

MINUTES

Committee:	Health Safety and Welfare
Date/Time:	7 th June 2018 8.00 am
Location:	Carden School
Distribution:	Governing Body, Website, Deputy Headteacher
Quorum:	3 governors required to be present for decisions to be binding. The quorum was met for items 1 to 9
Chair of Committee:	Sophie Wadleigh
Present:	Governors (voting) Sam Beal (SB) Helen Longton-Howorth (HLH) Amanda Mortensen (AM) Chair of Governors Natasha Sothcott (NS) Sophie Wadleigh (SW) Other (non-voting) Janet Johnson (JJ) clerk Catriona Lane (CL) Deputy Headteacher Fergus Walsh (CL) Premises Manager
Apologies:	John Hull (JH) - noted Jeff Nixon (JN) - accepted

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	DISCUSSION AND DECISION	ACTION
0	<p>Presentation Caretaker – Health and Safety – Premises. FW was welcomed and invited to report on health and safety and premises. He informed:</p> <ul style="list-style-type: none"> • The monthly meetings with the other users of the building had commenced. • Fire safety was being concentrated on and the fire risk assessment stage one report was displayed for governors and would be sent to JJ for circulation. The survey had taken place 29th May and the review period was every 1-3 years. The stage 2 was completed quarterly. • The premises management documents, including asbestos and gas were in order. • The hardwire electricity test had failed recently but action was being taken as a matter of urgency. The other red items were minor and in hand. • A security issue had just arisen relating to alarms and would be resolved following completion of some electrical work. • Split shift work was now being undertaken due to changes in cleaning staff roster. • The scheme for caretakers from local schools to assist one another was working. The intention was for them to be called upon on as little as possible. <p>Do you have any concerns? No, in general there are no problems.</p>	

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	<p>Do other users contribute to the costs? Yes but this is time consuming. Is the car boot and access to the toilets ok? Yes. FW was thanked for his attendance and left 9.16</p>	
1	<p>Welcome and apologies for absence. SW opened the meeting and apologies were considered.</p>	
2	<p>Declaration of Interest in items on the agenda SB declared an interest in item 9 by virtue of her employment. Her contribution to the discussion was expected and no voting was anticipated. No other interests were declared and all other governors could take full part throughout.</p>	
3	<p>Minutes from last meeting The minutes from the last meeting were agreed to be an accurate record and signed accordingly.</p>	
4	<p>Matters Arising if not covered elsewhere Are you getting the support re supervision that you need? The position had not changed since the last report. It was manageable if not ideal. Governors supported utilising slots should parents ever not turn up for a scheduled CAMHS meeting and also in making time for informal supervision. What is the situation regarding the fence? A further email had been sent and it was in the hands of the insurance company and Steve Frost. An early resolution was not expected.</p>	
5	<p>SCHOOL IMPROVEMENT (HSW section) 5.1 Impact of planned actions on Attendance, especially the disadvantaged group. CL reported:</p> <ul style="list-style-type: none"> • Attendance was just below 94%. • There continued to be significant issues with some key cases including some of the traveller community. A case previously discussed had not improved despite a lot of work and governors supported the school in their attempts to do what was best for the child. • Strategies continue regarding reducing absenteeism from term-time holidays. We are more hard core re fining but retain discretion in sensitive cases. • Two meetings had been unavoidably missed with Maggie Baker this term. • Onward referral with possible safeguarding cases continued to be difficult or inconsistent. <p>5.1.1 Do we have more hard core persistent absentees than other primary schools? Not necessarily. We are improving slowly but there was still a legacy from 8+ years ago when comparatively little action had been taken. Has the study bugs app made a difference? When we see a pattern we contact the family. Are you working with the traveller service? Yes but they do not want to get involved in attendance matters. Some are housed or on the permanent site and the way you take account for attendance is related to cultural heritage which therefore only applies when they are travelling. Are they a bridge to building the relationship? They can be; they have tried. We have to apply the rules re fining. Fining has helped in some cases so it doesn't help when the local authority removes this tool. A governor suggested a developed understanding was the way forward. All agreed with the view it was about knowing the families and being able to apply rules to take the circumstances of any family into account to enable all to be supported.</p>	

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	<p>5.2 Other areas This item was not taken.</p>	
6	<p>SAFEGUARDING</p> <p>6.1 CPOMS A brief look at the system</p> <p>CL gave a brief update.</p> <ul style="list-style-type: none"> • A new user threshold document had been rewritten and the overview would be sent to JJ for circulation. All the thresholds had gone up and this was likely to be for budgetary reasons. • Brighton and Hove had produced 'whole Family working', a strategy for early help which appeared to be putting more work on schools. Teachers were continuing to do some work that are not supposed to do and asked to do some work that was not acceptable. • CI had attended a child protection conference and felt the pressure social workers were under was leading to misplaced optimism. • The school would continue to take the best possible care of children. <p>A governor with experience in the field recognised the situation and confirmed the school needed to have to push hard to get the best outcome. Governors were shocked with the reduction in age for some involvement with teenage pregnancies.</p> <p>Discussion moved to item 9 AM leaves 8.54</p> <p>6.1.1 9.07 am. A governor who had previously seen this system had suggested a brief demonstration which CL now gave. Absences and medical recording were both now included and examples of the graphs and records were shown. It was clear it gave a good overall picture and it was noted a lot of information needed to be updated all the time by staff. Does it do sibling links? Yes, and you can also link groups of children. Do all schools use it and is it compatible with the local authority system? Most schools in the local authority and certainly the local ones use it. It uses SIMS. The local authority is on a different system but reports can be easily sent. CL was thanked for the demonstration.</p> <p>6.2 Update with links to School Improvement CL informed the safeguarding sections of the plan were all on track. They were regular annual items.</p> <p>6.3 Feedback from termly safeguarding visit (SW) A governor had attended at the school and reviewed safeguarding data, the numbers of looked after children and related information. An unannounced spot check on the Single Central Record had taken place and found to be in order. The volunteer records had been checked and also the progress of the newly qualified teacher checks. There were no recommendations.</p>	CL
7	<p>PSHE update CL was reviewing the PSHE and RSE, the new curriculum was coming in 2019. CL requested and SB offered assistance.</p>	

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8	<p>Stakeholder views There had been no consultations and there was nothing to report for this item.</p>	
9	<p>Poverty Proofing A governor gave some background to this initiative for which funded support was available until April. It was recalled the school had considered but originally declined to join the project pending review of the experience of other schools. In discussion governors considered</p> <ul style="list-style-type: none"> • The level of intrusiveness of the project • How many children would be involved • Difficulties in releasing staff and managing initiatives • The good outcomes already attained by disadvantaged pupils • Current priorities • The level of support offered by the team • The time needed to support time-tabling of the discussion groups • The school informed they already had methods of pupil conferencing • Other projects already underway <p>It was concluded that on the face of it, it was a good scheme but the best outcomes at the present time were likely to be achieved by reviewing and adopting appropriate actions identified from schools that had completed the project.</p> <p>CL informed, giving examples, that the school had a good relationship with affected families and assistance was provided. SB leaves. 9.06 Discussion turned to item 6.1</p>	
9	<p>Governor monitoring / Effectiveness of Committee – Self-evaluation, TRAINING and review of TOR. Plan for next year JJ would forward training opportunity list to SW. HLH had completed the health and safety training. Other items were not discussed. NS leaves 9.19</p>	JJ
10	<p>Any other urgent business Note: The meeting was not quorate for this item. HLH informed of a few premises items that needed attention and requested a governor be linked to health and safety and attend the health and safety school walks. SW volunteered. It was noted HLH could not attend after school meetings on Mons, Weds or Thurs and 8.00 am remained a good time for this committee to meet. There being no further business the meeting closed 9.21 am</p>	

Agenda item	Owner	Action	Due date
6	CL	Forward copies to JJ	17.6.18
9	JJ	Forward training list to SW	14.6.18

Signature noted in minutes of meeting 17.10.18