



St George's Primary School

St George's Primary School
Curriculum and Pastoral Committee Meeting
Thursday 18th October 2018
Year 6 Intervention Room Top Site 5:30pm

Present

Community Governors	B. Clark	Chair of C&P Committee
	A. Ward	
	M. Wiggins	
Parent Governors	C. Scott	
Staff Governors	L. Horton	
Also Present	M. Chambers	Clerk
	T. Skarratts-Jackson	
	K. Choudhary	
Apologies	B. Cassidy	Headteacher
	P. Dunning	
	S. Slater	
	N. Sullivan	

Item 1 Welcome, Apologies and Declarations of AoB

Chair welcomed the group and apologies were accepted as above.

Item 2 Minutes of previous meeting

Circulated as part of the papers.

Not accepted as a true and accurate record;

- A. Ward was in attendance at the meeting however was omitted from attendance list.
- Chair pointed out a grammatical error in the minutes on page 2. The minutes read; '*...asked can any of this work be this be picked up in school to negate waiting times?*' however it should read '*...asked can any of this work be picked up in school to negate waiting times?*'.

Accepting the above, C&PC were otherwise happy to accept the minutes of the previous meeting.

Item 3 Matter Arising

Circulated as part of the papers.

All actions completed.

As discussed in the previous meeting, C&PC asked if there has been any further feedback on the challenge made by the school for LA to return the 0.5% contributions (circa £16k) made regarding SEND Plan.

RESOLUTION: C&PC informed that this is still an ongoing issue.

Item 4 Terms of Reference

Circulated as part of the papers.

C&PC asked does the school only collate information with regards to health monitoring at F2 and Year 6? Should the school not be looking towards a more comprehensive monitoring system?

RESOLUTION: SLT stated that the school does offer a much broader wrap around service for all year groups however the language in the Terms of Reference refers to the **national** pupil surveys and health monitoring in F2 and Year 6. This is information that is collated through the school nursing service and shared with individual parents. This data is then reported on nationally to look at trends in local authorities.

C&PC stated that the Terms of Reference should be amended to more clearly reflect that this is a national consideration – not a school one.

ACTION 1(10/18): K. Choudhary to update Terms of Reference to read; *‘This includes the national pupil surveys and health monitoring in F2 and Year 6’*.

DECISION TAKEN: Chair asked C&PC if they are happy with the updated Terms of Reference. Vote taken to approve Term of Reference and **agreed**. This will be ratified at the upcoming FGB on 22/11/18.

Item 5 Committee Priorities for 2018/19

C&PC considered the groups priorities for 2018/19 and the following was agreed;

- Ensure the development of foundation stage curriculum
- Improve attendance further
- Support the school’s drive to improve health and well-being

DECISION TAKEN: C&PC stated that they are happy that these priorities clearly map to the School Development Plan.

Item 6 School Development Plan Review

Circulated as part of the papers.

C&PC asked are priorities 1,2 & 4 (marked as ‘OFSTED Priority’) particular areas of concern for the school and as such need particular focus?

RESOLUTION: No. These are not areas of concern but rather priorities the school has identified that align to OFSTED national priorities. These priorities fall within the school’s various committee remits and will be addressed within their area of work.

C&PC informed that these priorities were recently discussed at length in SC.

With regards to priority 7, C&PC asked what the school is doing to support around mental health for parents? Is this priority solely focused on supporting pupil needs in conjunction with parents or is this priority directed towards parent's well being too?

RESOLUTION: Both. The school signposts stakeholders to their website where (under the safeguarding section) there is a link to a health check website and the school works in partnership with a number colleagues and external agencies. SLT informed C&PC that the school has learning mentors delivering parenting courses that have sections on mental health. The ADHD Foundation has been written into the School Development Plan as well as the SEND Action Plan.

The school has recently convened a Health and Wellbeing Team. CP&C asked is this comprised of existing staff members?

RESOLUTION: Yes. At the moment the school is focusing on mental health and welling of school staff. As deliverers of education, SLT suggested that it is important to address staff mental health and welling being so they are in the strongest possible position to support others.

The school has already had an INSET day on this and two school staff members recently attended a Mental Health course run by private agency call Aqua Marine. In July '18, T. Skarratts- Jackson trained a number of TAs and Learning Mentors in Mediation and Breathing exercises to pupils. The school now runs stimulating mediation sessions in the morning to prepare them for learning and calming mediation in the afternoon after the lunch time break.

All the staff are becoming much more aware of the benefits of these sessions and SLT proactively support staff engagement.

ACTION 2(10/18): The school Mental Health Strategy will be discussed at the next C&PC.

C&PC asked is there any way the school could facilitate a workshop for parents?

RESOLUTION: The school is currently working with and focusing on staff training but will look towards engaging parents in training workshops in the near future.

C&PC asked how does the school assess impact of the mediation session on pupils?

RESOLUTION: SLT stated that while it is difficult to measure impact quantitatively, qualitatively feedback from staff has strongly suggested that they have seen a definite benefit for learners.

C&PC asked have parents commented on child behaviour outside the learning environment?

RESOLUTION: No - not yet at least. SLT suggested that when they engage with parents in mental health and wellbeing workshops this could provide an opportunity for feedback.

SLT has just circulated a questionnaire to school staff on mental heath and well being which is anonymised but the SLT have asked for colleagues to indicate which department they are in so SLT can identify any specific areas of concern and focus their endeavours.

DECISION TAKEN: Chair asked C&PC if they are happy with the School Development Plan. Vote taken to approve School Development Plan and **agreed**. This will be ratified at the upcoming FGB on 22/11/18.

Circulated as part of the papers.

SLT discussed the 2017/18 Key Attendance Data and remained C&PC that PP is highlighted in red to ensure that the school focuses on it disadvantaged pupils.

C&PC governors stated that some of the data highlighted in red actually looks positive when compared with other cohorts - citing 94% PP overall attendance however SLT stated that the school is aiming for zero margins between cohorts. The school has tasked a learning mentor to focus on learner's attendance.

C&PC informed that school staff have been instructed to not to change class registers to 'in attendance' if a pupil arrives late so SLT are able to better monitor punctuality. This was an issue raised by the recent SIA visit as SLT had suggested that there may be an issue with punctuality however given the previous practice of changing attendance mark from absence to present, the issue was not getting captured fully.

CPC asked does school focus as much on punctuality as attendance?

RESOLUTION: Yes, and new practices are making it easier to identify. SLT stated that they do facilitate support for parents.

C&PC asked are positive results coming from interventions?

RESOLUTION: Yes. Issues are very often resolved with the school giving parents feedback on the need for punctuality and advice on changing morning routines has helped.

C&PC queried the percentages in the significant concern letter (in the appendix of the circulated strategy) highlighting that the document says that '*your child's attendance is below 80%*' however later in the document it states that '*once a child's attendance drops below 90% it will be monitored*'. As such, when a parent receives this letter, the child's attendance has already passed the threshold stated in the letter.

RESOLUTION: SLT stated that parents get reminder letter and telephone calls very often. The school policy is that once a child's attendance goes below 90% it is an area of concern and will be monitored but if a child's attendance is below 80% which is a critical concern and will be signposted towards a panel.

SLT stated that they look at patterns in behaviour to make judgements and the school has recently had a pupil leave whose attendance was at 36%.

CPC stated that they are surprised that the thresholds are so low.

RESOLUTION: SLT stated that they are in constant communication with external agencies to address pupil's need.

C&PC asked does the school have a VDU that could be used to highlight attendance and punctuality information so the school could share more widely in areas where parents drop their child off?

RESOLUTION: SLT stated that they will look into ways to ensure information about attendance and punctuality is fully understood by parents. This could be on notice boards and newsletters as well as the website.

C&PC asked if this information is distributed to parents in any media other than website?

RESOLUTION: C&CP suggested that the school could publish this information in the header of the school newsletter.

ACTION 3(10/18): K. Choudhary to contact school office and arrange governors to receive the school newsletters.

Chair highlighted a grammatical error on page 1 paragraph 4.

DECISION TAKEN: Chair asked C&PC if they are happy with the School Development Plan. Vote taken to approve Attendance Strategy and **agreed**. This will be ratified at the upcoming FGB on 22/11/18.

Item 8 Exclusion Report

SLT stated that there has been a massive improve with only one exclusion for 2 days in 2017/18.

	2013-14	2015-16	2016-17	2018-19	Nat Ave	2018-19 Target
All Children	1.32%	1.64%	0.86%	0.11%	1.37%	0%
Pupil Premium	2.88%	5.34%	1.96%	0.7%		0%

C&PC asked is this impressive result because of a change in the school's ethos?

RESOLUTION: SLT suggested that it is – alongside better staffing structures and the positive changes made.

SLT stated that the behavioural traffic light system has worked really well in school.

Item 9 P.E and Sports Funding Report

Circulated as part of the papers.

Chair highlighted that there are some errors low level administrative errors in the document that need addressing.

SLT stated that the Sport and Well Being Grant has been a really good resource for the school and enable the school to offer further sports club provision across the school.

C&PC stated that they are aware that the school tries to target provision towards PP learners but are their engagement levels good for out of hours with the need for signed consent paperwork?

RESOLUTION: SLT stated that given these sessions are free, the 'take up' to the sessions is often high.

C&PC asked how many sports sessions do foundation level pupils receive in their curriculum?

RESOLUTION: The school has engaged a sports consultant weekly and there are a number of targeted sports clubs. SLT informed that the school has started these sessions from the beginning of the academic year which is fairly unique in the local area given a lot of schools do not start their foundation stage curriculum until after the Christmas period.

C&PC stated that it is good to see that the school outcomes for PP learners closely mirror achievement rate of other cohorts in the school.

C&PC stated that they are happy with increase in sports activity across the school and in involvement of inter school competitions.

ACTION 4(10/18): SLT to send M. Wiggins (as PE Lead) the date of the upcoming football competition to be hosted at the school – circa December '18.

ACTION 5(10/18): SLT to inform PTA of the date with the view of serving tea & coffee to visiting parents.

DECISION TAKEN: Chair asked C&PC if they are happy with the P.E and Sports Funding Report. Vote taken to approve P.E and Sports Funding Report and **agreed – with the low level administrative amendments**. This will be ratified at the upcoming FGB on 22/11/18.

Item 10 Designated Safeguarding Officer Report

Circulated as part of the papers.

Annual Report from Safeguarding Officer on;

- Number of referrals; the school has received made 35 referrals.
- Outcome of referrals;
 - as discussed in previous meetings, the vast majority of these referrals are low level and, as such, are dealt with by staff. There are currently 2 pupils in CiN.
 - 7 ongoing TAFs cases. This figure can vary through the year.
 - The school has 6 LAC children and no children currently in Child Protection (CP).

C&PC asked what does the acronym TAF mean?

RESOLUTION: Team Around the Family

- Safeguarding Training;
 - B. Cassidy led a session for Dragon Club mid day staff in September '18.
 - School staff are completing their Educare Safeguarding Training updates online.
 - T. Skarratts-Jackson (and another staff member) recently attended Wirral Safeguarding Conference.

C&PC reminded that Governors need to undergo Educare Safeguarding Awareness training in a two yearly cycle.

C&PC discussed the need for the Safeguarding Lead Governor to review the school's Safeguarding policy annually.

ACTION 6(10/18): C&PC chair to discuss the level of duties of Safeguarding Lead Governor with the Chair of Governors.

ACTION 7(10/18): K. Choudhary to contact C. Roberts to see which governors may need to go through updated Safeguarding Awareness Training.

Item 11 Safeguarding Policy

Circulated as part of the papers.

Chair highlighted that there are some errors low level administrative errors in the document that need addressing.

DECISION TAKEN: Chair asked C&PC if they are happy with the Safeguarding Policy. Vote taken to approve Safeguarding Policy and **agreed – with the low level administrative amendments.** This will be ratified at the upcoming FGB on 22/11/18.

M. Chambers left the meeting.

Item 12 SEND 2018/19 Report

Circulated as part of the papers.

C&PC discussed the vacant governor SEND Lead role (given R. Olsen has recently stepped down as a Parent Governor). A. Ward suggested that he would potentially be interested in fulfilling this role however would need further context of the role and its responsibilities before making the commitment.

ACTION 8(10/18): Sonia Huxley to contact A. Ward to discuss SEND Lead Governor role.

C&PC asked what the red and yellow highlight on page 6 represented?

RESOLUTION: Red needs to be deleted and yellow is a priority.

ITEM 13 SEND 2018/19 Policy

DECISION TAKEN: Chair asked C&PC if they are happy with the SEND Policy. Vote taken to approve SEND Policy and **agreed – with the low level administrative amendments.** This will be ratified at the upcoming FGB on 22/11/18.

Item 14 Behaviour and Pastoral Care Report

Circulated as part of the papers.

C&PC asked what does acronym SPTO mean?

RESOLUTION: School Pupil Tracker Online

C&PC asked what does the yellow highlight represent?

RESOLUTION: SLT stated that historically TAs who support learners had been tasked with completing too many tasks for them and as such, the learners had become too reliant on them so a school priority is to move away from this practice. This yellow high will be taken off the final ratified version.

SLT stated that the school's behavioural data has greatly improved. There are no areas of significant concern however from a micro perspective, areas to highlight are; boy's behaviour in summer term and SEND.

CPC said that they are impressed with the statistics and it is really good to see the improvements the school – and learners have made. C&PC suggested that parents have embraced the online tracker.

C&PC asked if the individual comments will be saved over the course of the year?

RESOLUTION: No, the individual comments are overwritten after a period of time. However, the data and plans are kept.

SLT reported that the school had received;

- 3 bullying forms – 2 resolved however the school disagreed with parental perception after full investigation.
- 4 racism forms – low level language and all learners have had educational programs with B. Cassidy and parent spoken to.

Item 14 Curriculum Updates

SLT suggested that most of the curriculum updates have been covered as part of above however stated the school has a lot of CPD in areas such as History and Geography. C&PC informed that SLT has recently attended a Focus training course.

C&PC suggested that it would be useful for SLT to provide Governors with a list of upcoming CPD training with the view to inviting Governors on any relevant training courses.

ACTION 9(10/18): SLT to forward a list of upcoming CPD opportunities to Governors.

Item 15 Updated Learning and Teaching Policy

Circulated as part of the papers

C&PC stated that they are very happy with the transparency of the document and feel that it very clearly articulates what parents, learners and teachers can expect from the school however highlighted that there was not anything specifically focusing on health and wellbeing.

RESOLUTION: SLT suggested that the school looking towards releasing a Health and Wellbeing Strategy that will be read alongside other policies.

DECISION TAKEN: Chair asked C&PC if they are happy with the updated Learning and Teaching Policy. Vote taken to approve policy and **agreed**. This will be ratified at the upcoming FGB on 22/11/18.

Item 16 Committee Training Requests

C&PC informed that Observing Lesson Training has been scheduled for before FGB 22/11/18. There was some confusion surrounding start time.

ACTION 10(10/18): K. Choudhary to confirm start time of Observing Lesson Training with all governors.

Item 17 Date and focus of next meeting

Meeting Finished @ 7:30pm

Date of next meeting – Thursday 28th February @ 5:30pm

Chair Sign Off
Date

Item	Summary of actions from C&P meeting	Whom	Date to be completed
4	<u>1(10/18)</u> : K. Choudhary to update Terms of Reference to read; <i>'This includes the national pupil surveys and health monitoring in F2 and Year 6'</i> .	K. Choudhary	Nov '18
6	<u>2(10/18)</u> : The school Mental Health Strategy will be discussed at the next C&PC	SLT	Nov '18
7	<u>3(10/18)</u> : K. Choudhary to contact school office and arrange governors to receive the school newsletters.	K. Choudhary	Nov '18
9	<u>4(10/18)</u> : SLT to send M. Wiggins (as PE Lead) the date of the upcoming football competition to be hosted at the school – circa December '18.	SLT	Nov '18
9	<u>5(10/18)</u> : SLT to inform PTA of the date with the view of serving tea & coffee to visiting parents.	SLT	Nov '18
10	<u>6(10/18)</u> : C&PC chair to discuss the level of duties of Safeguarding Lead Governor with the Chair of Governors.	B. Clark	Nov '18
10	<u>ACTION 7(10/18)</u> : K. Choudhary to contact C. Roberts to see which governors may need to go through updated Safeguarding Awareness Training.	K. Choudhary	Nov '18
12	<u>8(10/18)</u> : Sonia Huxley to contact A. Ward to discuss SEND Lead Governor role.	Sonia Huxley	Nov '18
14	<u>9(10/18)</u> : SLT to forward a list of upcoming CPD opportunities to Governors.	SLT	Nov '18
16	<u>10(10/18)</u> : K. Choudhary to confirm start time of Observing Lesson Training with all governors.	K. Choudhary	Nov '18