



Curriculum Development & Pastoral Care Committee Meeting MINUTES

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| Date of Meeting: | 09.02.17 |
| Time and Venue: | 5:30pm Office Meeting Room Lower Site |
| Attendees | Name |
| | Mr Cassidy (Headteacher) Mrs Skarratts-Jackson (Acting Headteacher) Mr Clark (Chair of Committee) Mr Walters (Chair of Governors) Mrs Horton Mr Wadcock Mr Dunning Mrs O'Donnell Ms Z Wilson (Clerk) |
| In Attendance | |
| Apologies | Mr Olsen Mrs Scott Mr Sanford Mrs Mitchell Mrs Hackett arrived at Agenda Item 3 |
| Agenda Item 1 | Apologies for Absence |
| | Apologies had been received from Mr Olsen, Mrs Scott, Mr Sanford and Mrs Mitchell. Mrs Hackett arrived during Agenda Item 3. |
| Resolution | Apologies accepted. |
| Agenda Item 2 | Minutes of Previous Meeting |
| | A Governor highlighted typing errors at the Pupil Premium Report paragraph it should read "Families have to accept that there are issues" In answer to the question at Part 2 relating to bands, Governors were informed that there are only 3 categories. |
| Resolution | The minutes were signed as accepted. |
| Agenda Item 3 | Matters Arising |
| | Action Items were discussed, the following points were highlighted. <ul style="list-style-type: none"> • Ways to develop the Parent Forum have been discussed. The "Meet the Headteacher" event will be an opportunity to approach families and listen to their views. • All Governors to fill in the skills matrix. Training options online within the school. • Training had been discussed. All certificates are to be collated by the office. • Pupil Premium Governor (Mr Olsen) to come and discuss the Pupil Premium budget prior to the next committee meeting. |
| Resolution | Mr Cassidy to present Governor training opportunities with Educare at the next Full Governor Meeting. All Governors should complete Safeguarding training ASAP. Governor training action plan to be developed. Arrange for Mr Olsen to come and discuss the Pupil Premium budget. |
| Agenda Item 4 | Election of Vice Chair of Committee |
| | The role was discussed. Governors felt there would be merit in Mrs Skarratts-Jackson as designated Senior Leader of the committee becoming Vice Chair as she would liaise with Mr Clark. Mr Wadcock proposed Mrs Skarratts-Jackson as Vice Chair of the Committee, Mrs O'Donnell seconded the proposal. |
| Resolution | Mrs Skarratts-Jackson Vice Chair of Committee. Governors unanimously agreed. |

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| Agenda Item 5 | Terms of Reference |
| <p>Governors agreed that the Terms of Reference were clear, concise and meaningful. A Governor commented "Oversight and commitment is a very powerful statement; Governors are not being informed they are learning first hand". The Terms of Reference can be used to prepare for meetings as there are measurable targets. When discussing date and time for the next meeting, agenda items will also be agreed. Papers will be distributed 10 days (1 working week) prior to the meeting, still in design process at present. The Chair proposed that the Terms of Reference were accepted, this was seconded by Mr Wadcock, Governors unanimously agreed.</p> | |
| Resolution | The Terms of Reference were accepted and signed by the Chair of the Committee. |
| Agenda Item 6 | Agreeing Priorities for 2017 |
| <ul style="list-style-type: none"> • <i>Developing cohesion in English</i> <p>Mrs Skarratts-Jackson informed Governors that the English Leads have spent time reviewing what each year group is doing. The process involved interviewing staff and children to find out what was happening within each year group. Governors were given a report, the following points were highlighted:</p> <ul style="list-style-type: none"> • It was recognised that once children enter Year 3 they are no longer following the Read Write Inc. Programme and this has an impact on progress. • Governors were directed to the third page of the report. It has been noticed that spoken language had not been recorded on the termly planning overview, it was recognised a long term plan is required. • RWInc supporting children lower down the school • Address SAL in EYFS • The Wallasey Alliance met to review Reading across the schools. Children use good quality text but it is not always at ARE. Getting quality questions and prompts together. <p>A Governor asked if there was much difference between text groups. The text were similar and the cluster will meet again to discuss plans and share in essence 36 plans. Governors were informed that there are 4 staff on the English team, a focus is working on progression of spelling across the school. Independent reading across the school. Meeting to plan for grammar. ARE and back up with interventions. Trying to bring it all together so that the teachers are aware of terminology and what it must look like. One member of staff attended training with Gareth Davies and is now cascading information to all staff by holding brief master classes. A Governor asked "How is the curriculum in Y5&6 preparing the children to be secondary ready?" Governors were informed that this is why the staff are working together to make sure ARE is being taught across the school. The Senior Team have worked hard to make sure that there are only changes once to embrace the new curriculum to avoid making too many changes. The new curriculum will need to be resourced. A Governor asked if the children are prepared to move to a different reading programme at the end of Year 2. Governors were informed that RWInc spelling is continued in Year 2 and adapted in Years 3, 4, 5 & 6. A Governor asked if there were any programmes that would take children right through the Year Groups. Governors were informed that if the programme was to change it has to be the right one and there are a lot of factors to consider including how to train the staff. There has been high levels of turbulence with curriculum change and staffing change. Home reading expectations need to be addressed. A Governor suggested a book club and shared a programme that she had experienced. Governors can expect to see more detail in the cohesion plan. Governors were informed that staff will continue to attend training the English team consists of a group of staff not just an individual. Developing cohesion in English is a huge piece of work, there are many schemes to review.</p> <ul style="list-style-type: none"> • <i>Developing Cohesion in Mathematics</i> <p>Mr Cassidy, Mrs Hackett and other staff have been involved. Group work is continuing to develop. Key questions that are being asked to staff were distributed to Governors to give them an idea of the investigatory work. Broken maths curriculum with very limited progression. The Maths curriculum will be developed by May Half Term, there is a lot of considerations to factor when deciding which programme is most suitable. Although there is an urgency the curriculum needs to be structured.</p> | |

- **Attendance**

Mrs Horton had prepared a report for Governors that indicates the school is currently on target. The report had been broken down into months to show Governors the pattern. Attendance panels are due to take place and only one parent has been re invited since the last batch of panel meetings. There are a high level of children below 85%. A Governor asked if there were background reasons / individual reasons for these children having time off school. Governors were informed that Parents sometimes fall into a pattern of keeping their children off for what they consider to be poor health. There were 44 children taken on an unauthorised holiday during Autumn Term. There are a couple of difficult to reach parents. A Governor asked if the families are being fined when parents take the children on holiday. Governors were informed that the fines can only be issued if the child has attendance below 90% prior to the holiday. A lot of families that go on holiday have good attendance. Mrs Horton will continue to monitor attendance thoroughly each half term. The Admin Office contact Mrs Horton if a child with poor attendance is absent from school so action can be taken. There are 9 families invited to the attendance panel, 5 families out of the 9 have kept their children off school since receiving the invitation. Some Families get very cross when they are invited to panel meetings. Governors were informed that the EWO has not been as supportive as they could be. Currently 2 children are not attending school. The Learning Mentors try and approach hard to reach families to support them getting their children into school. Attendance is discussed with class teachers so that they can shoulder responsibility when speaking to parents. A Governor asked if it is a parent / child decision not to attend school. Governors were informed that past experience indicates that poor attendance in younger children is normally due to parental choice, older children with behaviour problems are reluctant to come into school. Governors were informed that the Senior Leaders are working with school council to promote good attendance. Reward systems are being built in Year 5 & 6. Governors were made aware that Pupil Premium children have low attendance. Governors requested that they keep informed of what the school is doing to improve attendance.

- **Outstanding Teacher's Intervention Programme (OTIP)**

Mr Cassidy informed Governors that the £130,000 Headteacher's fund was used to purchase the OTIP owned by Osiris. It is a programme that is really helpful for training and developing staff. The Senior Leaders are working to make sure staff have support. Mrs Hackett informed Governors that Unit 4 have enjoyed the programme so far, it was difficult at first especially the video feedback. It is not performance management or appraisal. It's not line manager support. It is effective 360 degree feedback from a third party. Staff are reflective. It is hoped that cohort 2 & 3 will finish the programme before the end of term.

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| Resolution | Governors thanked the Senior leadership Team for the update. |
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| Agenda Item 7 | Policies |
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Behaviour & Exclusion

Governors were informed that since the Policy came into effect in January 2017 the following behaviour had been recorded:

- Gold: 285
- Red: 29
- Orange: 18

There has been a decline in red zone sanctions. Predominantly the red sanctions have been awarded in Year 5. It was brought to Governors attention that the MV92 Red indicates that the incident has been reported to the Local Authority as a staff member would have been verbally or physically abused.

A Governor asked what M13 indicated. Governors were informed that Red M13 indicates that an incident has been reported to the authority as it has resulted that the victim has received medical attention from the GP or Walk-in Centre.

A Governor asked if the staff require protective clothing for their safety. Staff don't feel that they require protective clothing. The introduction to the new Behaviour Policy has helped to support them and Mrs Hackett has taken a number of children into the Nurture Base which has really helped.

Staff team working incredibly hard to support the Behaviour Policy. A SENDCo has been appointed. The Nurture Base has helped.

Positive feedback from parents and children.

A Governor asked if some children in Year 5 have been on Gold Zone when they have recently been in the Red Zone. Governors were informed that the policy is still being developed.

The "St George's identity and values" are recognised by the children and they can identify what they have done to achieve Gold zone.

Governors were informed that Fixed Term Exclusions have reduced dramatically, there has been 1 since January, 5 in Autumn Term, 16 in Summer Term.

The Senior Leadership Team are walking around their units to drop in to look at the behaviour charts.

Internal Exclusions are more of a consequence.

KS1 staff and Lower KS2 have supported the internal exclusions.

Internal Exclusions to Lower Site from Upper Site are a more effective sanction than a Fixed Term Exclusion at home.

Safeguarding Update

The following points were highlighted:

- School Development Plan Action Items reviewed from the Audit that took place during the summer.
- The IT Technician will develop the filter, not convinced that the current provider is compliant. The new provider will be EXA and have a programme called Fusion. This will make sure the provider is compliant.

ESafety Update

- E Cadets is developing. There have been issues regarding Apps and children access. There have been occasions where children are using social media inappropriately.
- Parents were given a link from the LA to a letter with information regarding social media sites.
- There are workshops for parents.

Whole School Training Safeguarding and WRAP took place in Autumn Term.

Induction pack for new staff includes online Level 2 Prevent and Safeguarding training before they start work.

Senior Leaders met in Autumn Term to discuss Antbullying.

An Antbullying steering group was formed with the School Council, Parents and Governors.

Mrs Horton recently met Kayte Walsh who runs a programme called "My Esteem", she will work with the school to develop an Antbullying Policy.

Kayte Walsh works with other schools.

The school will continue working with other Wirral schools and attend Anti Bullying Workshops.

Before the Antbullying Policy is rewritten there will be input from Kayte Walsh.

Whistleblowing.

Governors were reminded of the Whistleblowing Policy if anyone had a problem they could contact the Chair of Governors directly as his contact number is available on the Policy.

The school has an effective safeguarding culture that is transparent.

Safeguarding arrangements for Lettings have been put in place.

The Safeguarding Policy is about to be updated again.

Governors viewed an example of a Unit Safeguarding File which includes a sign sheet to say that individual staff have received relevant information and completed training.

Resolution

Miss Knight to print off all Governor Training Certificates from Educare.
Governors are to receive the number of Safeguarding referrals made by the school at the end of the year.
A Governor asked if we could organise the Action Plan into date order. Governors were informed that the school will work on the presentation of the SDP.

Agenda Item 8

School Improvement

School Data

Data had been presented and discussed at the Full Governors Extraordinary Meeting 25.01.17.

A staff meeting had been rearranged to discuss data.

Staff have been asked to resubmit all data for February to make it more simplified.

The papers for the Standards Committee will be distributed 2 weeks in advance.

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| Resolution | Concerns about data are still there. Mrs Skarratts Jackson & Mr Walters attended a RAISE Online training. Governors are to receive ECM training dates. |
| Agenda Item 10 | Any Other Business |
| <p>Reminders Governors recognised that they are to complete a Skills audit and at least Level 1 Safeguarding training.</p> <p>Director's Briefing Mr Dunning attended the Director's Briefing at Birkenhead Town Hall and summarised the following information: Issues raised included Safeguarding. Wirral Borough Council was deemed inadequate for Safeguarding. There are a large amount of children in care compared to National statistics. Staff are being sourced to support the council. More case workers are being recruited. Coasting school update - there were many schools that were near misses. In Wirral there are 2 coasting and 2 below the floor. And similar for Secondary. Mr Dunning advised the Governors that the Briefing suggested attendees are to go back to school and check Safeguarding measures and that the website is compliant. <i>The Website is compliant it had been audited in the Autumn Term.</i> Mr Dunning informed that the New National Formula is predicted to improve 75% of school's budgets. Mr Dunning highlighted that there are a huge number of children and families struggling to get support from the Local Authority.</p> | |
| Resolution | Governors to complete Skills Audit and Online Safeguarding Training. Certificates to be stored by the School Office. |

Date of Next Meeting: 18.05.17 - 5:30pm

Papers to be distributed 10 days prior to the meeting (minimum of 1 working week)

Meeting Closed at 7.30pm