

# HUNSLET CARR PRIMARY SCHOOL PUPIL SUPPORT COMMITTEE MEETING

Minutes of the meeting held on Wednesday 29 November 2017 at 4:00 pm

<b>PRESENT</b>	Martyn Stenton (Chair)	Martin Lumb (Head Teacher)
	Claire Aldridge	Yvonne McMullen
	Claire Burgess	Paul Wray
	Clare Krasinski	

**IN ATTENDANCE:** Richard Lewis-Ogden, Clerk – Governor Support Service

## ACTION

### 1.00 APOLOGIES AND NEW DECLARATIONS OF INTEREST

1.01 There were no apologies as all committee members were present. There were no new declarations of interest to record.

### 2.00 ELECTION OF COMMITTEE CHAIR

2.01 M Stenton had been appointed committee Chair at the last meeting of the full governing board (GB).

### 3.00 AGREE TERMS OF REFERENCE FOR COMMITTEE

3.01 Terms of reference for the committee had been approved at the full GB meeting.

### 4.00 MIUNUTES OF THE LAST MEETING

4.01 The minutes from the meeting held on 7 June 2017 had been circulated in advance.

**Resolved:** That the minutes of the meeting be agreed as a correct record and that the Chair be authorised to sign.

### 5.00 MATTERS ARISING

5.01 The committee reviewed the minutes for actions and matters arising.

Item 7.01 – SEND governor

C Burgess had taken on this monitoring role. The SEND audit outcomes would be circulated to all governors.

HT

Item 9.01 – safeguarding/Child Protection

It was confirmed that the nominated governors had attended the safeguarding training. P Wray advised that he would like to undertake PREVENT training also.

Item 10.03 Attendance Week

The Head Teacher (HT) confirmed that the Attendance Week had been a successful event promoting good attendance throughout school.

## 6.00 ATTENDANCE

6.01 The committee had received a report in advance of the meeting. The HT presented the report to the committee. The following points were amongst those highlighted:

- Improving attendance had been included as one of the five main whole school priorities.
- The whole school attendance percentage at the end of the HT1 was 96.2%.
- Persistent absence (PA) was around 14% (49 PA's) which was higher than the Cluster average. It was noted that ten of these were due to holidays. The HT anticipated that the overall attendance for these children would even out over the year and be above 90%
- A new attendance officer had been appointed who had made a very good start displaying a proactive approach and building relationships. The HT highlighted that the Attendance Officer was working closely with the Assistant Head with responsibility for attendance which had raised the profile of attendance improvement. An action plan had been agreed with five key priorities (these priorities were noted in the report).
- The Attendance Officer had refreshed Attendance Race rewards initiative and the HT explained how children needed to move three steps along the track for classes to win attendance parties. It had been felt that this was more manageable.
- The school had purchased the LA Silver Package and the designated officer was concentrating on fast tracking support for specific families and building cases for any court cases.

6.02 Questions were invited.

Q. Were there any specific groups identified as particularly vulnerable?

A. Yes, Pupil Premium (PP) children – 18 had been identified and it had been established that Y2 and Y5 were priority groups. The HT explained that a buddy system had been set up where 9 children from both Y2 and Y5 were buddying up and won points for attendance (more days where both were in school = more points awarded). A governor asked what the impact had been of this initiative. The HT confirmed that it had only just begun so it was too early to determine.

Q. A governor asked whether the committee could be provided with data for PP/non-PP/SEND groups for the next meeting.

A. The HT confirmed that this could be provided.

Q. Was any work being done specifically in Reception?

A. As part of a "Stay and Play" session a message about the importance of good attendance had been delivered.

Q. Was the percentage attendance of 96.2% inclusive of Nursery?  
A. No, nursery wasn't included in these statistics.

The committee recorded its thanks to the new Attendance Officer for making such a good start in the role.

**6.03 Register of pupil's attendance**

The HT verified that the school maintained a register in accordance with its statutory duty. The HT confirmed that school used SIMS for attendance and explained the procedure for marking absences and lates.

**6.04 Register of admissions**

The HT verified that the school maintained a register in accordance with its statutory duty and used the LA system.

Q. The HT was asked whether the school was able to pick up children missing in education.

A. The HT confirmed that it did and highlighted that the recent Safeguarding audit had identified this as a particular strength.

**7.00 PARTNERSHIP WORK**

7.01 A copy of the JESS Cluster manager's report to governors had been circulated. The HT highlighted that funding for the Cluster work was no longer top-sliced from school budgets. The school had agreed to buy into the Cluster and paid in a proportion of its budget accordingly. The HT drew attention particularly to the section of the report entitled "Support and Guidance". This section needed to be considered when the governors evaluated whether the school was receiving value for money.

The number of referrals for each school had been provided in a table. It was noted that the school had made 10 referrals but it did not state what the outcomes of these referrals had been i.e. whether the referrals had been successful; what support had been allocated. The HT advised that he had asked for this comparative data to be provided and would report to the GB. It was acknowledged that the governors would need this information when deciding whether or not to buy back in.

Q. What generally were the reasons for the referrals?

A. The bulk of referrals were for therapeutic work rather than family support. This was because the school could accommodate good family support internally but not the specialist therapeutic work.

The HT reported that the Targeted Services leader would like to come to talk to the GB. Governors agreed that this would be useful as the GB could ask for an illustration of what impact services had made. The HT would invite to the next full GB meeting.

**8.00 CHILD PROTECTION**

8.01 The CP report for governors had been circulated prior to the

**HT**

meeting. It was noted that C Parish had taken over the CP officer role from Y McMullen in addition to her parent support adviser role. The report detailed the number of children on the respective plans and that there were currently three Children Looked After.

A governor commented that the number of children seen by Social Care seemed quite low. The HT advised that the reasons behind the referrals were often assessed to be too low a tariff to be accepted.

Regular meetings between key officers including attendance, nurture etc. were held to consider individual children and the HT explained how these meetings were conducted. The school's Single Central Record had been audited by T Richards and found to be up to date and compliant.

The HT reported that the school had bought in CPOMs which was an integrated CP and behaviour recording system. The system had been implemented and it was explained that it had actually increased workload as the volume of notifications had risen significantly. The HT advised that as a consequence the decision had been made to split parent support and CP again and a new CP Officer had been appointed for January 2018. The appointee was very experienced and it was not expected that he would need training other than for school's internal procedures.

Q. Was there a positive impact from the introduction of CPOMS?

A. In the long run it would have a positive impact because the system could be updated and information accessed so quickly for both CP and attendance and behaviour incidents.

Q. A governor sought clarification as to how Causes for Concern were actioned.

A. Every Cause for Concern was actioned in accordance with the Child Protection Policy. The HT clarified that the CP Policy included a flowchart and all notifications were dealt with under Route A or B.

## 8.02 **Prevent Duty**

The committee asked what arrangements were in place to keep pupils safe from radicalisation and extremism.

The HT illustrated how the school challenged extreme views. An example cited was an educational visit to a mosque.

The committee discussed whether there had been sufficient training on Prevent for governors and it was agreed that the matter would be raised at the next full GB.

## 9.00 **SUPPORTING CHILDREN WITH MEDICAL CONDITIONS**

9.01 The HT verified that the Policy was in place

## 10.00 **SEND AND SENCO ARRANGEMENTS**

10.01 The SEND actions report for the autumn term had been circulated

in advance of the meeting.

The HT reported the SENCO had requested to start to gradually reduce working days. Succession planning had commenced with the appointment and training of D Bedlow as deputy SENCO with a view that eventually she would take over the role full time.

The main points in the report were highlighted:

- The main focus had been the funding process. It was noted that the school had submitted 20 applications for FFI and a lot of time was spent gathering the evidence and writing the referrals. The HT commented that he was confident that the school would be successful in achieving FFI for the majority. It was noted that EY was particularly challenging with over half of the referrals coming from this Key Stage.
- SEN meetings had been held with class teachers
- BSquared as a planning tool for differentiation was becoming embedded.
- Robust intervention data was available; E Boyce being instrumental in collating and analysing data.
- There had been a need for additional support in EYFS due to the large number of SEND children and also due to staff absence. The position re staff absence was clarified and the committee noted phased returns were in place.
- The school received two days of support per week from a Speech and Language Therapist and clarified that the therapist was providing training to a HLTA who would cascade to TAs. HT advised that the school was taking 17 new children in EY in January 2018. Six of these from discrete observations had been identified as requiring additional speech and language support.
- The HT highlighted that the school's designated Educational Psychologist was currently on sick and therefore the service was suspended.

The committee acknowledged that SEND in school was a real strength and a governor highlighted that the school was used by the LA as an exemplar of good practice across the city.

C Burgess confirmed that she was due to meet with J Wilson week commencing 12 December in her SEND monitoring role.

#### 10.02 **Accessibility Plan**

The HT verified that the Plan was scheduled to be reviewed in September 2018.

#### 11.00 **MONITOR AND EVALUATE THE EFFECTIVENESS OF PROVISION FOR CHILDREN LOOKED AFTER (CLA)**

11.01 The committee noted that there were three CLA. Also there were certain children in formal kinship.

Q. A governor asked how many children in school were in kinship as it would be useful to know.

A. The number of children known to be in kinship could be provided, however, not all cases might be known to school. The committee was advised that a CLA meeting took place annually and data was submitted to the Virtual School and school received funding accordingly.

Q. Has the school been asked to place a child?

A. The HT confirmed that it had not.

## **12.00 CULTURAL DEVELOPMENT OF PUPILS THROUGH SPIRITUAL, MORAL, CULTURAL, MENTAL AND PHYSICAL DEVELOPMENT REQUIREMENTS**

12.01 A report detailing the significant changes since the last Ofsted report had been provided prior to the meeting. The HT highlighted the main points:

- The Behaviour Policy had been reviewed with children being involved through School Council and Y6 children had vetted letters home to establish that they were pitched at the appropriate level. The letters themselves had been refocused to be clearer eliminating unnecessary preamble. Furthermore, the timeframe had been tightened so letters were followed up more quickly.
- There had been a positive impact from the school's strategy and behaviour in classrooms was now judged good. This was evidenced in lesson observations which indicated that classroom behaviour was RI in only 4% of lessons.
- This was corroborated by the Trackit light system in place which indicated good behaviour in 96% of lessons.
- Nevertheless, there was challenging behaviour in school. There were c.12 pupils who had particularly challenging behaviour and were managed through IBPs. Assistance for families was offered through parent support and role models. A governor highlighted that he had seen how a child's extreme behaviour was professionally managed during a recent learning walk.
- One child had been subject to a fixed term exclusion. It was confirmed that he had reintegrated satisfactorily responding to the actions put in place.

C Burgess commented that the zoning was working well. The HT confirmed that it was successful. He reported that "Circle Time" was also being introduced.

C Krasinski reported that she had seen a marked difference between how Y6 could speak confidently with adults unknown to them compared to last year.

Governors agreed that behaviour overall was exemplary.

## **13.00 COMPLAINTS POLICY**

13.01 The HT verified that the Policy was published on the website and had been reviewed in March 2017.

Q. Had there been any complaints?

A. There had been no complaints received this academic year.

Q. Does the school record compliments?

A. The school received compliments regularly but these were not recorded officially.

Governors suggested that the school should try to make a log of compliments in some way.

#### **14.00 MONITOR AND EVALUATE PRIORITIES WITHIN THE SCHOOL IMPROVEMENT PLAN**

14.01 The SIP priority to be covered by this committee was in respect of improving attendance. It was agreed that this matter had been dealt with under item 6.00 above. M Stenton would undertake an attendance monitoring visit and incorporate when undertaking his Safeguarding visit.

#### **15.00 ANY OTHER URGENT BUSINESS**

15.01 **Engagement with the school community**

##### **15.01.1 Parent Survey**

The results were shared with the Committee. 129 parents (about 1/3) had completed the survey which was quite a good level of return. There was nothing negative and overall the results were overwhelmingly positive (98% happy with the school).

The HT had obtained the information per year group so could identify any trends in responses.

##### **15.01.2 Pupil Survey**

The results were shared with the committee. Although the results were also very positive and children were happy with school there were some negatives which were indicative of low self-esteem.

##### **15.01.3 Staff Survey**

The results were shared. It was noted that the staff could score the school 1 – 5 and overall the result was 3.4/5. From comparing the results with national data the school was placed in the top 10% for staff wellbeing. Staff were pleased to work here and wanted to help the children achieve their potential. The negatives were around communication with school leaders.

15.02 The committee recorded its thanks to the authors of the reports received for their clarity.

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

28 February 2018 at 4:00pm.

The Chair closed the meeting at 5:50pm