

CLW

**MINUTES OF A MEETING OF THE PASTORAL COMMITTEE OF MANOR PARK
PRIMARY SCHOOL AND NURSERY.
HELD AT THE SCHOOL ON 16TH FEBRUARY 2017.**

Governors Present: Mr C Williams CLW Chair
Mr S Cotterill SC Headteacher
Mr P Jones PJ
Rev P Deakin PD

Also in attendance: Mrs T Chapman Clerk to Governors
Mrs S Jeffery Deputy Headteacher

PART ONE – NON-CONFIDENTIAL BUSINESS

1	APOLOGIES All committee members were present for the meeting.	
2	CONFLICT OF INTEREST Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting. No potential conflict was declared.	
3	PART ONE MINUTES AND MATTERS ARISING The GB has recently re-structured, this is a new committee and there were no part one minutes to be approved.	
4	ATTENDANCE AND BEHAVIOUR REPORTS Governors had received the Attendance & Behaviour Report prior to the meeting and the following points were highlighted: <ul style="list-style-type: none">• A School Development Plan (SDP) target is to ensure attendance is raised in line with the National average of 96%.• The attendance for the Spring term to date is 95.5%• Sarah Jeffrey contacts the parents of absent vulnerable pupils; the office calls the homes of all other absent pupils. <p>Q: What is the definition of a vulnerable pupil? A: Any pupils we have a concern about either with issues at home or at school or pupils with significant attendance issues.</p>	

Q: Will these issues be on CPOMS?

A: Yes.

Q: What impact do these pupils have on the attendance figure?

A: A big impact; it's not just an attendance issue these pupils also have punctuality problems. Any pupil arriving after 9:30am is marked as unauthorised.

Q: Are you still using the tree to display attendance in the school?

A: Yes and we are also using other displays and initiatives to raise attendance.

Q: Do you detect any social pressures in the classroom?

A: We try to encourage competitiveness regarding attendance, on a Monday morning certificates are presented during assembly. Last Monday no certificates were issued as no class achieved over 96% attendance.

Q: How do you support the young and gifted pupils who need time off for certain events?

A: We do authorise some of the requests, it is still an absence though, whether it's authorised or not.

Q: Do we have our own Educational Welfare Officer (EWO)?

A: She is employed by Cheshire East (CE) but attends school to assist us.

Behaviour

SC advised the governors that the Senior Leadership Team (SLT) had reviewed the Behaviour Policy and concluded that it wasn't having an impact on improving behaviour at the school.

Governors had received the amended policy prior to the meeting.

Q: Has the amendments made a significant change?

A: Yes, the changes are noticeable. Feedback from staff is that they can now concentrate on teaching instead of spending time dealing with bad behaviour.

Q: How do you deal with the cohort of pupils that are resisting the changes and still misbehaving?


A: We do a lot to nurture these pupils, we are consistent and agree plans with parents but we won't lower our standards. There have been improvements but some behaviour is still unacceptable although the severity of it has decreased.

- The governors noted that the school had implemented one internal exclusion.

Q: What is the impact of dealing with an internal exclusion?

A: It has a negative impact on the budget as there is no funding for one to

	<p><i>one supervision. However, where there used to be around four pupils on internal exclusion there is now only one.</i></p> <p>SC advised the governors that there are some pupils at the school that are receiving specialist provision with no funding.</p> <p>Q: When the pupils with attendance issues are in school, how is there behaviour?</p> <p><i>A: Good, the majority of our pupils with behavioural issues have 100% attendance.</i></p> <p>SC advised that overall the behaviour and attitude to learning has improved.</p> <p>Actions: To ensure that the attendance figures for vulnerable pupils are reported to the committee separately from non-vulnerable pupils each meeting.</p> <p>To provide authorised and non authorised absence figures to the committee every meeting.</p>	SC SC
5	<p>SAFEGUARDING</p> <p>The governors were provided with a Safeguarding update prior to the meeting and the following points were highlighted:</p> <ul style="list-style-type: none"> • The Local Authority (LA) attended school on 27th January 2017 to conduct a Safeguarding review; CLW and PJ also attended. • The review was successful with a couple of actions regarding CPOMS which have been addressed. • SC advised that the police have a record of 8 Operation Encompass calls to the school during the Autumn Term however; the school has a record of only two calls. SC is investigating the issue. <p>Action: To contact CPOMS to request for extra space to include a box for 'next action'.</p>	SC
6	<p>ANNUAL SAFEGUARDING AUDIT</p> <p>It was agreed that PJ & CLW would conduct a safeguarding audit and report findings at the next Pastoral meeting.</p> <p>Actions: To provide PJ with information on how to conduct a safeguarding audit.</p> <p>To liaise and agree a suitable date for a safeguarding audit.</p>	Clerk PJ/CLW/ SC
7	VIRTUAL SCHOOL REPORT	

	<p>Sarah Jeffrey, the designated teacher for Looked After Children provided the governors with a report prior to the meeting. The contents of the report detailed the following:</p> <ul style="list-style-type: none"> • Support • Progress • Attainment. <p>Q: Are there any negatives to using Tracking Point (TP) to monitor the progress of these pupils? A: We do have pupils that won't make any progress; TP is a very comprehensive tracker so the key is to ensure the data is accurate.</p> <p>Q: Child B has made progress, when would you expect that child to be on the same level as their peers? A: This pupil has made two terms worth of progression in one term, which cannot be sustained. I would predict that this pupil to be at expected level by Y6.</p>	
8	<p>EXCLUSIONS</p> <p>The governors were provided with an annual report on the number and type of exclusions at the meeting. The following points were highlighted:</p> <ul style="list-style-type: none"> • From September 2016 – December 2016 there had been five exclusions (<i>please insert the types here</i>) All fixed term • There had been no permanent exclusions. <p>Whilst the report was anonymised, the Clerk advised that SC provide reports with only the type and number of exclusions; any further information provided reduces the number of governors able to sit on an appeals panel if needed.</p>	
9	<p>GOVERNORS KEY ACTIONS & SSDP PRIORITIES</p> <p>SC advised that a Monitoring Schedule is being drawn up to assist the governors with their SSDP actions.</p> <p>Action: To circulate the SSDP Priorities list to the committee</p>	SC
10	<p>PLANNED RESIDENTIAL VISITS</p> <p>The governors were informed about the planned residential visits to:</p> <ul style="list-style-type: none"> • Conover Hall, 22nd-24th March – Year 4 • Cholmondley Castle, 5th-7th June – Year 6 <p>The governing board received assurance that appropriate risk assessments</p>	

	would be carried out, and approved the visit.	
11	<p>PASTORAL TEAM OVERVIEW</p> <p>Sarah Jeffrey provided the governors with a Pastoral Report at the meeting, the following points were highlighted:</p> <ul style="list-style-type: none"> • There are two weekly Pastoral meetings where issues are discussed and needs identified. • The Starlight room has been re-named 'The Den' and is used for de-escalation; Sarah commented that this room was once used daily but is now visited a lot less. • De-escalation is a calming strategy that enables the pupil to return to class as soon as possible, it is extremely successful and uses positive re-enforcement of the school's values. • The 'Rainbow Room' is a nurturing environment used for social, emotional and health support for pupils and families. • Pupils who find break and lunch times difficult use the Rainbow Room as a quiet space; five pupils regularly use it to eat lunch. • There are nine pupils whose attendance is monitored daily and home visits have taken place on more than one occasion as part of the Safeguarding initiative. • There have been 47 planned interventions this term. <p>Q: Where does Miss. Moorland receive her referrals? A: From staff.</p> <p>Sarah advised that in terms of unplanned intervention sessions, several out of the 29 pupils use the opportunity as a place of refuge; Miss. Moorland will spend a lot of time with these pupils and their issues, completing Boxall targets to enable the progress of emotional needs to be measured.</p> <p>Q: How is progress quantified? A: There is a questionnaire to be filled in using terms 'always', 'never' and 'sometimes'. We also have a rough guide which explains how to set targets.</p>	
12	<p>SCHOOL POLICIES</p> <p>The following policies were approved by the committee:</p> <ul style="list-style-type: none"> • Safeguarding policy • Anti-bullying policy • E-Safety policy • Pupil Behaviour policy 	
13	<p>SCHOOL'S WEBSITE</p> <p>Action:</p>	

	<p>To ensure the following items are on the website:</p> <ul style="list-style-type: none"> • Pupil Premium allocation - • Admissions • Behaviour policy - • SEN and disability <p>And report back to the committee at the next meeting.</p>	PD
14	<p>SPRING TERM TRAINING FOR GOVERNORS</p> <p>CLW has completed RAISEonline training.</p> <p>SC advised that he had met with Mark Bayley and Cherrie Creager from CE to discuss the GB's training needs, it was noted that the following sessions will be arranged:</p> <ul style="list-style-type: none"> • Pupil Premium training • Safeguarding training <p>SC also asked that the governors complete the Modern Governor training online.</p> <p>Actions: To request a new governor pack for PD</p> <p>To ensure CLW receives the weekly School Bulletin</p>	<p>Clerk</p> <p>SC</p>
15	<p>PARENTAL LIAISON/ENGAGEMENT</p> <p>Governors discussed the ways in which the school liaise with school:</p> <ul style="list-style-type: none"> • Newsletter every two weeks • School Website • Parents Evening • Twitter • Parent Survey <p>The following areas of improvement were agreed:</p> <ul style="list-style-type: none"> • Publish Part One minutes of meetings • Improve the Twitter feed <p>Actions: To ensure the PT1 Minutes of meetings are published on the School's Website</p> <p>To report back to the Pastoral Committee the findings of the Parent Questionnaire at the next meeting (clerk to ensure on agenda).</p>	<p>SC</p> <p>SC/Clerk</p>
16	DIRECTOR'S REPORT	

	<p>The Director's Report for the Spring Term 2016 contained the following matters relevant to the committee:</p> <ol style="list-style-type: none"> 1. Governance and Liaison Update 5. Use of Personal Devices to take Pictures of Children in School 6. Safeguarding Children and Young People affected by Domestic and Relationship Abuse 7. Neglect 8. Bully-Free Cheshire East 9. Cheshire East, Information, Advice and Support (CEIAS) 10. Permanent Exclusion Finance Readjustment 11. Exclusions Training 12. School Admissions 2018-2019 14. Virtual School Update 15. Responsibility of Schools for Learning Outside the Classroom (School visits and overnight stays) <p>Governors noted the report.</p>	
17	<p>IMPACT STATEMENT</p> <p>How has the Committee helped move the school forward in this meeting?</p> <p>The 3 core strategic functions defined by the DfE are:</p> <ol style="list-style-type: none"> 1. Ensuring clarity of vision, ethos and strategic direction; 2. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and 3. Overseeing the financial performance of the school and making sure its money is well spent. <p>In relation to core function one, the GB has improved its strategic development by:</p> <ul style="list-style-type: none"> • Re-structuring governor responsibilities • Arranging a governor training action plan • Arranging a governor monitoring schedule • Agreed format of Exclusion Report • Approved Policies • School Website - PD <p>In relation to core function two, the GB has promote the highest possible standards for Safeguarding and held the headteacher to account by:</p> <ul style="list-style-type: none"> • Arranging an Annual Safeguarding update. • Arranging a governor monitoring schedule 	
18	MEETINGS	

	It was confirmed that the next Pastoral Committee meeting would be held at the School on 24 th May 207 at 5pm.	
--	---	--

There being no further business to discuss, the meeting ended at 18:50.

