

Watcombe Primary School

Children and Curriculum Minutes Thursday 22nd March 2018 at 5:30pm

Present	Apologies	Absence, no apology
<p style="text-align: center;"><u>Governors</u></p> <p>Mrs Fiona Prior, Mrs Kelly Snell Mrs Suzanne Beasley Mrs Elly Stevens, Mr Adam Morris,</p> <p style="text-align: center;"><u>In Attendance</u></p> <p style="text-align: center;">Mrs Fleet (Clerk)</p>	<p>Mrs Jill Ireland Rachel Farrin Mrs Rachel Byford Miss Jo Ley</p>	

1. Welcome and introductions

2. Apologies for absence / Declarations of Pecuniary Interests

Apologies were received from Miss Ley, Mrs Byford, Mrs Ireland and Mrs Farrin. Mrs Snell disclosed a pecuniary interest.

3. Notification of items for AOB

- Sex and Relationships Policy
- Impact of 30 hours funding
- T&L Learning Walks

4. Adoption of the minutes from 30/11/2017

PP to be reported in Miss Ley's link governor report. Check the TOR for this role to ensure this is included.

5. Data Report from Governors

Data minutes to be circulated to children and curriculum committee and email and questions or comments.

6. Link Governor Reports

Safeguarding: The e-safety is included in the curriculum and is included in any computer learning the children do, it is regularly referred to. The training that the police used to provide they no longer have the capacity to do so.

GQ: Have we had a response to the Children's services complaints?

A: Yes, they have recirculated the guidelines and rules to ensure everyone's understanding.

Mrs Prior attended some safeguarding training for chairs of governors run by TTSA (Torbay Teaching School Alliance) and this gave her the opportunity to talk with other schools, from this Mrs Prior raised the following questions:

Q1: Do we ensure we get acknowledgment of receipt of pupil records when they transition to a new school and do we always chase records for children joining the school? Who is responsible for that process?

A: Yes, we have a very robust system although some schools are not so good at sending across information and it can take up to 3 requests for previous schools to send the required information. We always send our information across to schools when necessary.

Q2: Have we reviewed and updated the safeguarding policy in light of the changes which now allow school to confiscate electronic devices/phones to state that the

school can and will if they suspect the device is allowing a child to be at risk of harm or cause harm?

A: We don't currently have this in the safeguarding policy however, it is covered in the behaviour policy. We will also add it into the safeguarding policy.

Q3: Did we receive our feedback letter following our most recent audit? Were there any actions arising? Have those actions we reviewed and followed up? Have the linked governors ensured this has happened? Can we add that to the TOR for the linked governors as one of their roles including reporting back to governors the outcomes of the audit?

A: Yes, we've received our feedback and we have been asked if ours can be used as an exemplar for other schools. We have responded to our actions. The safeguarding TOR will also be amended to include the feedback so this will then inform governors.

GQ: Should we consider creating a list of standard questions that linked governors can ask children/staff/volunteers each year to assess progress in tackling misconceptions/monitoring behaviour and attitudes/to check understanding? Should we do this using a SurveyMonkey or face-to-face?

A: We generally use generic questions anyway so the responses can be monitored. It was also agreed for the link governor reports to also feedback to the children. Governors felt that now we have link governors coming in to school and having more in-depth conversations with the children which gives more detail than a questionnaire.

GQ: Should we include a contact number on our poster listing the designated senior leads and safeguarding governors that people can call to report a concern if they do not want to do it face-to-face - for example the safeguarding hub number?

A: It was agreed for the Children's Services telephone number to be included on the poster displayed in school.

PD, B & W:

GQ: What have been the reasons for the penalty notices that have been issued? Were they for poor attendance or refused absences?

A: They were for unauthorised absences.

We would like to increase the attendance target to 96% with governor's approval. Parents need to be making the school aware when a child is absent. Parents also need to ensure that their contact details are kept up to date and at least one is a keyholder. This is in response to serious case reviews. Parents will be informed. Medical absence proof can be requested where necessary. A change within the attendance policy is that requests for absence to be submitted at the earliest opportunity rather than the term before. No absences will be authorised if a child's attendance is below 96%. This will be based on the previous 6 months attendance figures. Parents will receive the first letter once a child's attendance drops below 96%.

Attendance is increasing significantly. A lot of work is going into making this happen and the results are very positive. Governors would like to give thanks to the pastoral and office teams for all the hard work they are putting in to attendance.

SEND Report: Mrs Byford wasn't at the meeting to discuss the report however, the following questions were asked:

GQ: The last review was in December which is now 3 months ago which was showing some SEND children not making the expected progress, has this improved?

A: This will be picked up in the next report.

GQ: If EHCP's are turned down are we able to reapply?

A: Yes, but we must wait 6 months before re applying. The current turn down rate is about 20%.

GQ: There are 21 children on our SEND register, how does this compare to the national and local figures?

A: Our figure is now much lower since the new code of practice came in 2 years ago. This changed the criteria for being on the SEN register changes and became much more stringent. We do have a separate register for children with additional needs. Our numbers are high against the national. The headteacher's report does look at this termly for children on the SEN register.

EYFS:

The school need to identify EY's special educational needs earlier. There is a greater need for SEN than the report currently reflects. 2 children currently have 1-2-1 support.

7. PP Funding Allocation

The finance committee will also be looking at this. The suggestion is to continue with the same pattern and expenditure as last year giving the same level of support. The PP report is also published on the school website. The impact of what we have achieved with this cohort has been positive which is why we would want to continue with the same level of support.

GQ: In year 6 what is the latest a child can be moved across?

A: The child can still move at any time but it may mean their results stay with the previous school within a set timescale.

Most year groups are now nearing full capacity and we are currently oversubscribed for Reception in September.

8. Report on the standards of Teaching and Learning

There has been no change, we have the same personnel. All the teaching is good or better with some continual outstanding teaching.

9. Policies

Admissions to Nursery: SLT has looked at this policy and there are no changes.

10. AOB agreed at the beginning of meeting

Sex and Relationships Policy: This has been sent out to governors prior to the meeting. There has been a slight change in in content. Sex education currently isn't compulsory at KS2 however we continued to offer this. There is new guidance coming out for 2019 and it is likely to become statutory again then. The sex and relationships education covers healthy relationships (age appropriate) this also links into the PSHE curriculum and science. Science will look at body changes. It will also respond proactively where necessary i.e. safe touch.

Year 3 cover more in depth content around body changes which will include the correct vocabulary for body parts.

Year 6 watch a film which is the same as what has been used previously. Parents can withdraw their child from sex education if they want to.

The proposal is for year 5 and 6 to cover puberty and physical and emotional changes in the autumn term. Then sex education in the summer term.

Year 6 could cover human reproduction and contraception. The contraception film is very minimal and only talks about the pill and condom.

GQ: Do we need to be mindful of religion?

A: Yes, we would send a letter to parents to explain what will be talked about and they would have a right to withdraw their child.

A letter would be sent at the beginning of the year to explain the content to be covered as an overview letter. A letter would be sent to parents again before going ahead with sex education.

The proposed changes were unanimously agreed by governors.

Impact of 30 hours funding: The report has been sent out. It does give us a much higher occupancy with fewer children raking up more time, this has a benefit to those children. It is good for their development and is also good financially.

GQ: Do we have to have 8 places available for the surestart children?

A: Yes, it's in our agreement.

It was suggested about if we should consider taking over the surestart building and if we should look into the option of taking more children. If we became an academy we would have rights over that building. We still need to have a nursery. It's only the first year for the 30-year funding so we will monitor how this goes. Mrs Stevens will consider how the partnership works and what most benefits the school in her report.

T&L Learning Walks: Mr Morris proposed 26th April 9-11am for governors to come into school. Invite children and curriculum governors initially and re offer a further date if necessary.

11. Impact/Outcome of Meeting

- Agreed amendments to the attendance policy and changed thresholds
- Sex and Relationships policy reviewed and changes agreed
- Reviewed reports from linked governors
- Looked at impact of 30-hour funding and review to be ongoing
- PP plan agreed for next academic year.

12. Date of next meeting

Summer term- date to be confirmed.

	What?	Who?	When?
1.	All governors to be set up with a school email address	Mr Saunders	April 18
2.	Check Miss Ley's TOR to include PP reporting (item 4)	Mr Morris	
3.	Add confiscation of devices into the safeguarding policy. (Item 6)	Mrs Snell	
4.	Amend safeguarding TOR to include reporting on safeguarding feedback. (Item 6)	Mr Morris	
5.	Link governor reports to feedback to children.	Link governors	
6.	Include Children's services telephone number on the posters within school.	Mrs Snell/Mr Morris	
7.	Look at the partnership agreement in more detail in EYFS link governor report,	Mrs Stevens	Next Report
8.	Check the learning walk date with C&C Committee	Mrs Prior	ASAP