

HUNSLET CARR PRIMARY SCHOOL - PUPIL SUPPORT COMMITTEE MEETING

Minutes of the meeting held on Thursday 14 June 2018 at 6pm.

PRESENT:	Martin Stenton (Chair) Claire Aldridge Paul Wray (from item 6.02)	Martin Lumb (Headteacher) Clare Krasinski Clare Burgess (from item 6.03)
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IN ATTENDANCE: Margaret Stead- Clerk, Governor Support Service

		ACTION
1.00	APOLOGIES and declarations of interest	
1.01	Apologies were received and accepted from Paul Wray.	
1.02	There were no new declarations of interest received.	
2.00	MINUTES OF THE LAST MEETING	
2.01	Resolved: <ul style="list-style-type: none">That the minutes of the meeting held on Wednesday 14 March 2018 were agreed as a correct record and that the Chair be authorised to sign them.	
3.00	MATTERS ARISING	
3.01	<u>Enhanced DBS check –minute 7.06 refers:</u> Claire Krasinski continues to liaise with school's office.	C Krasinski
4.00	MONITOR AND EVALUATE PARTNERSHIPS WITH CHILDREN, STAFF, PARENTS & CARERS ensuring surveys are carried out on a regular basis	
4.01	The Headteacher gave details of the range of surveys undertaken, including the following: <ul style="list-style-type: none">logins provided for participation by Years 3-6A staff survey will take place later in the week.Parents/carers – a survey is to go out alongside the next school newsletter, along with a raffle ticket to encourage completion of the form	
4.02	The Headteacher then referred to the Behaviour Meeting that took place in school with school staff and a number of professionals from the local authority that will focus on improving behaviour. Governors were informed that groups within the working party focused on children's behaviour; parental perceptions of behaviour; staff in school and their views on behaviour. Surveys are to be used to provide a baseline so that governors can look back and compare. The Committee agreed to review in the Autumn term.	Autumn agenda
5.00	TO ENSURE THE SCHOOL PROMOTES CHILDREN AND	

YOUNG PEOPLE'S EMOTIONAL HEALTH & WELLBEING

5.01

Governors heard details of school's use of the CPOMS database. The Headteacher highlighted the work with a theatre group for Years 3, 4, and 5 which focused on emotional resilience, then outlined the nurture sessions for some children outside the classroom. Further training in nurture is to be undertaken by nurture staff so that they are equipped to deliver dedicated nurture sessions to 12 children from September 2018 onwards.

Governor question

Q – Are the children re-integrated after nurture sessions

A – By weeks 8-12 the children are back into their classrooms.

The Headteacher gave an overview of the approach taken, with teaching assistants using nurture based activities, alongside external input focusing on restorative practice.

5.02

Referral route – governors noted that following discussions with the Child Protection Officer and Carrie Parrish, clarity and guidance had now been given on the referral route through the Cluster to CAHMS. The Committee discussed the 'waves' used in the referral process and the issue of waiting lists. Reference was made to the new Cluster manager and the increased use of the Cluster.

6.00

BEHAVIOUR AND EXCLUSIONS

6.01

The Headteacher reminded governors that 95-96% of behaviour within school was good. Very positive feedback on the children's behaviour and love of reading had been given by Leeds City Council's literacy consultant after his recent observation work in school.

6.02

Behaviour had been identified as an issue by Ofsted and fourteen fixed term exclusions (FTEs) in 54 days were reported to governors. The Headteacher outlined the work of the Behavioural Working Group and gave an update on individual FTEs. A governor queried the longer term arrangements for some individual children and was informed that school follows the Leeds local authority protocols. This now includes the offer of placements at a new centre called Cultivate which is proving very successful.

Q – Has the new centre been approved and safeguarding checks been done

A – The Headteacher confirmed that this had been done and gave an update on managed responses.

Q - Do staff feel better able to manage working alongside the strong Cluster team

A – This is one thing that the Inclusion Team are working on; work continues to improve communication

[Paul Wray joined the meeting at this point]

6.03 Details of some 1:2 sessions for children in Reception were given at this point and the Headteacher conceded that there are some issues still to be addressed. Plans for more relevant Year 1 provision are to be further discussed following a Leeds City Council meeting on 5 June, attended by representatives from the Area Inclusion Partnership; education psychology; healthy schools; SENET; Reach; and School's Senior Leadership Team.

6.03.1 Governors noted that the group is to meet termly and its remit is to establish when school can no longer meet the needs of some children, which will have relevance for school's Behaviour Policy. The Headteacher highlighted ongoing discussions with school's Nurture team on developments and the aim to sign off plans by the end of term.

[Claire Burgess joined the meeting at this point].

6.03.2 Claire gave feedback on the first meeting of the Behavioural Working Group. Governors expressed their support for school's approach and requested a clear timetable and updates. The Headteacher offered to provide an update at the forthcoming full governing body meeting.

Headteacher

7.00 UPDATE FROM GOVERNOR WITH MONITORING DUTIES FOR SAFEGUARDING/CHILD PROTECTION

7.01 Copies of a written update from Andy Hinchcliffe, lead Safeguarding and Child Protection Officer, were circulated to governors. A safeguarding audit was reported as due to take place on 17 September. Martin offered to check with Andy on attendance and Claire to check if free on this date.

**M Stenton
/C Burgess**

7.02 **Online safety** – the following responses by school were reported:

- A safeguarding meeting is scheduled in two weeks, when guidance around being safe online will be discussed
- Details had been sent out to parents on dealing with cyber bullying
- The Headteacher offered to check the settings for school's firewall

Headteacher

8.00 UPDATE FROM GOVERNOR WITH MONITORING DUTIES FOR ATTENDANCE

8.01 The Headteacher reported a dip in attendance to 95.4% against a local authority target of 96%. Governors noted that the Headteacher is working with the Attendance Officer on a stricter response.

Q – Is the change of register time proving an issue

A – Yes, adapting to the change will take time and this needs to

	be tracked. Planned training for staff in restorative practice will help staff. A governor suggested that attendance figures outside each classroom should be current to provide encouragement to the children.	Lisa Lilly
9.00	UPDATE FROM GOVERNOR WITH MONITORING DUTIES FOR SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)	
9.01	A report on special education need actions for summer term 2018 had been circulated prior to the meeting. Claire Burgess is to carry out a visit into school before the end of term. Governors were informed that school is active in applying and evidencing funding, with favourable comments on school's good provision made by Ofsted.	C Burgess
9.02	The Headteacher highlighted discussions within school and plans to work with staff on establishing guidance on defining SEND children within school. A governor queried other schools' approach and the resulting reduction after interventions in the number of children categorised as SEND.	
10.00	UPDATE FROM GOVERNOR WITH MONITORING DUTIES FOR CHILDREN LOOKED AFTER	
10.01	Copies of the Summer report on Children Looked After for 2018 had been sent out to governors and the Headteacher gave an overview. Q – Did the children start in nursery A – No, two came in Year 3 and one in Year 1 The report was seen as a positive picture, with attendance improving.	
11.00	ENSURE STATUTORY GUIDANCE IS FOLLOWED and review and approve the Sex and Relationships Education Policy	
11.01	The Headteacher confirmed that school follows the Leeds model policy. Governors heard that school ensures that parents get a letter inviting them in to school to see the scheme of work and noted that there were no withdrawals.	
	Resolved:	
	<ul style="list-style-type: none"> • To approve the model Sex and Relationships Education Policy 	
12.00	REVIEW THE COMMITTEE'S EFFECTIVENESS AND IMPACT; IDENTIFICATION OF PRIORITIES FOR THE COMING YEAR	
12.01	The Chair referred to the Committee's impact on the following: <ul style="list-style-type: none"> • Attendance • Safeguarding – seen as a strength of the school • Behaviour – school's effective response was seen as ongoing 	

	<ul style="list-style-type: none"> • Reference was made to engaging with parents and their good response rate, specifically the 90% turnout at Parents' Evening <p>Q – What is the view on homework</p> <p>A – The Headteacher replied that last time this was reviewed, those parents in favour numbered 50%. Governors considered making this a priority focus for next year; however the Headteacher reported that homework was seen as a low priority by the children in their survey.</p> <p>ACTION – to discuss at the next meeting</p>	Agenda item
12.02	Claire Burgess offered to collate details of the Committee's effectiveness for the governing body annual governor statement.	C Burgess
13.00	EVALUATE PROGRESS AGAINST SCHOOL IMPROVEMENT PRIORITIES (PRIORITY 3)	
13.01	Discussed in above agenda items.	
14.00	ANY OTHER URGENT BUSINESS	
14.02	There was no other urgent business raised.	
15.00	DATE OF NEXT MEETING	
8.01	It was agreed that the date for the next Pupil Support Committee meeting would be agreed at the next full governing body meeting.	FGB

The meeting closed at 8.05pm.