



Rednal Hill Junior School Governing Body

Minutes of Governors' Premises Health and Safety and Safeguarding Committee held on Thursday 18th October 2018 at 4:00pm

Present:

Mr Robert Jones (Headteacher)

Mr Mark Eaves-Seeley (parent governor and Chair of Governors) **Chair for the meeting**

Ms Dawn Rottenbury (co-opted governor) **DR**

By invitation: Ms Rebecca McAnulty (DHT)

Ms Karen Baker (SBM)

Jason Shurvinton (BSM)

In attendance: Mrs Janice Moorhouse (clerk)

1.	<p>Welcome and apologies for absence The HT welcomed governors to the meeting.</p> <p>Apologies for absence: Ms Joanne James (co-opted governor) email to the clerk sent on 11th October 'I won't be able to attend sorry I'm having work done in the house '</p>	Action
2.	<p>Minutes of the previous meeting The minutes of the meeting held on Thursday 21st June 2018 were agreed as a true and accurate record of the meeting.</p>	
3.	<p>Matters arising from the minutes <u>Item 7:</u> office staff to be informed which class was out of school swimming/on a trip HT reported office staff informed/staff and pupils sign out. ensure fire procedures are displayed in all classrooms. BSM reported all in place DR reported all testing schedules in place.</p>	
4.	<p>Previous minutes signed The Chair of governors signed the minutes. Handed to the HT for filing in school.</p>	
5.	<p>Election of Chair DR nominated the Chair of Governors as chair of the committee. The HT seconded the nomination. Agreed. Vice Chair: Ms Rottenbury.</p>	
6.	<p>Agree terms of reference Terms of reference agreed as presented.</p>	
7.	<p>Health and Safety update DR reported a H&S related once a term walk around school with a representative from Elite Safety in Education, the BSM and a governor. Next visit from Elite: 4th December '18. BSM reported Elite checked compliance with statutory testing, produced an action plan and monitored the progress on the plan at the next visit. ACTION: H&S action plan and progress report to be presented at the next meeting BSM reported elite rep very positive about the progress made since a governor became involved in monitoring and meeting with the BSM.</p>	BSM

8.	<p>GDPR update</p> <p>GDPR update impact assessment dated 23rd August 2018 circulated. HT reported the use of the organisation 'Satswana' for support and advice. The document circulated gave details of plans to address the action points from the impact assessment.</p>	
9.	<p>Site update</p> <p>HT and governors walked the site to see work underway and work planned.</p>	
10	<p>Policies</p> <ul style="list-style-type: none"> • Behaviour policy <p>DHT reported the aims of the policy were unchanged, the section on restorative justice was unchanged and a platinum card had been added to the reward system. One pupil a week is awarded a Platinum Card for consistently demonstrating school values, for being an ambassador for the school or in recognition of exceptional behaviour. This reward is given by the Senior Leadership Team and is awarded in the whole school Pupil of the Week Assembly. Children receive a Platinum card to keep in their class chart for the half term and receive a special prize. Not all children will receive this award as approximately 30 children will be recognised each year.</p> <p>Red card: physical or verbal aggression/intimidation - verbal aggression/intimidation combined Persistent refusal to follow instructions added and included refusing to go back to class. Deliberate actions which humiliate members of our school community added.</p> <p>Leaving class without permission removed. Governors agreed to adopt the behaviour policy as presented for use in the school.</p> <ul style="list-style-type: none"> • Anti-bullying policy <p>DHT reported a new policy that included the reason for having the policy and a list of types of possible bullying behaviours.</p> <p>The school's FAB team (Friends Against Bullying) to be set up during Anti-Bullying Week 2018. Children to be asked to put themselves forward to the FAB team if they:</p> <ul style="list-style-type: none"> • are committed to preventing and tackling bullying in the school • are willing to be vigilant and report concerns to the DABL (Designated Anti Bullying Lead) • understand the roles within bullying incidents and are committed to supporting victims of bullying • are willing to be an advocate for any victim of bullying (whether or not that child is one of their friends) <p>Governors agreed to adopt the anti bullying policy as presented for use in the school. Noted: use of the word bullying from a pupil or a parent to be referred to the DHT.</p> <p>Governor question on procedure for handling alleged incidents of bullying DHT reported investigate, monitor and evidence gather for a 1-4 week period. Feedback to the accuser/parent. All findings logged on 'My Concern'.</p> <ul style="list-style-type: none"> • Acceptable use policy <p>HT reported the policy had been updated. The majority of the content of the policy was from the LA. Related to lock down procedure, a sentence added related to staff use of mobile phones. Staff meeting in December to look at the requirements of the policy related to the use of electronic devices and mobile phones that had to be protected/encrypted.</p> <p>Healthy Lunchbox and Snack Policy: statement for parents circulated for governors' information.</p> <ul style="list-style-type: none"> • Privacy policies <p>General privacy policy Privacy policy for staff Privacy policy for students Data protection policy</p> <p>HT reported all template policies from Satswana as GDPR compliant and posted on school website. HT proposed policies be adopted for use in the school. Agreed</p>	
11.	<p>Headteacher's report: behaviour, safety and welfare (circulated before the meeting)</p>	

	<p>Link governors DR and Jo James</p> <p>Attendance autumn term '18: 96/.7% Persistent absence below 10%</p> <p>HT reported behaviour for learning had improved and an increase in parental Involvement.</p> <p>HT reported he staff training day on Monday the 5th of November was around 'creating a listening school'. Trainers from Worcestershire to train staff during the morning on how to get children to be good listeners. Governors invited to attend.</p> <p>New Start: DHT reported on work supporting vulnerable pupils with a support worker from the Birmingham Education Partnership</p>	
12.	<p>Any Other Business</p> <p>Date of next meeting: Thursday 12th March 2019 4pm</p> <p>The meeting closed at 5pm</p>	