

# HUNSLET CARR PRIMARY SCHOOL PUPIL SUPPORT COMMITTEE MEETING

Minutes of the meeting held on Wednesday 14 November 2018 at 4.00 p.m.

**PRESENT:** Clare Davidson (Chair)                      Martin Lumb (Headteacher)  
                  Claire Aldridge                                Iain Cunningham

**IN ATTENDANCE:** Jane Charlton - Clerk, Governor Support Service

## 1.00            **APOLOGIES AND ANY NEW DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED**

1.01            Apologies were received and accepted from Paul Wray, Clare Krasinski and Claire Burgess.

1.02            There were no new declarations of interest received.

## 2.00            **ELECT A COMMITTEE CHAIR**

2.01            The clerk asked for nominations for Chair. Clare Davidson was nominated. There were no self-nominations.

### **Resolved:**

- that Clare Davison be elected as Chair of the governing body

2.02            It was agreed the term of office run until the next meeting of the committee when the position of chair would be reviewed.

## 3.00            **MINUTES OF THE LAST MEETING**

### **Resolved:**

- that the minutes of the meeting held on 14 June 2018 were agreed as a correct record and that the Chair be authorised to sign them.

## 4.00            **MATTERS ARISING**

4.01            Enhanced DBS Check - *minute 3.01 refers*

The Head confirmed Claire Krasinski's enhanced DBS check was now in place.

4.02            Behavioural Working Group - *minute 6.03.2 refers*

The Head confirmed an update on the working group had been provided to the last meeting of the full governing body.

4.03            Safeguarding / Child Protection - *minute 7.01 refers*

The safeguarding audit had taken place on 17 September 2018. The Head confirmed the school's firewall had been tested and all words entered into the internet browser had been blocked.

4.04            Attendance - *minute 8.01 refers*

A governor queried whether the change of register time had impacted on attendance. The Head advised the change had not

**ACTION**

**Agenda**

made any impact on attendance as children had not changed their behaviour. The school was working with the Local Authority to ensure parents progressed through the procedure quicker and issued with fines.

- 4.05 SEND Governor Visit - minute 9.01 refers  
The Head advised governors that, as Claire Burgess, the governor with responsibility for SEND, was currently ill the visit had not yet taken place.
- The Head suggested the Chair undertook a SEND visit in place of their planned PE monitoring visit as SEND was a higher priority for the school. The Chair agreed and agreed to arrange the visit before the end of the term.
- 4.06 Effectiveness of the Committee - minute 12.02 refers  
The Head confirmed the information had been collated and published on the school's website.
- 5.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PLAN PRIORITIES**
- 5.01 Copies of the SIP had been circulated to governors prior to the meeting and was displayed electronically at the meeting for ease of reference.
- 5.02 The Head advised governors that Priority 6 in the plan had been assigned to the Pupil Support committee and Priority numbers 1 to 5 had been assigned to the Joint Review Group. The Head agreed to change all links to Priority 6 in the Plan from the JRG to the committee.
- 5.03 The review of the school's behaviour policy had been allocated to Faye Pashby, but had not been undertaken due to the behaviour training which had taken place earlier this week. The Head agreed to contact Faye regarding the update of the policy.
- 5.04 The behaviour training had been completed the previous day, the focus of which had been on developing relationships. All three days of the training had centred on how to develop connections with the 4% of children in school, from Year 6 through to Reception, who had not built relationships with staff. The Head highlighted the importance of having a policy in place that captured 100% of the children in school.
- 5.05 Behaviour issues were recorded on a computer system, via interactive white boards. A record was also kept of children being monitored by the Traffic Light System who were on either Red, Amber or Green or had been excluded. The Head reported improvements had been seen with some children but the behaviour of others continued.
- 5.06 The Chair asked whether a report on the current behaviour situation was available. In response, the Head provided a verbal update.

Chair

Head

Head

5.07 Eight fixed term exclusions had been issued since September to four children from two families, with two children being issued with three exclusions each and one to each of the other two children. None of these children had been issued with exclusions during the previous year. The areas of concern for one of these children were displayed for governors information.

5.08 Discussions were being held with professionals to establish what course of action the school should take next. The Head informed governors he had contacted the Local Authority regarding one child who had been excluded from school, who was a looked after child, when the disruption being caused in school had been outlined along with what course of action the school would like to take. In response, the Local Authority had suggested a meeting be arranged to discuss the child at the end of the month to which the Head had replied requesting the meeting was held at the earliest opportunity.

Q. Were the child's foster parents working with the school?

A. Yes.

5.09 There were a total of 15 children on the list, all of which had a large number of issues. The Chair pointed out that this did not automatically signify that the children would be disruptive in class. The Head agreed as some children who were on the list caused no issues in school.

5.10 The Chair asked if the Attendance Action Plan had been updated. The Head confirmed that the action plan had been updated and that attendance was monitored weekly. The weekly attendance of each class was now also displayed outside each classroom.

5.11 Although the attendance of some classes was above the school's target of 96%, the current whole school attendance was 93.83%.

5.12 There were two children on the register who had left the school and moved to Doncaster and, until registered at a school in Doncaster, the children were classed as being missing in education. As soon as they registered at another school, their figures would be removed from the school's records and attendance figures for some classes would improve.

5.13 The Chair asked whether the school's announcement to fine parents for unauthorised absence not being made early in the year had affected attendance. The Head confirmed it had not.

5.14 The Chair asked whether the school's Attendance Races were successful. In response, the Head explained they were not effective as some classes knew they would not win. This was due to the behaviour of some children in their class who were not socialised and were either not troubled about disappointing their friends or their parents were not worried about their children letting their friends down.

5.15 The Chair then queried whether the attendance rates were a positive strategy and whether they should be continued if they did not impact those children whose attendance did improve as the cost to the school was high. After discussion, the Head agreed to discuss the strategy with the attendance team and provide feedback to the next meeting.

**6.00 ATTENDANCE UPDATE**

6.01 This item had been discussed in full under Item 5.

6.02 The Head confirmed the school's Register of pupil admissions and pupil attendance were in place.

**7.00 PARTNERSHIP WORK**

7.01 The Head confirmed the school continued to be a member of the JESS cluster, at a cost of £27,000 per year but that the Resources committee were currently investigating whether membership of the Cluster provided the school with value for money.

7.02 Nurture support provided by the Cluster had reduced and support was now only being provided to four children at a cost of around £6,000 to £7,000 per child. The school believed it may be able to provide SEMH support for a wider range of children themselves with this funding.

Q. What would happen to the children being helped by the Cluster if the school withdrew.

A. The decision to leave the Cluster would not be made until the February meeting of the Resources committee therefore there would be no change to the current arrangements until March 2019.

Q. Would the amount saved be sufficient to cover the schools cost of providing the support themselves.

A. Yes, as cost savings in another area were being put back into class.

Q. Has the Learning Alliance also being dissolved?

A. Yes. New Bewerly were the first school to exit from the Alliance shortly followed by Greenmount. Although the Alliance is no longer in place some arrangements will continue for example moderation, book scrutinies and the Deputy Head meetings and TA meetings.

**8.00 CHILD PROTECTION AND SAFEGUARDING ARRANGEMENTS**

8.01 The Head confirmed the Child Protection and Safeguarding policies had been reviewed by A Hinchcliffe.

8.02 There were currently four children looked after in the school, which was high for a primary school. Only one of these children, a girl in Year 6, was at their expected level of achievement.

8.03 The low attendance, 77.9%, of one child in Reception was highlighted. The Head explained that the child had complex health issues and therefore their attendance could be correct.

- 8.03 There were two children with Risk Assessment Management Plans (RAMP) in place. The Head explained the plans were used to assess whether the child's behaviour was natural and, if not, identified actions to mitigate the associated risks.
- 8.04 Twenty four referrals had been made to the Social Care's Duty & Advice team and 56 police and domestic violence phone calls had been received.
- Q. Did these relate to the same families or a large number of families.
- A. The calls related to around 30 families.
- 8.05 The Head confirmed the Safeguarding Audit had been carried out and no issues had been identified.
- 9.00 REVIEW THE POLICY FOR SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS AND ENSURE THAT STATUTORY GUIDANCE IS FOLLOWED**
- 9.01 The policy, a Local Authority policy, had been approved at the last meeting of the governing body.
- 10.00 MONITOR AND EVALUATE THE EFFECTIVENESS OF PROVISION FOR CHILDREN LOOKED AFTER**
- 10.01 Governors agreed this item had been discussed in full under item 7.
- 11.00 PUPIL'S EMOTIONAL HEALTH AND WELLBEING**
- 11.01 The Head informed governors the Resources Committee had agreed the recommendation not to make a like for like replacement for Faye Pashley.
- 11.02 The committee had agreed to employ a personal assistant to the Leadership Team. The post holder would undertake all administrative related duties for the Deputy Headteachers.
- 11.03 This arrangement would provide the school with a £30,000 saving which, in conjunction with the potential £27,000 saved from withdrawing from the Cluster, could be used by the school to employ a counsellor.
- 11.04 A governor queried whether the new post would also provide sufficient support for the Head. The Head confirmed that it would as a large proportion of his time was spent undertaking administrative related duties so would allow him to spend more time in class teaching.
- 12.00 REVIEW AND APPROVE THE COMPLAINTS POLICY AND ENSURE IT IS PUBLISHED ON THE SCHOOL WEBSITE**
- 12.01 The Complaints policy had been circulated to governors prior to the meeting for review.
- 12.02 The Chair highlighted a paragraph in the policy which referred to the 'lettings policy and scale of charges'. The Head agreed to

remove the wording and publish the amended policy on the website.

**Head**

12.03

**Resolved:**

- that the Complaints Policy was approved.

**13.00**

**REPORTS FROM GOVERNORS WITH MONITORING DUTIES**

13.01

There were no reports presented as monitoring visits were scheduled to take place later in the term.

**14.00**

**SCHOOL SELF-EVALUATION (SEF)**

14.01

Governors agreed this item had been discussed under item 5.

**15.00**

**ANY OTHER BUSINESS**

15.01

There were no other issues raised.

**15.00**

**DATE OF NEXT MEETING**

15.01

The next meeting of the committee would take place on **Wednesday 27 February 2019 at 4.00 p.m.**

The meeting was closed by the Chair at 5.00 p.m.