

CARDEN PRIMARY SCHOOL

GOVERNING BODY

MINUTES

Committee	Health Safety and Welfare
Date/Time:	7 th November 2017 8 am
Location:	Carden School
For:	HSW Committee
Distribution:	Governing Body Website Catriona Lane
Quorum:	3
Chair of Committee	Sophie Wadleigh
Present:	Governors (voting) John Hull (JH) Jeff Nixon (JN) Helen Longton Howorth (HLH) Headteacher Sophie Wadleigh (SW) Other Janet Johnson (JJ) Clerk Catriona Lane (CL) Deputy Headteacher
Apologies:	Samantha Beal (SB) - accepted Amanda Mortensen (AM) – accepted

	DISCUSSION AND DECISIONS	ACTIONS
1	Welcome and apologies for absence. SW opened the meeting and apologies were considered.	
2	Declaration of Interest in items on the agenda No declarations were made when invited and all governors could take full part in the meeting. JJ confirmed the annual declaration documents were on the governor online files.	
3	Minutes from last meeting These were agreed to be an accurate and signed by SW accordingly.	
4	Matters Arising if not covered elsewhere SW would take forward any outstanding items.	SW
5	How do we know our children are safe? CL was invited to report. <ul style="list-style-type: none"> The annual audit had been completed and sent to the local authority. Feedback was still awaited. There were no areas of concern. The safeguarding training at the beginning of term had included updates and a focus on foetal alcoholic syndrome – an aspect sometimes missed. The numbers of children on early help plans, children in need and child protection plans were reported. It was confirmed all new members of staff have had safeguarding training, including the new early years/foundation stage trainee. The safeguarding meetings with teachers covering each pupil in their class with any issues were in course. 	

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	<ul style="list-style-type: none"> • CPOMS training continued. <p>A possible safeguarding scenario was then discussed.</p> <p>What provision is there, if the need arose, for the school to check on someone with the authorities, without raising concern, but swiftly? This was explained; governors were satisfied and agreed that it was a good example of having multi agencies in one place and also of the school working with the community.</p> <p>What would Front door for families do? They would start an assessment on the child. This would be aided by the school keeping records.</p> <p>What would happen if you had concerns about someone collecting a child? This has happened. We have a procedure and have refused to release them.</p> <p>Who knows if a child is on a child protection plan? It depends on the reason for the plan. The law is clear – information is shared to protect the child.</p> <p>What about data protection? All the safeguarding work is locked up and any that is on line is on secure systems with limited access. CPOMS is on an extremely high grade security system. Checks and reminders are given regarding being careful with paper or discussions being overheard. <i>We need to check people are not careless with paper or gossip.</i></p> <p>What about people asking to see their own documents? They can. The reports are open to the parents and the only time you cannot is if we are told we cannot due to a criminal investigation.</p>	
6	<p>SCHOOL IMPROVEMENT (HSW section)</p> <p>Is school on track and what is current school self-evaluation?</p> <p>6.1 Attendance.</p> <p>CL talked to a document with the latest attendance figures. The document would be forwarded to JJ for circulation.</p> <ul style="list-style-type: none"> • Last year had seen the best attendance for four years – at 94.7%. • In general, attendance was better lower down the school. • 16 children were persistently late. • 1 fine had been issued. • 51 children were persistent absentees this term; however, not many days needed to have been missed this term to be classed as a persistent absentee. 23 of these children were pupil premium, but a significant proportion was travellers. • Last year’s persistent absentees included 11 travellers, 40 pupil premium children, 13 were with social services. Explanations for the very poor attendance of 3 of the latter were given to governor satisfaction. <p>CL showed the pupil premium list for this year and informed how the persistent absentees were monitored. Pupil premium money would finance this.</p> <p>A governor had attended an attendance meeting the previous day with Maggie Baker (MB), an attendance specialist. The school remained in the bottom 10% in the local authority for attendance; however Ofsted and the local authority had confirmed the school was doing everything it could. The fining system had been reviewed and it was agreed selective fining had resulted in no impact. There would now be ‘blanket’ fining from the 3rd day of absence. This would be tried and reviewed at the end of the year to see if it made a difference.</p> <p>HLH considered it needed to be tried but the difficulty remained that holidays remained cheaper during term time.</p> <p>Will there be a recalibration of attendance once the Brighton and Hove initiative</p>	SW

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	<p>re the 2 week October holiday has evaluated? Another county was fining without regard to the home situation.</p> <p>The involvement of MB with the families was considered to continue to be the most beneficial initiative and increased hours had been agreed. Both CL and MB had a case load and in all bar 2, good progress had been made.</p> <p>What will this mean with hours? A Maximum of 10 hours a month, up from 4. This can vary across the term. It will also mean CL can be released to give time to other aspects. HLH would continue to deal with holiday absence and this was time consuming.</p> <p>A governor noted some schools referred these to MB. HLH would do this too. Absence through illness was expected to rise.</p> <p>6.2 Behaviour</p> <p>CL talked to a report that would be sent to JJ for circulation.</p> <ul style="list-style-type: none"> • Exclusions had reduced last year from 9 to 3. There had been no permanent exclusions. • This year there were difficulties with one pupil. Governors were already aware of the background. The pupil now had an EHCP and the school was working with the local authority to find a suitable place elsewhere. • The fixed term exclusions continued their 11 year decline. • Last year the red-slips (detentions) showed a large increase in year 2. • The behaviour programme was reviewed and is now working very well and a new behaviour policy was in place. The detention slips had been replaced by 'reflections'. The Just Right programme pilot with key children was now being rolled out to the whole school. <p>Was the 5 day exclusion cumulative? No, it followed a recent exclusion for a similar matter.</p> <p>Governors expressed their support for the staff and the other children. They knew the school had been successful in the past in taking action to ensure very good progress for pupils that had difficult behaviour. They were pleased to hear that resilience in staff was aided by a structure that aided sharing of the work involved in behaviour management. This was aided by repeated emphasis on the ethos and training.</p> <p>A governor could confirm she had evidenced the new 'reflections' system working well.</p> <p>What are you doing with the new Trans toolkit? This was yet to be tackled.</p> <p>How do you go about risk assessing residential trips? Discussion followed and SW would follow up with PH for feedback.</p> <p>Welfare</p> <p>This was deferred.</p> <p>CL and SW arranged to meet.</p> <p>CL was thanked and left 9.00</p>	<p>SW</p> <p>SW</p>
7	<p>Health and Safety</p> <p>HLH reported</p> <ul style="list-style-type: none"> • No major concerns following the termly health and safety walk completed by her, the premises manager and a teaching assistant. The nursery, top corridor and headteacher room had been checked. 	

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	<ul style="list-style-type: none"> • The local authority planned works included increasing the height of some balustrades. • The school continued to press for action relating to improving the securing of the perimeter and governors shared disappointment in the delay. • The antiterrorism inset day was 1pm January 2nd. • Some work on the school gates had been completed. <p>The new children's library, how will the new gates affect access? They won't be able to get in and they are sharing costs of the buzzer.</p>	
8	<p>Policy review What policies are coming up for review? JJ had provided a list and SW would take this forward with CL.</p>	SW
9	<p>Any other business There being no further business, the meeting closed at 9.15</p>	
10	<p>Date of Next Meeting – 22nd February 8.00 am and 16th May 8.00 am</p>	