

CARDEN PRIMARY SCHOOL  
GOVERNING BODY  
**MINUTES**

<b>Committee</b>	<b>Health Safety and Welfare</b>
<b>Date/Time:</b>	9 <sup>th</sup> May 2017 2 pm
<b>Location:</b>	Carden School
<b>Distribution:</b>	Governing Body, Website, Catriona Lane
<b>Quorum:</b>	3
<b>Chair of Committee:</b>	Sophie Wadleigh
<b>Present:</b>	<b>Governors</b> (voting) Sophie Wadleigh (SW) Chair of Committee Jeff Nixon (JN) Chair of Governors John Hull (JH) Sam Beal (SB) Helen Longton-Howorth (HLH) Headteacher <b>Other</b> (non-voting) Catriona Lane (CL) Deputy headteacher Janet Johnson (JJ) Clerk
<b>Apologies:</b>	Paul Smith (PS) - accepted

	<b>DISCUSSION AND DECISION</b>	<b>ACTION</b>
1	<b>Introduction</b> SW opened the meeting and apologies were considered.	
2	<b>Declaration of Interest</b> No new declarations were made when invited. All could contribute fully throughout the meeting.	
3	<b>Minutes from last meeting</b> The minutes from the previous meeting were agreed to be an accurate record and signed by SW accordingly.	JJ
4	<b>Matters Arising if not covered elsewhere</b> SW would arrange to meet with HLH/CL to complete outstanding items from the previous meetings. HLH would forward the updated single plan. Discussion turned to item 6.	SW HLH
5	<b>How do we know our children are safe?</b> 5.1 Safeguarding Scenario. CL put forward a new scenario and governors' satisfied themselves as to the process and learnt more about CPOMS. CL informed: <ul style="list-style-type: none"> <li>• As at other schools, neglect was the most common issue at Carden. This was usually as a result of another short term issue but CPOMS had improved our ability to identify longer term issues.</li> <li>• As a result of better information it also assisted in identifying some SEND.</li> <li>• Teachers needed to be trained to use it, to decide what was relevant and</li> </ul>	

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	<p>to keep to facts.</p> <ul style="list-style-type: none"> <li>The Safeguarding inset last September was child sexual exploitation. Governors were invited to the next inset day which was to cover the effect of drug and alcohol use on children</li> </ul> <p><b>What does CPOMS look like when you go on it?</b> It depends on security clearance. There is a dashboard of all unread reports and a priority indicator.  <b>How many are on there?</b> There is one for every child.  <b>Does it go to secondary school?</b> Yes if they use it but there are sometimes issues in transferring as some schools only use it for child protection issues. It was agreed CL would show the committee with a blank form what CPOMS forms were like at the next meeting.  <b>What have you done on PREVENT?</b> Paul Harrington, the SENCO HLH and CL had completed the on-line training. We have encountered the issue and tackling the issue in school included creating the opportunity to fundraise for UNICEF child refugees and securing a residential trip placement.  <b>Is it part of PSHE?</b> Yes, part of the tapestry. The school also had a lead on Schools of Sanctuary. This year an Eid family picnic was planned. A governor was able to give WRAP training (workshop to raise awareness of Prevent) and had done so at Patcham Junior School.  14.45 CL was thanked for her work and contribution and left.  SW left 14.45 following handing over the chairing of the remainder of the meeting to JN and discussion turned to item 7.</p> <p>5.2 Pupil Conferencing. Governors provided feedback from their session after the previous meeting with pupils. There had been valuable dialogue and pupils had confirmed governors' view of the school regarding their experience of the school, the quality of the education, what they valued and what could be improved. Pupils had shared their ideas for the curriculum and felt they were listened to.</p>	CL SW
6	<p><b>SCHOOL IMPROVEMENT (HSW section)</b></p> <p><b>6.1 Attendance</b>  CL informed:</p> <ul style="list-style-type: none"> <li>Attendance was currently running at just over 94% and continued to be a struggle.</li> <li>Since the last meeting there were now fewer traveller families and two of the very poor attenders were either off roll or soon would be. Although the non-attendance of these children had had a big effect on the attendance figures the school had still done all it could to retain them.</li> </ul> <p>SB arrives 14.08.</p> <ul style="list-style-type: none"> <li>The incentives for attendance had also been changed. The parent teacher association had bought a stack of games and CL had obtained £2k from the local authority's (LA) fund to aid schools with low attendance upon her discovery of its existence. The funds were used for I-pads. Ofsted, Maggie Baker and LA had all confirmed the school was doing all they could to increase attendance.</li> </ul> <p><b>Who does the home visits?</b> I do occasionally; I don't always have the capacity. The school business manager comes with me. We do it when the need arises.</p> <p><b>6.2 Behaviour</b>  CL had already discussed this with a governor who had expertise in the field</p>	

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	<p>and could confirm Carden had the lowest rate of reported bullying in the city. CL was of the opinion this was due to keeping it high priority and highly visible.</p> <p>6.2.1 Exclusions. There had been three; 1 half-day each for two separate pupils and one day for one pupil. CL went on to inform all the actions taken to assist the latter who had since returned to school from provision elsewhere and all was going well.</p> <p><b>Do you get a detailed report from the other provider to ensure suitability for the school?</b> The child is not a simple fit anywhere but does well in a small, highly structured environment. We can provide high levels of support and high structure so we can give the best possible chance in mainstream education. Governors had further queries and satisfied themselves that appropriate support and suitable EHC plan was in place.</p> <p>6.2.2 Red slips. Data was not to hand but CL was able to confirm the position had improved from last year when there had been a spike due to inexperienced staff in one year group.</p> <p>Governors recognised that children behaved very well and those with SEND were supported very well at the school.</p> <p><b>6.3 Welfare</b></p> <p>The offer for the Boxall profile and nurture group was being developed. CL had had lots of enquiries, visited 3 schools, and run a nurture group network for the LA. Governors supported charging for courses at a minimal rate and noted the school was the only Makaton centre of excellence in the UK and that lots of sensory integration training work was done here. Another governor informed it was useful for mainstream practitioners to be able to say what works.</p> <p><b>Have you spoken to Roger Snell who runs BEEM to see if the Council will commission it?</b> We would need to think of the approach.</p> <p>Discussion turned to item 5.</p>	
7	<p><b>Health and Safety</b></p> <p>7.1 Feedback from termly health and safety walk</p> <p>HLH reported:</p> <ul style="list-style-type: none"> <li>• the caretaker and a teaching assistant had completed this terms allocated area of the premises walk with her and a document using the LA format was now tabled showing the outcome. No major items had been noted.</li> <li>• There were no outstanding issues from the full health and safety audit last year as the generic risk assessments had now been completed. Another member of staff had been trained as educational visit co-ordinator so could also help do these in future.</li> <li>• A multiservice user meeting took place last week and would be repeated annually. It had been useful to cover items such as fire drills, emergency evacuations and bomb threats. No issues were reported.</li> </ul> <p><b>When you have contractors working are arrangements made for that to be authorised through you?</b> We do need it, for example for the current roofing reactive repairs. There is a programme of works and this is carried out by the LA. Some underpinning is needed in the summer. The LA sorts out the tendering.</p> <p>A governor had noted the contractors on site had been very attentive and HLH reported that if there were difficulties the LA turn up very quickly. A longer standing governor considered the fabric of the school was better than it had been for some time.</p>	

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	<p><b>Do you have any concerns?</b> Yes, the fencing. The last quote was £40k but one car last year came through and this year 2 cars been through the fencing and across the field. We also have children who like to run off. Governors expressed their concern with this safeguarding and health and safety issue.</p> <p>7.2 Staff voice. This had not progressed. In discussion it was agreed this would be difficult during a restructure process. HLH informed the '360' survey with staff a couple of years beforehand had not produced much useful information.</p>	
8	<p><b>Policy review</b> SEN – is it achieving governors' vision? In preparation for a full discussion, including with up-to-date data and any changes to the policy to be considered at the autumn meeting, JH would meet with the SENCO this term.</p>	JH
9	<p><b>Stakeholder view</b> Parent views – HLH informed there had been many positive comments on social media. The school had been allocated 58 children for the September intake, 57 replies had been received so far and they had 3 more to show round. I think we will be full. Other opportunities to obtain views were considered and the reminder to complete parent view at parents evening would be reissued and also at a meeting with the reception class.</p> <p>JJ gave advice regarding deciding the strategic questions governors needed feedback from and governors agreed it would be good to have governor input into the questions, and for example to meet with some parents of SEND children to ascertain whether the policy was working.</p> <p><b>Governors discussed a current issue regarding protests about cuts to funding. They agreed that to ensure proper consideration of the reputation of the school and not to embark on anything that may have longer term issues, any actions of the school related to this should be with prior agreement of governors. There was a need to keep action within the ethos and values of the school.</b></p> <p>Staff – also see item 7 The consultation regarding the restructure was proceeding and governors were keen to ensure appropriate support for members of staff, particularly those affected and a governor had attended a number of one to one meetings with staff. No additional actions from those planned were recommended at the moment.</p>	JN HLH
10	<p><b>Effectiveness of Committee</b> The organisation of governor work would be discussed at the next full governing body meeting. The usefulness of governors understanding the work regarding safeguarding was acknowledged as well as having a forum to discuss events and strategic actions in relation to the ethos and vision of the school.</p>	
11	<p><b>Any other urgent business</b> The date of next meeting would be decided at the next full governing meeting. There was no further business and the meeting closed 15.40.</p>	