

CARDEN PRIMARY SCHOOL

GOVERNING BODY

MINUTES

Committee	Health Safety and Welfare
Date/Time:	22 nd February 2018 8 am
Location:	Carden School
Distribution:	Governing Body, Deputy Headteacher, Sophie Wadlleigh (SW) Website (following approval of minutes)
Quorum:	3 The quorum was maintained throughout the meeting so any decisions made were binding
Present:	Governors (voting) Sam Beal (SB) John Hull (JH) Helen Longton-Howorth (HLH) Headteacher Amanda Mortensen (AM) Chair of Governors and Chair of this meeting Jeff Nixon (JM) Other (non-voting) Janet Johnson (JJ) Clerk Catriona Lane (CL) Deputy headteacher in attendance

	DISCUSSION and DECISION	ACTION
1	Welcome and apologies for absence. AM opened the meeting. SW had been invited but was unable to attend and had sent her apologies.	
2	Declaration of Interest in items on the agenda No new declarations were made when invited and all governors could take full part throughout.	
3	Minutes from last meeting These were agreed to be an accurate record and signed accordingly.	
4	Matters Arising if not covered elsewhere JJ was requested to circulate the list of statutory policies and she confirmed she continued to maintain a list regarding their review which AM was currently considering. CL informed SW had visited the school and reviewed the School Central Record. AM would follow up on any other outstanding matters.	
5	Safeguarding/Child Protection/Children in Need/Exclusions/Behaviour CL talked to a report that would be circulated. 5.1 The numbers of children under assistance, early help and in care were reported and governors expressed concern over the workload. Although it varied, it was too much for one person and whilst CL and Lisa Perrins had major roles, HLH received regular updates and all worked as a team. What can we do as a school to help? There are sources of assistance, such as incident supervision, an Education Psychologist or a Counsellor;	CL

MINUTES

	<p>however, these cost money or would take resources away from children so they undertook peer supervision, mainly informally.</p> <p>Governors made some other suggestions and were aware of the need to ensure new staff were appropriately trained and supported.</p> <p>5.2 Exclusions These had not gone up since last term. The child that had had issues was now in a suitable setting with all the evidence, required plans and reports collated by Carden.</p> <p>5.3 Behaviour. This continued to be good. There were still a small number of children with significant social emotional and mental health or child protection issues that the school supported very well using a very wide range of mechanisms and were determined not to exclude. Pupil premium funding was largely spent on learning mentors and their positive impact was documented, not only for those pupils they helped directly but also in indirectly improving the learning for others.</p> <p>How many do you have in the category 'disadvantaged'? About 1/3 of the school although this is higher in the later years (60% in year 6 against 11% in Reception.)</p> <p>Do we charge for work for other schools? Yes. Usually on a supply work rate. A governor suggested it could be at the SLE rate.</p> <p>Do you want to think about having a more formal internal support structure? Even if in just making time in your diaries? Yes, we will consider it.</p>	
<p>6</p>	<p>Attendance 6.1 CL informed attendance was 94.03% for the year to date which, in comparison with previous years, was quite acceptable. She considered it could increase a little by the end of the year thereby continuing the trend for an, albeit small, improvement every year from 2012/13.</p> <p>6.2 Punctuality CL reported 24 pupils were persistently late, 7 of which were travellers. Persistent absentees stood at 54 from this half term; 28 of whom were pupil premium.</p> <p>Are they taking a day off a week? It is often holiday or family circumstances. The bothersome ones are the one or two days.</p> <p>Re the 28 who are pupil premium: are they the same families? They tend to be and/or social care issues of which not all are pupil premium. The traveller population has been increasing.</p> <p>Earlier in the year the time increased for Maggie Baker's assistance was approved. Is it helping? Yes. The funds received by the schools in the local authority with particularly difficult attendance issues had been used in this manner and all reported that she has a beneficial impact. It is useful to engage her for specific work outside of any local authority remit and that also helped in building success with the families.</p> <p>6.3 Safeguarding scenario.</p>	

MINUTES

	Governors briefly discussed a complicated case outlined by CL and supported the actions taken which exemplified the ethos of the school.	
7	PSHE and SRE Curriculum CL informed these were to be updated and a meeting with SW was due. She was thanked for her reports and left.	
8	Health and Safety 8.1 HLH informed that following the termly health and safety walk and a trip incident, a small obstructing wall had been removed. Concern with the maintenance of such a large site which presented a lot of physical work was growing. The School Business Manager, HLH and the caretaker met regularly and work was managed closely. A priority list had been given and was being worked through. Deliberating on longer term arrangements governors supported the exploration of entering into an arrangement with another school. 8.2 Fencing. Governors were disappointed to learn of difficulties being encountered in claiming on insurance following the incident of the car crashing through the fence. AM would discuss with the School Business Manager and take forward with the local authority to press for assistance.	AM
9	Multi-user Site HLH informed: <ul style="list-style-type: none"> The fee for letting the field had increased by £12 (a low percentage) in 4 years and a current letting, that had not been without difficulties, was likely to withdraw. Some adverse local opinion had been received and governors supported HLH stance. SB left 9.00 <ul style="list-style-type: none"> The Children's library would be moving in this week but unfortunately not in time for world book day. BHISS was the special needs team and an amalgamation of previous services. HLH was on the steering group that was pressing for a model fit to deliver specific, value for money services. What is the implication for entrance to the school? They have their own buzzer. We have refused the 'library extra' access option. The difficulties presented by lack of clarity with the contraction of local authority services were discussed. HLH sat on the educational partnership strategy board. Governors supported HLH in continuing to think ahead strategically and keeping options open.	
10	Health and Safety Policy Anti-terrorist training on the inset day had taken place. It had been very interesting; scenarios had been planned for and business continuity policy actions taken. JJ informed the local authority model policy had been updated in August and suggested governors reviewed how they wished to monitor the effectiveness of the policy as a whole, including staff related aspects as well as premises. It was agreed the policy wording would be put forward for approval at the first HSW committee of each year. At the next meeting of the committee the premises related aspects would be addressed with the caretaker being requested to report. What happens when parents are abusive to teachers? They can be banned from site. Governors satisfied themselves. Annabel from	JJ HLH AM/SW

CARDEN PRIMARY SCHOOL
GOVERNING BODY
MINUTES

	<p>community safety helped. Is anything ever put out generally to parents? We do consider this from time to time and news of any actions resulting from any need to have a firm stance quickly spreads and has been beneficial. There being no other business the meeting closed 9.26.</p>	
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ACTION PLAN SUMMARY

Agenda item	Owner	Action	Due date
	CL	Forward electronic copy of report to JJ	1.3.18
8.2	AM	Contact LA re fencing insurance claim, liaise NB	
10	HLH AM (SW)	H&S policy for approval at Sept meeting of HSW Invite FW to summer 18 HSW meeting and li- aise as required re report.	Sept 18 8.5.18
	AM/SW/ JJ	Note for future agenda	