## Rednal Hill Junior School Governing Body

Minutes of Governors’ Premises Health and Safety and Safeguarding Committee held on Thursday 20th June 2019 at 4:00pm

### Present:
Mr Robert Jones (Headteacher)  
Mr Mark Eaves-Seeley (parent governor and Chair of Governors) Chair  
Ms Angela Boulton (parent governor)  
Mrs Faye Tilley (staff governor)  
Dr Graham Knight (LA governor)  
By invitation: Ms Rebecca McAnulty (DHT)  
Ms Karen Baker (SBM)  
Jason Shurvinton (BSM)  
In attendance: Mrs Janice Moorhouse (clerk)

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

**Apologies for absence** received and accepted from Dawn Rottenbury (co-opted governor).  
**Absent:** Ms Joanne James (co-opted governor)

### 2. Minutes of the previous meeting
The minutes of the meeting held on Thursday 21st March 2019 were agreed as a true and accurate record of the meeting.

### 3. Matters arising from the minutes
- SBM to carry out an accident monitoring exercise in summer term ’19  
  On going action. SBM reported there were no worrying trends. The necessary procedures to be investigated.  
  - Outdoor play equipment safety checklist  
  BSM reported the moving balance beams had been repaired and all equipment was monitored on a weekly basis.  
  - Corridor partially obstructed by a table and chair: HT reported the chair and table had been removed from the corridor.  
  - Inspection dates to be changed to fit with governors’ meetings (SBM)  
  - Alternating parent workshops between morning and afternoon (DHT): DHT reported this was in hand.

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

### 5. Standing item
- Review Health and Safety Inspection report dated 21st March 2019 (circulated before the meeting)  
  A verbal summary of the items raised on the inspection 3 visit was given at the meeting on 21st March.  
  Governors noted the item identified as an inadequate control was outstanding from the previous two inspections. This related to monitoring accidents for trends and required a system for recording all incidents and accidents so trends/risks could be identified and controlled to prevent future injuries.  
  The report commented that the school had made excellent progress with regards to H&S around the site.  
  The majority of actions from the previous visit had been or were in the process of being completed.

- Next inspection 17th July ’19
6. **Site update**
   Proposed window replacement summer ‘19: dual funding and landlord approval.
   Governors noted the content of the landlord approval letter dated 18th June (circulated before the meeting) and the condition that a UKAS (United Kingdom Accreditation Service) accredited asbestos surveyor would be on site when all windows were being removed.
   HT stated windows to be replaced in classrooms, corridor and office. Permission was subject to a report from a structural engineer which was awaited. Work to be carried out by Birmingham Glass Services.
   SBM reported an application for building regulation approval had been made.

   Replacement boiler -update: BSM reported work was going well with contractor ready to start on work inside the school. The work was due to finish at the end of August.

7. **Policies**
   - Fire risk assessment
   - Asbestos management plan 2018-19 academic year: for governors to note
   - Statutory testing; annual declaration of compliance submitted April ‘19
   - Legionella: risk assessment to be updated October 2019 following replacement of boilers
   - Subject Access Requests (SAR) and Privacy policy alteration and ratification
   HT proposed the school Privacy Policy be amended under the section ‘Requesting access to your personal data’ to include the following:
     ‘Rednal Hill Junior School reserves the right to withhold an educational record (or part of the record) where the school deems the information might cause serious harm to the physical or mental health of a pupil or another individual’.
   Governors approved the addition to the Privacy Policy as presented.

8. **Headteacher’s report: behaviour, safety and welfare** (circulated before the meeting)
   **Attendance:** overall 95.7% (national 2018 95.8%) attendance with six worst PA removed: £96.1%
   unauthorised absence: 0.8% (national 2018 1.1%)
   Number of pupils that are persistent absentees (absent for 10% or more sessions) 8.8% (31 pupils)
   Disadvantaged pupils: 193 on role. 12% are persistently absent (national 19.2%)
   DHT reported two pupils were having external counselling and this counted as absence.
   HT reported the school continued to receive requests for holiday in term time.

   **Behaviour:**
   HT reported thirteen fixed term exclusions (involving seven pupils) in the 2018/19 academic year with one tuning into a permanent exclusion. The permanently excluded pupil accounted for five (38%) of the 13 fixed term exclusions.
   HT reported the majority of fixed term exclusions were related to transition from year 2 to Year 3. To help transition, the HT to work with the Year 3 team in the autumn term.
   DHT reported there had been an increase in parental involvement with INSPIRE programme being well received, successful ASD drop ins and well attended SEND review meetings.
   Governor commented on personal situations that would count as absent such as appointments with social workers.

9. **Safeguarding**
   - SRE update
   DHT reported the policy was being reviewed and staff looking at new resources. A parent/staff consultation on resources would be held.
   There had been a small number of enquiries related to the ‘no outsiders in our school’ programme. These
had been discussed with the DHT and parents reassured.
- Safety questionnaire update (questionnaire circulated before the meeting)
Governors noted Year 5’s responses from July ’19 and February ’19.
- Behavior questionnaire results (questionnaire circulated before the meeting)

Governor raised a concern about pupils getting yellow/ red cards and then not receiving the consequence (i.e losing good to be green time) until the last afternoon of term which in some cases could be 5-6 weeks later.

The school ethos of once the cards had been issued the incident was forgotten and tomorrow was a fresh day did not fit with receiving the consequence in the last afternoon of term when the incident was being brought back up again. Some children would only remember that one “negative” incident all term and not all the good they had achieved because it was the last thing they were reminded of before starting the school holidays.

At a time when the school was promoting good wellbeing, some children could feel bad about themselves as they finished school and started their holidays.

Governor’s comments were noted and ACTION DHT to follow up.
  - On line behavior results (questionnaire circulated before the meeting)
  - Staff well being report (circulated before the meeting)
HT reported a cross section of staff were spoken to in a group.
ACTION: HT to respond to the report
ACTION: a governors working party to be set up to review the report. The Chair commented on the need to obtain some qualitative data before governors started to look at the detail of the report.

10. Any Other Business
No items

Date of next meeting: to be arranged

The meeting closed at 5.15pm