had made referrals to the Cluster provision but there is a waiting list for some interventions.
- The school had purchased traded time with an Educational Psychologist.
- Teaching Assistants were being trained in Social Emotional therapy and were undertaking 'meet and greet' sessions prior to school and following lunch.

11.01 Jane tabled some suggested Ofsted questions. The committee suggested that Claire Burgess be asked to undertake the role of SEN governor. Other governors to declare their interest for the role to the Headteacher.

HT/ All
govs

Governors thanked Jane for her report and the hard work carried out by her team.

Jane left the meeting.

ELECTION OF PUPIL SUPPORT COMMITTEE CHAIR

Martyn Stenton was nominated for the position of Chair.

Resolved:

- That Martyn Stenton be elected Chair of the pupil support committee.

1.00 APOLOGIES

1.01 There were no apologies.

2.00 MINUTES OF THE LAST MEETING

2.01 Resolved:

- That the minutes of the meeting held on 01 March 2017 were agreed as a correct record and that the Chair be authorised to sign.

3.00 MATTERS ARISING

3.01 SRE planning – (minute 3.02 refers)

The Headteacher had distributed plans. To be discussed during item 12 of this agenda.

3.02 Produce a behaviour principles written statement – (minute 5.01 refers)

The Clerk confirmed that a copy of the statement had been sent to the Headteacher.

3.03 Monitor and evaluate partnerships with children, staff, parents and carers – (minute 6.05 refers)

The Headteacher confirmed that the questionnaire had been shared with staff.

4.00 MONITORING AND EVALUATION OF PRIORITIES IN THE SCHOOL DEVELOPMENT PLAN AND IMPACT OF STRATEGIES USED.

4.01 The Headteacher presented the School Improvement Plan 2016-17, updated 31st May 2017. A copy of which had been distributed prior to the meeting. The Headteacher focussed on priority three - To develop children's learning behaviours with High Expectations, Positive Attitudes and Success. The following points were highlighted:

- Attendance was a key area of concern, School Attendance Officer to work out the average attendance and number of lates for each month over the last 3 years as a Baseline of attendance / lateness by end of September.
- Behaviour was still good and was being tracked. One new incident of bullying had been reported. The Headteacher confirmed that the policy was being followed.
- A recent parent coffee morning was not very well attended but numbers of parents visiting school to read with their children continued to increase. A book sale raised funds for the school. Governors made suggestions on other ways in which children could have a greater access to books.

5.00 PRESENT THE BEHAVIOUR POLICY AND ARRANGE FOR THIS TO BE PUBLISHED ON THE SCHOOL WEBSITE

5.01 A copy of the Behaviour Policy had been issued to governors prior to the meeting alongside a Behaviour Dashboard Spring Summary document. The following points were raised:

- Prior to issuing a letter to parents outlining behaviour issues with a child, the teacher informs SLT if they are aware of any family turbulence.
- Governors suggested an evaluation and revision of the letter using a more conversational language. The Headteacher agreed to draft a new set of letters, to be discussed at the next PS committee meeting.

HT

- The Headteacher suggested that a governor attend the Behaviour Working party.
- The Behaviour Policy was available on the School Website.

All govs

Governors agreed to accept the Behaviour Policy.

Governor question:

Q – Does the policy mention Restorative Practice?

A – The Behaviour Clarification Statement talks about restorative language but does not mention Restorative Practice implicitly.

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 informed governors that the parent surveys were to be distributed to parents in the next few days. Results to be shared with the committee during the next meeting on 8 November.

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6.02 Employee Assist to visit the school on 16 June 2017 to carry out a staff wellbeing survey. Findings to be presented to the SLT on 07 July who will form an action plan to improve wellbeing.

6.03 Children in year's three to six to complete My Health, My School survey in school. The results from last year's survey helped to revise the homework policy. Results to be shared with the FGB.

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8.00 MONITOR EXCLUSIONS AND, IF APPROPRIATE, SUPPORT PRE AND POST EXCLUSION WITH REGARD TO INTEGRATION AND THE WELLBEING OF THE CHILD.

8.01 The Headteacher confirmed that no children had been excluded for any period of time since 2012.

9.00 UPDATE FROM GOVERNOR RESPONSIBLE FOR SAFEGUARDING/ CHILD PROTECTION/ CLA

9.01 Yvonne McMullen presented her report, a copy of which had been issued to governors prior to the meeting. The following points were highlighted:

- Since the report, Yvonne had attended initial Child Protection conferences for two children.
- Yvonne will be withdrawing from child protection in September but will continue to work with the Nurture provision.
- Carrie Parish will take over the caseload and continue to carry out Parental Support. To be reviewed in November 17.
- The school had invested in CPOMS and there were now five Child Protection designated leads within the school.
- At the request of governors, Yvonne had shared a Safeguarding training power-point presentation with all governors.

	<ul style="list-style-type: none"> • Staff to undergo safeguarding training. Paul Wray, Martyn Stenton and Claire Davidson to attend. • The Headteacher reminded governors that the Single Central Record was checked on a regular basis. <p>Governors thanked Yvonne for her hard work representing the school with Safeguarding and Child Protection.</p>	PW/ MS/CD
10.00	UPDATE FROM GOVERNOR RESPONSIBLE FOR ATTENDANCE	
10.01	<p>The Headteacher presented the Attendance Audit/ Deep Dive 02 May 2017 completed by Mandy Voller – School Attendance Service, a copy of which had been issued to governors prior to the meeting. The following recommendations were made in the audit:</p> <ul style="list-style-type: none"> • Attendance to be linked to attainment throughout school and all appropriate policies. • The school to reduce the time that the registers are left open for a trial period. • Individual plans to be put in place for PPA pupils. • Plans to include an escalation process whereby consequences are carried out if attendance fails to improve. 	
10.02	<p>The current school attendance officer will not continue in the role on her return from illness. An internal advertisement to all staff had been issued, staff to declare their interest. Interviews to take place for September 17.</p> <p>Mandy Voller (LA) will continue in the role of attendance officer until the end of term.</p>	
10.03	<p>The school will take part in Attendance Week from 26 June 2017 until 30 June 2017.</p>	HT
12.00	REVIEW AND APPROVE THE SEX AND RELATIONSHIPS EDUCATION POLICY	
12.01	<p>A copy of the policy and planning document as recommended by LCC had been issued to governors prior to the meeting. Governors requested that the wording <u>PSHE including SRE</u> on the front cover of the policy be amended to say <u>Personal, Social and Health Education including Sex and Relationships Education</u>.</p>	HT
12.02	<p>The Headteacher informed governors that SRE would be taking place during the first two weeks in January 2018. Parents to be invited to school to be briefed on the learning.</p>	
12.03	<p>Governors agreed to accept the Sex and Relationships Education Policy subject to the amendment as noted.</p>	
13.00	REVIEW OF THE COMMITTEE'S EFFECTIVENESS AND IMPACT AND IDENTIFICATION OF PRIORITIES FOR THE COMING YEAR	
13.01	<p>Governors highlighted the following positive outcomes of the</p>	

committee this year:

- The committee feel that they are challenging the Headteacher during meetings.
- Committee membership had increased.
- Following the committee's recommendations, the School appointed an Intervention Manager to support Jane Wilson with her workload.

13.02 Governors identified the following priorities for the new academic year:

- More focus on behaviour and attendance and how it impacts on attainment.
- More celebration of restorative practice used throughout the school.

Paul Wray left the meeting at 5.50 pm

14.00 ANY OTHER URGENT BUSINESS

14.01 Paul Wray had agreed to join the policy working group representing the Pupil Support Committee.

15.00 DATE AND TIME OF NEXT MEETING

15.01 The Headteacher set the following dates for the coming academic year:

15.02 Full governing body meetings:

Wednesday 27 September 2017 at 5.30 pm
Wednesday 25 October 2017 at 5.30 pm
Wednesday 7 February 2018 at 5.30 pm
Wednesday 23 May 2018 at 5.30 pm
Wednesday 18 July 2018 at 3.30 pm.

15.03 Pupil Support Committee meetings:

Wednesday 8 November 2017 at 4.00 pm
Wednesday 28 February 2018 at 4.00 pm
Wednesday 6 June 2018 at 4.00 pm

15.04 The Chair closed the meeting at 5.55pm