**Rednal Hill Junior School Governing Body**

Minutes of Governors’ Premises Health and Safety and Safeguarding Committee held on

**Thursday 21st March 2019 at 4:00pm**

**Present:**

Mr Robert Jones (Headteacher)  
Mr Mark Eaves-Seeley (parent governor and Chair of Governors) **Chair**  
Ms Joanne James (co-opted governor)  
Ms Angela Boulton (parent governor)  
Mrs Faye Tilley (staff governor)  

By invitation: Ms Rebecca McAnulty (DHT)  
Ms Karen Baker (SBM)  
Jason Shurvinton (BSM) left the meeting at 4.30 after the site walk.

Observers:  
Ms Dawn Rottenbury  
Dr Graham Knight

In attendance: Mrs Janice Moorhouse (clerk)

---

1. **Welcome and apologies for absence**  
The Chair welcomed governors to the meeting.  

**Apologies for absence:** no apologies received. All members present

---

2. **Minutes of the previous meeting**  
Date of next meeting to be amended to read ‘Thursday 21st March 2019’.  
With this amendment, the minutes of the meeting held on Thursday 18th October 2018 were agreed as a true and accurate record of the meeting.

---

3. **Matters arising from the minutes**
   - Health and safety action plan and progress report: see item 5

---

4. **Previous minutes signed**  
The Chair of Governors signed the minutes. Handed to the HT for filing in school.

---

5. **Standing item**
The report from Elite Safety in Education was circulated before the meeting.  
Inadequate controls identified:  
No information available regarding identified DSE users.  
ACTION taken: DSE questionnaire supplied December ’18. March 2019, SBM sent the questionnaire to all relevant staff. Response awaited.  
Monitoring accidents for trends: **ACTION: SBM to carry out a monitoring exercise in the summer term ’19.**  
Outdoor play equipment safety checklist: early signs of water intake on some posts on the monkey bars, the moving balance beams and the trim trail.  
   - Verbal report of Health and Safety visit 21st March 2019  
SBM reported the inspector had identified the upstairs corridor fire route was partially obstructed by a table and chair. This had been identified in the inspection on 4th December ’18 and queried as being a big enough risk to stop TAs working with pupils outside the classroom.  
**ACTION: to be reviewed by governors during the site walk.**  
SBM reported Elite Safety was signed up for one more year to carry out the H&S inspections in the school.  
**ACTION: SBM: inspection dates to be changed to fit with governors’ meetings.**  
SBM to attend 2 day Institute of Occupational Safety and Health (IOSH) training.

---

6. **Site update**
HT and governors walked the site to see work underway and work planned.
Table in upstairs corridor: see item 5: Chair suggested discussing the matter with the fire office.
- Proposed window replacement summer 2019
HT reported a response from the LA related to a dual funding bid (£21,157) was awaited.

7. Policies
HT reported polices had been updated in relation to names and contact details. Otherwise unchanged.
- Business Continuity Plan for disaster recovery in the event of a critical incident.
  Review date: spring ’20
HT reported details in relation to keys etc for off site evacuation were now available.
The plan was approved as presented for use in the School.
- Severe Weather policy: anticipated review date: spring ‘23
HT reported the policy, based on LA guidance, was unchanged and had been circulated to parents.
The policy was approved as presented for use in the School

8. Headteacher’s report: behaviour, safety and welfare (circulated before the meeting)
  - Attendance
    Overall academic year so far: 95.85% (worst six PA removed: 96.1%)
    Pupil Premium 94.8% (national figure 94.0%)
    Governor queried the reason for the improved attendance figures.
    HT reported there were a number of pupils in year 6 in the 2017/18 academic year with very poor attendance.
    Persistent absence (absent for 10% or more sessions): 9.13%. Pupil Premium pupils: 12.2% (national figure 16%)
    Noted: 33 pupils PAs; 24 of which are pupil premium pupils. One pupil had an attendance figure of 41%. DHT
    reported this was due to significant mitigating circumstances.
  - Behaviour
    HT reported two year 3 pupils were on part time timetables.
    Behaviour for learning: Strategic School Improvement Fund (SSIF) review January 2019 judged behaviour for
    and attitudes to learning had drastically improved.
    HT reported the SSIF was an £11k grant to work with a teaching school for five terms.
    DHT reported teachers were using better strategies to engage learning.
    Parental involvement had increased with INSPIRE programme being well received and SENDCo’s ASD drop-ins
    were well attended.
    DHT reported a number of parents who did not engaged with workshops focused on English and maths did
    enjoy being in school and in workshops where they could be creative with their child.
    Governor suggested holding some of the workshops and parent group meetings in the afternoon.
    ACTION: to look at alternating workshops and meetings between morning and afternoons.
    Parents’ meetings to have a purpose/theme such as homework, behavior etc. A programme for meetings to
    be put together and published at the start of the academic year.

DHT circulated ‘Behaviour update July 2018’ including details of red, yellow and green cards issued up from
summer 1 2017/18 to spring 1 2018/19.
DHT reported staff expectations were now higher. Boys received more red cards than girls and pupil premium
pupils received more red cards than non-pupil premium pupils. The % of the total number of red cards
received by each group to be monitored.

Governor commented that trend would happen at, for example, the end of term.
Governor asked if the Infant school used a similar system.
Governor reported the Infant School used the ‘rocket system’ with all children staring in green and moving
up or down to orange or red.
Governor asked if systems were discussed with the Infant School and commented that transition from the
infant to the junior school could be difficult.
HT stated it was difficult to build in elements to transition pupils from one behavior system to another. An
explanation of the behavior system was a part of the induction process for autistic pupils.
Governor asked about transition from Year 6 to Year 7.
HT reported pupils could have an extended transition week plus extra days in and trips to the new school.
Pupil safety questionnaire: responses made in July ’17 and July ’18 circulated before the meeting. Governors noted the issues raised by Year 4 pupils. DHT reported those pupils, now in year 5, had re-done the questionnaire in the first half of the autumn term and would repeat the questionnaire in July. Noted: a number of pupils were worried regarding people getting onto the site.

Newstart action plan 2018/19: DHT reported New start was a project on developing emotional resistance.

12. Any Other Business
   • Verbal update following Institute of Occupational Safety and Health (IOSH) H&S training

Date of next meeting: Thursday 20th June 2019 4pm

The meeting closed at 5.05pm