



**MINUTES OF A MEETING OF THE PASTORAL COMMITTEE OF  
MANOR PARK NURSEY AND PRIMARY SCHOOL  
HELD AT THE SCHOOL ON 18<sup>th</sup> OCTOBER 2017**

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

<b>Also in attendance:</b>	<b>Mrs T Chapman</b>	<b>Clerk to the Governors</b>
	<b>Mrs Jeffery</b>	<b>Associate Governor</b>
	<b>Mrs J Moreland</b>	<b>Pastoral Team</b>

**1. APOLOGIES**

All governors were in attendance.

**2. CONFLICT OF INTERESTS**

There are no conflicts of interest

**3. LEARNING MENTOR (Mrs Moreland)**

Mrs Moreland had circulated a written report on Nurture provision prior to the meeting. She explained that the numbers can change in respect of safeguarding and the terminology used in her report; Cin – child in need and Cp – child protection.

***Q: What external support is there for nurture provision?***

A: We use recommended evidence based interventions, we utilise and liaise with external professionals through multi agency meetings. There is no specific support in Cheshire East for learning mentors and Pastoral teams; we are proactive in sourcing the relevant training to support our children. etc. there are also CAFs, which are multi agency meetings, where we liaise with agencies involved with children.

We are working to get parents on board with coffee mornings, etc.

***Q: Coffee mornings? What are they about?***

A: The idea is to promote positive relationship with parents; getting them in on Mondays for a coffee morning has been a breakthrough. The venue is well designed as parents don't come through the main door (they still sign in), and it's a comfortable setting. We talk and I sign post them to contacts, information and support and we have visitors e.g. health visitors. The focus is on mental health. Simon or Sarah also visit so there is always a member of the SLT there to answer questions. It started slowly but attendance is increasing.

**Q: Are parents of children with attendance problems coming?**

A: Yes.

**Q: What is the impact?**

A: A little early to tell yet; usually attendance problems are due to more than one issue, and we are trying to address these in a round-about way at the coffee mornings.

SC added that the school is focused on attendance and this is one of the strings it is hoped will impact positively.

Governors were invited to drop in for a coffee morning.

Mrs Moreland told governors that the school has now joined the Longridge and Shawheath community action group run from Welcome café, which is now a community centre from which agencies work e.g. citizens advice with a lot of professionals e.g. Cheshire East, PCSO etc, involved in the group.

The school's Pastoral provision is acknowledged in the LA to be good and shares their good practice and expertise with other schools e.g. CE Virtual Schools send their learning mentor to the school to learn about what we do.

The school is hosting a suicide prevention workshop; places are being offered to other schools in the area – it is about sharing resources.

Mrs Moreland explained that she had attended a conference on attachment.

**Q: Is attachment a significant problem here?**

A: Yes, it is in every school; we have held and will hold further staff meetings on it and we have an evidence file.

**Q: It takes up a lot of time?**

A: Yes. We have found that when we assist pupils with attachment issues, attainment improves and they make accelerated progress. We have been chosen to present our findings at Stoke Council with Cheshire East and at the Virtual Schools conference. We have 6 case studies; the evidence is overwhelming.

**Q: From the findings of this report are we doing anything differently here?**

A: It isn't to identify what we don't do, but rather the impact of what we do. It highlights the importance of intervention and we are looking into developing it further. The evidence supports the interventions we are using and the rainbow room. Governors are welcome to see the evidence file; they will find it interesting.

**Q: Do we need to have a policy related to this?**

A: Attachment falls under the Emotional Wellbeing policies

**Q: How do make sure the momentum continue?**

A: We are already delivering on this and will continue to; it is not a one off.

Mrs Moreland referred to Boxhall profiles (measure social and emotional development) a year on 18 pupils are still with the school and Boxhall will continue every term.

The work done on school ethos and values and managing behaviour has impacted positively in school which has enabled the pastoral team and Miss Moreland in particular to focus on Reception and Y1 children's needs. There has been a good start to the year throughout the school with behaviour and attitude to learning being a strength.

The school has been proactive in speech/language provision and there have been pastoral meetings and review meetings – for instance, children whose behaviour is a concern are flagged up early and interventions put in place.

Next half term, it is planned to hold an after school parent and child craft club to which parents of PP and other vulnerable groups of children will be invited.

SC informed governors that the PP list has been reviewed; most children are now signed up.

There are plans for more social/play resources for selected children e.g. outside, a new nurture area will be open next half term; it's in the rainbow room at the moment and is very targeted. For example, at lunch times it is better for children who prefer quiet; there is the intention of having a nurture, calm area. There are 44 intervention half hour sessions booked this half term.

Governors thanked Mrs Moreland for her time, report and the work she does in school.

#### **4. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING**

The Part One minutes of the previous Pastoral committee meeting on 6<sup>th</sup> June 2017 were approved.

##### **Matters Arising**

There were none.

##### **Actions**

All actions were completed, except the following which were carried forward:

Attendance monitoring visit: CLW for next agenda

#### **5. IMPACT STATEMENT**

How did the Committee helped move the school forward in the previous meeting? Governors have visited the Pastoral team to discuss and monitor the impact of actions on priority 4- To increase attendance across the school. This increased understanding supports the leadership of the school and ensures that governors are well informed and can challenge and support in the correct areas when needed.

Staff also feel that governors have a clearer understanding of the hard work that is being undertaken in school to support attendance, our vulnerable children and behaviour.

#### **6. ATTENDANCE & BEHAVIOUR REPORTS**

To receive an update on pupil attendance, punctuality at school and in lessons and pupil behaviour.

A report for the year 2016-17 had been circulated to governors prior to the meeting – 16/17.

Governors noted there has been a vast improvement in behaviour over the year with an overall significant improvement in behaviour; there has been a 62% reduction in children getting red on the traffic light system.

**Q: Do we know where there is big reduction whether it is due to retraining of the teachers?**

A: We do offer support to teachers on behaviour management; it is about support and expectations. The consistency of our values in school and the high expectation of all children was secure in school by the Spring term. From the Spring term onwards, it was a small number of pupils who accounted for a large proportion of the reds; the vast majority of children had good to outstanding behaviour.

There has been a slight increase from the summer term which is expected and not a matter of concern.

Q: How do you manage behaviour?

A: The children are given and reminded of boundaries via the school rules. Children are rewarded for good behaviour, with house points, being moved to silver and gold, rewards assemblies at the end of week, postcards home and positive praise from adults.

Q: Would you say the children on red have an awareness of acceptable behaviour, even the ones who persistently misbehave?

A: We don't have children who persistently misbehave anymore, but for those who misbehave, they do know what the expectations are. The rules are visual in school and children are reminded regularly during assemblies. There is a system and the parent is contacted at a certain level.

**To receive data on any instances of bullying.**

SC had circulated a report prior to the meeting; there had been no instances of bullying in the summer term, no e-safety incidents and no racist incidents.

**Attendance:**

This continues to be an area for improvement. Governors reviewed the attendance data for the previous year. The figures show an increase in attendance over time, but it is still not acceptable. Attendance for non-PP children in the autumn was 96.7% and for PP children 90.8%.

See data \*\*\*

There is concern about persistent absentees in reception already; the overall attendance figure is being affected negatively.

**Q: Can we focus on those persistent absentees instead of whole school?**

A: We are inviting parents in to meet us very quickly, (SDP action plan), and the SLT meet with parents to identify issues and offer support. Mrs Moreland is meeting with the children to identify where the issues lie. SC had followed up the concerns with parents, but they have not been engaging with the school. Many parents did not attend the meeting to discuss attendance. The EWO is involved and action will be taken during the term as appropriate on the school attendance policy.

**Q: Do they come to the coffee mornings?**

A: One may have but most, no.

CLW confirmed that the school is aware of the issues and is working on them; everything is moving towards what it should be.

**Q: Are we able to monitor pupil progress made in terms of attendance of the persistent absentees?**

A: Yes, we are able to do that. Persistent absentees are also often those who are late. The progress made by this group of children is less than that of children with good attendance.

There is a system in use to challenge the absences now.

Governors commended the school for the level of monitoring that is taking place and expected to see continued improvement in the attendance figures.

## **7. SAFEGUARDING/CHILD PROTECTION**

- The Annual Safeguarding Review was completed in the Summer Term and feedback received at the FGB meeting; all action points had been completed.
- Staff had received a Safeguarding update at the September inset day.
- There were no significant changes to the safeguarding policy although it has been updated in line with guidance from SCIES team.
- New member of staff is booked to attend basic awareness training.

## **8. VIRTUAL SCHOOL REPORT**

A report was received on a Looked After Y5 child who is on track for maths, a term behind for reading and writing with good progress and significant progress from last year (3 points).

Interventions:

- learning mentor support
- working with a helper
- intervention for reading and writing
- Funds are monitored

**Q: Will the child bridge the gap?**

A: Yes, the interventions are working

## **9. EXCLUSIONS**

SC had circulated a report on exclusions; there had been no exclusions this term and 2 in the summer term.

**Q: Compared with your last school, is this a higher rate?**

A: Yes, but the schools are in different contexts; against some other schools, this would be low. What is encouraging is that the trend since last September is down.

## **10. SCHOOL VISITS 2017/18**

To receive details of any school visits planned for 2017/18

- Y3/4 – 14<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup> March Conway; risk assessments have been completed.
- Y6 – summer term, historically this is with other Knutsford schools.

## 11. EXTENDED SCHOOL ACTIVITIES – AUTUMN TERM

Details of after school/extended school clubs taking place in the autumn term had been circulated prior to the meeting.

**Q: What payment is involved for the school?**

A: The school ones are free; we could charge providers but I don't think we should.

**Q: Insurances etc and safeguarding arrangements?**

A: Yes, and all DBS checks are done.

**Action:** SC to check where liability insurances and DBS checks are filed. Single central record also to be checked.

## 12. GOVERNOR MONITORING REPORTS & SSDP PRIORITIES

To receive reports from governor monitoring visits:

- Safeguarding (PJ/CLW) - completed
- Behaviour, Safety – School Council (CLW)
- Pupil Premium (PD)

Behaviour and safety are on the schedule for monitoring in the summer term.  
(Action: SC to confirm).

Governors discussed the need for data on PP children with SEND and those without.

**Action:** It was agreed that SC will feed this data into the T&L committee meeting.

## 13. SCHOOL WEBSITE

Both HT and DHT had checked the website for compliance twice this term. SC had reviewed the website following an update on recent guidance. The website is compliant.

**Action:** this item to be on every terms agenda. (Clerk)

## 14. SCHOOL POLICIES

- Accessibility Plan – **Action:** Carry forward to the spring term
- Healthy eating – Approved at the FGB
- Responsible use of the Internet – Approved at the FGB
- Sex & Relationship education – Approved at the FGB

The Attendance policy has been amended slightly following consultation with the Educations Welfare Officers (EWO's) and CLW approved it.

## 15. SPRING TERM TRAINING FOR GOVERNORS

The training schedule been circulated and governors asked to book into training relevant to their responsibilities.

**Action:** CLW to send an email to governors reminding them to inform him when they book training.

**16. PARENTAL LIAISON/ENGAGEMENT**

It is agreed amongst staff and governors that there is no longer the need for a Parent council due to the increased engagement and positive views and reports on the school from parents; instead parent engagement is more informal through coffee mornings, regular parents evenings, meet the teacher meetings.

**17. DIRECTORS REPORT**

To discuss items relevant to this committee.

Governors had reviewed the items relevant to this committee.

**18. AOB**

**It was agreed that** in future any AOB items must be submitted to the Chair and Clerk at least 7 working days prior to the meeting.

**19. DATE OF NEXT MEETING**

**Action,** CLW/SC - to confirm the date of the next Pastoral committee meeting.

.....Chair

.....Dated

**The meeting ended at 18:48**