

CARDEN PRIMARY SCHOOL

GOVERNING BODY

**MINUTES**

<b>Committee</b>	<b>Health Safety and Welfare</b>
<b>Date/Time:</b>	11 <sup>th</sup> October 2016 8am
<b>Location:</b>	Carden School
<b>For:</b>	HSW Committee
<b>Distribution:</b>	Governing Body Website
<b>Quorum:</b>	At least 3 Governors to be present for decisions to be binding
<b>Present:</b>	<b>Governors (voting)</b> Sophie Wadleigh (SW) Chair Jayne Bravery (JB) Chair of Governors Jeff Nixon (JN) Helen Longton Howorth (HLH) Headteacher Other (non voting) Janet Johnson JJ Clerk
<b>Apologies</b>	Paul Smith (PS) accepted John Hull (JH) absent

	<b>DISCUSSION and DECISIONS</b>	<b>ACTIONS</b>
1	<b>SW</b> opened the meeting which was to be largely organisational. JH absence was noted.	
2	<b>Declaration</b> of Interest in items on the agenda No new declarations were made when invited. Governors agreed all could remain and take full part throughout the meeting.	
3	<b>Minutes from</b> last meeting 10 <sup>th</sup> May 2016 These were agreed to be an accurate record and signed by SW accordingly.	
4	<b>Matters Arising if not covered elsewhere</b> 4.1 The report on the Resilience group of persistent absentees would either be dealt with by email or included in the next report to governors on attendance from the deputy headteacher 4.2 The staff meeting re Safe to Learn had been postponed to 14 <sup>th</sup> December. SW would attend. 4.3 The evaluation of the nurture scheme was awaited. SW would liaise with the deputy headteacher. It was considered it could be evaluated outside of a meeting. 4.4 [Discussed at the Chairs meeting 4.10.16] The Health and Safety school committee; including staff voice would be taken forward by SW and JB. 4.5 The ICT policy report would be submitted by PS. 4.6 The exit survey had not taken place and governors wished to take steps to ensure it was in place for next year. The questions were to be an agenda item for next meeting.	SW to take forward  SW  SW  JB SW  PS  SW

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	<p>4.7 Parent views. These would be sought at parents' evenings. SW HLH and JB would liaise re questions and attendance by governors.</p> <p>4.8 The deputy headteacher and the behaviour lead would present behaviour data at the next meeting.</p> <p>4.9 Health and Safety would be a standing agenda item.</p> <p>4.10 HLH confirmed the premises management documents were in order.</p> <p>4.11 HLH confirmed the website had been checked and found to be compliant.</p> <p>4.12 JB would liaise with the deputy headteacher to review safeguarding. Governors checked the names on the Child protection policy were current.</p> <p>4.13 Visitors and vexatious complaints protocols were to be reported on by HLH at the next meeting.</p> <p>4.14 The next health and safety walk would be with SW. HLH confirmed there were no issues from this term's walk and governors clarified which area had been covered.</p>	<p>SW HLH JB</p> <p>SW</p> <p>SW JJ</p> <p>JJ</p> <p>JB</p> <p>HLH</p> <p>SW</p>
<p>5</p>	<p><b>SCHOOL IMPROVEMENT</b></p> <p><b>What is the work of the committee this year, how are we going to do it and what information do we need?</b></p> <p>Governors agreed the main focus work of the committee for school improvement was Theme 4, Personal Development and Welfare. This would be monitored by</p> <ul style="list-style-type: none"> <li>• Safeguarding governor (JB) to meet with the designated safeguarding lead termly, to complete the safeguarding audit, check the single central record and check the actions on the audit and single plan were being progressed. This would be reported back to this committee.</li> </ul> <p>It was agreed at the next meeting a safeguarding scenario would be posed to test the efficacy of the related policies.</p> <ul style="list-style-type: none"> <li>• Attendance. The priority of this was high and SW would meet with the deputy headteacher and the attendance officer, paid for with pupil premium funds Maggie Baker. Governors were concerned to learn that since the High court ruling regarding fining for absences, absences due to holidays had increased significantly.</li> <li>• Behaviour. As discussed at 4.8 a termly report with comparable data was requested and the deputy headteacher and behaviour lead would take questions.</li> <li>• Welfare. The termly health and safety walks would continue.</li> </ul> <p>The single plan would be amended to include governor monitoring at items 6 and 10 on this theme.</p> <p>Further external confirmation to enable evaluation would be to conference children on the subject of core values in the summer term and parents on behaviour.</p> <p><b>Policy reviews</b></p> <p>The procedure for these would be discussed out of meeting and HLH was requested to provide a list of policies appropriate for each committee and when they were last reviewed.</p>	<p>SW to note for agenda and commission reports direct with staff</p> <p>JB</p> <p>SW HLH</p> <p>SW</p> <p>SW</p> <p>SW</p>

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	<p><b>Discussion around children's interviews at 9am.</b> It had been agreed the interviews would not take place at this meeting.</p>	
6	<p><b>Do we need to arrange any training?</b> JB would follow up arranging training for the whole governing body on refreshing evaluation of the school SW would attend safeguarding and equality training It was agreed the GB needed strengthening in premises maintenance and ensuring all governors had clear roles. Methods of achieving this were discussed and JB would take this forward including meeting with JH.</p>	JB
7	<p><b>How do we know our children are safe?</b> <b>Final half an hour interviewing children within school.</b> This item was deferred</p>	
8	<p><b>Any other urgent business</b> HLH outlined some difficulties presented by the change in user of part of the premises. There were now many more people working there and for longer hours. Governors, including a representative from the development and resources committee recommended separate utility meters and pressing for funds from the local authority to cover these as well as a contribution to grounds maintenance. A service level agreement was suggested.</p>	
9	<p><b>Date of Next Meeting</b> The next meeting was to be 28<sup>th</sup> February 2017 at 8am. The summer meeting 9<sup>th</sup> May 2017 was amended to 2pm. There being no further business the meeting closed 9.25</p>	ALL

..... signed ..... dated

Summary actions (on next page)

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ITEM	OWNER	ACTION	DUE BY
4.1	SW	Decide whether the report on the Resilience group of persistent absentees would either be dealt with by email or included in the next report to governors on attendance from the deputy headteacher – liaise CL as appropriate	
4.2	SW	Attend Safe to Learn meeting 14.12.16 and report back	
4.3	SW	Liaise CL re nurture scheme evaluation – report back at next meeting	
4.4	SW JB	Liaise HLH re formation of H&S committee as per H&S policy or set up other monitoring. Staff voice	
4.5	PS	ICT report due – if not at D&R	21.2.17
4.6	SW	Questions for exit survey to be on agenda	
4.7	SW HLH JB	Liaise re questions and attendance by governors	
4.8	SW	Arrange with CL and behaviour lead the data required and to come to next meeting to present on	
4.9	SW	Note re future agenda	
4.10 4.11	JJ	Up-date policy review doc	
4.12 5	JB	Liaise CL re safeguarding reviews	
4.13	HLH	Report on visitors and vexatious complaints protocols	21.2.17
4.14	SW	Arrange date for next H&S Walk	
5	SW	Note for agenda and commission reports direct with staff. Draw up agenda for the year. Liaise JJ	
5	SW HLH	Come up with safeguarding scenario	
5	SW	Meet with MB	
5	SW	Amend single plan.	
6	JB	Follow up training for whole GB and take forward re-recruitment Meet with JH	
6	SW	Attend safeguarding and equality training	
7	ALL	Note dates and times	