

HUNSLET CARR PRIMARY SCHOOL GOVERNING BOARD

PUPIL SUPPORT COMMITTEE

Minutes of the meeting held via Zoom on Tuesday 19 April 2022 at 4.00 pm

PRESENT Clare Davidson – Chair
Iain Cunningham
Martin Lumb – Headteacher
Jon Hairsine

IN ATTENDANCE: Jane Howarth (Clerk, Governor Support Service)

1 APOLOGIES AND MEMBERSHIP MATTERS

Apologies were received and accepted from Paul Wray.

2 DECLARATIONS OF INTERESTS

2.01 There were no declarations of interest regarding this agenda.

3 MINUTES OF THE LAST MEETING

3.01 The minutes of the meeting held on Tuesday 18 November 2021 were agreed as an accurate record and the Chair was authorised to sign them electronically (by email) to school.

4 MATTERS ARISING

4.01 Minutes of the last meeting – item 4.01 refers

Resolved

The Chair had signed the minutes of the last meeting electronically.

4.02 Safeguarding – item 5.02 refers

Resolved

Clare Davidson, Paul Wray, and Jon Hairsine had completed Safer Recruitment training on 8 December 2021.

4.03 Pupil Wellbeing – item 5.03 refers

Resolved

A report on pupil wellbeing was on today's agenda.

4.04 Equalities – item 5.05 refers

Resolved

The results of the My Health My School survey had been presented to the FGB meeting in December along with the results of the Parent survey.

4.05 Annual Safeguarding Monitoring report & action plan – item 5.07 refers

Ongoing

Since the Safeguarding governor was not present it was not clear if his report had been forwarded to the Headteacher, for forwarding to governors.

It was noted that Paul Wray had since done another Safeguarding monitoring visit to school to meet with the DSL (Andy Hinchcliffe).

4.06 School Self Evaluation – item 5.08 refers

Resolved

Both the updated SEF and SIP had been seen at the FGB meeting in December.

PW

4.07	<p><u>Behaviour – item 6.02.4 refers</u> Ongoing The Chair had asked how school compared to other similar schools, in terms of demographics and Pupil Premium numbers (50-60%). The Headteacher thought it would be useful to find out and agreed to present the figures at the autumn PS committee meeting.</p>	Head
4.08	<p><u>Safeguarding – item 7.03 refers</u> Resolved IC had visited the Head's PA to witness the central record of recruitment system on behalf of the governing body.</p>	
4.09	<p><u>Policy for supporting pupils with medical conditions – item 8.01 refers</u> Resolved The policy had been recommended to the Full Governing Body at the December meeting.</p>	
4.10	<p><u>Complaints Policy – item 13.05 refers</u> Resolved All up dated policies had been uploaded to the school website.</p>	
<p>5 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES</p>		JH/ PW
5.01	<p>A visit (virtual or school based) was planned for either Jon Hairsine and/or Paul Wray to go through the evidence ahead of submitting the ARM (Annual Return of Monitoring of Safeguarding in school) to the local authority.</p>	
5.02	<p>Clare Davidson would do a SEND visit/virtual update to ensure that school was upholding all provisions necessary.</p>	CD
5.03	<p>Iain Cunningham would do an Early Years visit.</p>	IC
<p>6 ATTENDANCE, BEHAVIOUR AND ATTITUDES</p>		
<p>Three documents had been circulated ahead of the meeting, including the Behaviour Report, Attendance Report and Attendance Review.</p>		
6.01	<p>Attendance The Attendance Review had been discussed at the FGB meeting.</p>	
6.01.1	<p>The Attendance Report, up to Easter, showed figures compared to the national average and was pleasing. Persistent absence, above the national average, was mostly confined to Years 4 and 5. FFT (Family Fisher Trust) data broke down the characteristics of the absences (gender, FSM, EHCP). It was noted that girls showed better attendance than the national average.</p>	
<p>The Headteacher described the reasons for children's absences and detailed the level of engagement and provision in place to encourage attendance (reduced timetable, certain subjects only, safe spaces, social stories, signposting, meeting outside school).</p>		
6.01.2	<p>Governors discussed the altered arrangements for elective home-schooling.</p>	

6.01.3 It was noted that the support of attendance might be interrupted by the lag in recruitment time for a replacement for the current attendance office who was leaving school.

The current admin officer would pick up the texting of parents for those children who were late or did not attend. The DSL would pick up those absent who were on the child protection register.

Home visits would be picked up by the Head and DSL as much as possible.

Governors asked that a card, thanking Lisa Lilley for her hard work, be sent on behalf of governors.

A governor enquired if the fast-track processes for the forty plus children whose attendance had fallen below 90% would be affected.

The Headteacher reminded governors of the process in place which included monitoring, then fining if there was no improvement. All necessary fines would be processed before LL left school.

6.02 Behaviour

6.02.1 The Chair was pleased to see that behaviour was going well with 98% greens, similar to the last meeting.

The hotspot year groups were identified and context of the reasons for poor behaviour detailed in the report. Staff were managing, according to the reasons, as best they could.

6.02.2 Exclusions

There had been no fixed term exclusions since the last meeting.

18 internal exclusions, for 10 children disrupting learning, had taken place in the spring term. Seven children had received two of these, after which a meeting with parents was arranged.

Governors asked if internal always preceded external exclusions.

The Headteacher explained that normally, if three internals per week happened twice then a one-day external exclusion would result. Violent outbursts would go straight to external exclusion.

For one child, in consultation with the Local Authority, it was reported that a permanent exclusion had been considered. Alternatives, such as moving the child into REACH (alternative provision) then a new primary or straight onto high school in September were also being considered.

6.02.3 No children had become Electively Home Educated.

6.02.4 A governor asked how the good behaviour rewards were allocated since the report showed discrepancies between classes. The Headteacher explained that different staff had varied approaches but were consistent within their form.

7 SAFEGUARDING

- 7.01 The child protection report had been circulated ahead of the meeting.
- 7.02 The Headteacher made governors aware of a Child Protection and Safeguarding review concerning one of Hunslet Carr's ex-pupils. School had been commended for its extensive and detailed reporting plus support of the child.
- A governor was concerned that both the Headteacher and DSL should have support when dealing with traumatic information. It was noted that access to safeguarding supervision was in place for both to unload any worries or concerns.
- Consideration was also given to staff not becoming immune to safeguarding and child protection situations.
- 7.03 A meeting was planned with the safeguarding governor and Chair of governors to review the ARM evidence before it was submitted do the Local Authority.

8 STAKEHOLDER ENGAGEMENT - STAFF

- 8.01 A report, circulated ahead of the meeting, was shared on screen. 45% participation showed an average score of 7.5 of 10 satisfaction. Staff found it a pleasure to help the children in their care and were happy that they were recognised for doing a good job.
- A governor enquired why the survey was done during the Easter break when staff should be resting. He was informed that staff were aware of their responsibility towards answering emails (nothing before 8 am or after 7 pm and not at weekends).
- 8.02 A governor asked how school was sure that those not completing the survey were happy/confident in their job.
- The Headteacher confirmed that the Office Vibe survey gave a running temperature of school and was repeated regularly. Additionally, all staff were given a one-to-one support session once per month recommending positive wellbeing tips.
- Two mental health first aiders were on site and counselling was offered through the school's HR provider.
- Governors were reassured that the one member of staff with Covid anxiety was on site working a different timetable to the previous one so that they could remain safe.
- 8.03 A governor was informed that the heading 'alignment' referred to actions put forward by SLT to promote the ethos of the school and develop personal goals so that children left Hunslet Carr in a position to be successful within their city.
- The Headteacher continued that school were aware of, and avoided, giving staff irrelevant asks that only ticked boxes.

9 SCHOOL FOOD AND MILK

- 9.01 Milk was provided to Year 6, with those not eligible for free milk able to pay £11 per term (cost price) to receive it.
- 9.02 School meals for those not eligible for free were available at a cost price of £2.40 per day.
- 9.03 LCC provided school's catering and had information to go alongside their weekly menus showing the nutritional information of the food and any allergen information as well.

10 SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

- 10.01 Donna Bedlow, the school's teacher SENCO, was beginning a master's degree in SEND from September. To this end, her one day per week teaching commitment would be covered.
- 10.02 The governor with responsibility for SEND would meet with DB in the summer term for a monitoring visit.
- 10.03 The school's SEND policy and offer was on the website.
- 10.04 A governor enquired about the time taken to produce an EHCP. The Headteacher voiced his concern at the delay caused by the SENIT leader vacancy and lack of staff to process applications.

Nonetheless school would receive an extra £50,000 in September. It was explained that this would be spent on resources and a TA in Year 1, to support those who had entered Nursery and Reception, whose need required additional help, and for those whose learning difficulties had become apparent by the time they reached KS2.

11 SCHOOL SELF-EVALUATION (SEF)

- 11.01 Pupil Support was rated good in the current SEF. Following the recent Ofsted, it was considered that this might increase to outstanding at the next update.

12 ANY OTHER URGENT BUSINESS

There was no other urgent business.

13 DATE AND TIME OF NEXT MEETING

- 13.01 The next meeting would take place in the Autumn term. It had been requested that the day be changed from Tuesday.
- 13.02 The Chair thanked governors for attending and closed the meeting at 6.00 pm

CD