



**MINUTES OF A MEETING OF THE PASTORAL COMMITTEE OF
MANOR PARK NURSEY AND PRIMARY SCHOOL
HELD AT THE SCHOOL ON 12th FEBRUARY 2018**

Governors Present:	Mr C Williams	CLW Chair
	Mr S Cotterill	SC Headteacher
	Rev P Deakin	PD
	Mr P Jones	PJ
	Mrs Lesley Dalzell	LD
Also in attendance:	Mrs A Knowlson	Clerk to the Governors
	Mrs S Jeffery	Deputy Headteacher Associate Governor (SJ)

The meeting started at 5:06pm

1. APOLOGIES

Patrick Jones chaired the meeting until the chair arrived at 5:09pm.
The rest of the governors were all in attendance.

2. CONFLICT OF INTERESTS

There were **no** conflicts of interest declared.

3. LEARNING MENTOR (Mrs Moreland)

CLW arrived 5:09pm

Mrs Jeffery updated governors on the Learning Mentor's Report produced by Miss Moreland.

The main items were:

- Re-launch the coffee morning
- Wellbeing walks with school health after the coffee meetings.
- External support services available for parents.
- Emotional Healthy Schools linked to CAHMS
- Mental health first aid training.
- This will enable the school to have the first onsite mental health first aider.
- Hosted suicide prevention training in the school. Feedback from this training was very positive and productive training.
- Starting ACSEED accreditation, and are drafting a positive mental health and wellbeing policy.
- Miss Moreland works with targeted children in this half term; she has seen 32 children regularly who are on the learning mentor's register.

- Miss Moreland has also actioned 35 planned interventions in 5 weeks.
- Teachers have Boxall's to complete and it measures the progress of the child's emotional wellbeing.
- The SDQ tool will be used in future rather than the Boxall's.
- There are interventions at playtime and lunchtimes.
- Painting the outside area has not yet completed.

The focus for the next half term is:

- Health Minds Day is booked for 25.04.18
- To have the 'Nurture Area' outside running everyday
- Attend Mental Health First Aid Training
- Continue to assist SJ with attendance
- Complete ACSEED accreditation application

Q: If another person does the training will they become a mental health first aider as well?

R: Yes.

Q: Does Cheshire East (CE) have a draft positive mental health policy?

R: We have got a policy being drafted but it may not be CE.

Q: The children regularly seen by the Learning Mentor are identified by the staff; they are not self-identified?

R: No, but some child emerge that we weren't aware of and we would re-act to this child, the parents are aware of Miss Moreland's role and refer their concerns to her.

Q: The suicide prevention training; any change to policy or procedures?

R: No, more of an awareness, no policy changes needed, it supplements the safeguarding training.



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PASTORAL REPORT (Mrs Jeffery)

The highlights from the report were:

- Attended the Cheshire East Virtual School's Conference on 27th November 2017.
- Where they presented the finding of the Attachment Project.
- Attendance is still a challenge for the school.
- The school has attendance panel meetings with the EWO.
- Positive incentives for attendance
- One of the pastoral team also attends any cases that have been escalated to CIN, CP or PEP meetings for cared for children. The outcomes and actions are fed back to relevant staff and discussed during pastoral meetings.
- 2nd Healthy Minds Day has been set for Wednesday 25th April 2018.

Q: Do we notify on social media the teachers great CPD?

R: We tend to put the children on the sites and celebrate their work rather than the staff.



4. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

The Part One minutes of the previous Pastoral Committee meeting on **18th October 2017** were approved by the governors and signed by the Chair of the committee.

Matters Arising

Mrs S Jeffery who is an Associate Governor and Mr P Jones attended the meeting on the 18th October 2018 - clerk to amend the minutes.

Item 6 - Red to be amended to gold

Item 12 - Pupil Premium should be PD not PJ.

Actions

All actions were completed.

5. IMPACT STATEMENT

How did the Committee helped move the school forward in the previous meeting?

The governors discussed the meeting on the 18th October 2017 and how they help moved the school forward by:

- Challenging the data for disadvantaged children; Pupil Premium non SEN and all Pupil Premium children.
- Monitoring visit for attendance.

The governors **agreed** to move the impact statement to the end of the meeting.

Action: Clerk to move Impact statement to the end of the agenda.

6. ATTENDANCE & BEHAVIOUR REPORTS

The Chair updated governors on his report from the attendance monitoring session.

The focus for the visit was from the SSDP Personal Development, Behaviour, and Welfare (Priority 4) –

To rapidly improve attendance across the whole school.

Previous monitoring visit asked the question as to what is the school doing to improve the attendance of the 30+poor attenders which is contributing to the school's attendance levels being below OFSTEDs 96%.

The Chair met with Mrs Jeffery to review the reasons for the poor attendance.

The new Attendance Policy 2017 is a comprehensive document derived from a model policy that has been further adapted to try and best achieve the 96% attendance level at Manor Park School. It has a focus on parents taking responsibility for attendance and providing consequences (through Cheshire East) if those responsibilities are not met.

An immediate priority has been to identify the Poor attenders (<90%) from last year and monitor their attendance early in the autumn term. The parents of those continuing to fall below 95% were then invited to attend a meeting to discuss any possible barriers to attendance. Non-attendance to this was then referred to the CE's Educational Welfare Officer.

Other more positive initiatives are the termly attendance reports (Red, Amber, Green) sent home to parents, continued participation in the Manchester Airport 100% scheme, Weekly whole class attendance winner, School whole term (>98%) reward (Treat, Activity) and a 100% raffle (Family activity).

The attendance target is 96%, the action is to focus on attendance termly.

Q: Are the carrots aimed at the children that are already attending well?

R: The rewards are aimed at all children. There is a weekly attendance that affects the whole class attendance award.

Children who have 60-99% attendance contribute to the award and benefit from it.

The rewards the school offer are for attendance of 100 or 98% +; so what do we do to improve attendance from poor attenders, we monitor attendance weekly, we have a watch list of persistent absentees and they spend time with our learning mentor, (Miss Moreland) to support them.

Miss Moreland is aware of the persistent absentees and has individual systems for them.

The bespoke nurture side is the benefit for these children.

Q: How proud are the children of gaining house points?

R: The children like to earn them, how proud they are is an action as a governing body we could monitor. When the new system starts for rewarding house points it will be more visual for the children. But the understanding of house points from class to class could be different and being monitored to ensure its effectiveness would be valued.

Q: Do we give house points for attendance?

R: House points are rewarded for good behaviour, and following the schools values.

Q: Some children outside the nominated class; can they get a house point for good attendance?

R: It's about equity within the school; Miss Moreland meets with the persistent absentees and has strategies for them with individualised targets for attendance, but the issue for not attending may be not down to the child.

Action: LD to monitor the house point system in school.



Governor Monitoring
Attendance Autumn 2

Attendance: punctuality at school and in lessons.

The data presented was for the autumn term. The attendance has increased to 95.5% the school was on track for 96% but due to illness achieved 95.5%.

The areas for concern are:

- All areas of Reception attendance are less than what is expected for the year group. 4 children with significant attendance issues – 2 on EHCP, 1 suffering from bereavement, 1 complex family issue, many children under 5 years old, so limited with the action we can take. The EWO is aware of the situation and it is being monitored.
- Year 1 areas of concern are PP, girls and FSM. One child is on a PP plan and an Fixed Penalty Notice (FPN) has been requested. The child was late returning to school following the summer holiday.
- One family in Year 2.
- FSM/PP is an area of concern in Year 4. 2 of these children are a significant cause for concern. Both families receive targeted case work from the EWO and one of them has been issued with an initial warning letter re: court proceedings.
- Overall Year 6 attendance is a concern. 2 girls had injuries during the autumn term which led to extended periods of absence. Another 2 children have been issued with FPNs due to poor attendance. There is EWO involvement with both of these families.

Q: Is this a pattern that we expect the Reception class has low attendance because Year 2 attendance is very high?

R: No, it's not a pattern, just a small cohort for this year that has poor attendance.

Q: Are these parents feeling disaffected within the group?

R: No, I think it is due to mental health issues and wanting to keep the child at home.

Q: The children on EHCP in Reception, are their needs being re-assessed?

R: A situation arose for one of the children and good practice dictates that practise was reviewed and relevant changes made. The Mother is refusing to return the child to school even though alterations to the environment have been made.

Q: Are you happy that the school has done everything it can to accommodate the child?

R: The HT has spoken to the parent on numerous occasions to discuss the matter, the CE SEN team have been contacted. Mum has refused to look at the practises in place. And this has been evidenced.

Q Are there any other siblings in the family?

There are and their attendance is much better.

The parents are aware that the legal age for the children to attend school is 5 years and the EWO can't take any action until the term after their fifth birthday.

As the school has lower attendance than required, there is no slack in the system when children are ill it takes the attendance to below 95%.

The governors are to continue to analyse the data, using tools for fix penalty notices.



Analysis of
attendance Autumn T

Pupil behaviour update.

The Headteachers highlights for Behaviour are:

- Significant improvement in Behaviour for learning overall when compared to the same term last year. 67% reduction in the number of children on red

- Year 5 is the only class to have more children on Red in 2nd term, this has been address and support has been given to the class teacher and the children concerned. This is not deemed to be as a result of any behaviour management issues from staff but more cohort specific.
- We do not have any children who account for a high % of Red days.
- We have had no racists incidents reported.
- There were **no** exclusions during the autumn term.

Reception children are not included in the behaviour report for the first term, due to them being new to the school. The traffic light system is used.

Q: Is the Year 5 data an improvement?

R: Yes it is a significant improvement from last year. Some of the issues this year were where certain issues that happened outside school that came into school, the teacher was offered support with the class, and behaviour was dealt with swiftly.

Q: So this wasn't a change in boundaries?

R: No, the improvements are due to the Policy which was consistently applied. We have not necessarily changed boundaries but we do have high expectations of all stakeholders in school and expect these expectations to be modelled by all.

Q: Was there any involvement with the PCSO?

R: No, the incidents occurred have not involved the police; the school have had a lot of contact with parents on behaviour, who have been very supportive.

The behaviour in school has been commented on by external visitors as very good. We have a considerable amount evidence to support the view that behaviour has improved significantly: through pupil voice, parent and staff survey, behaviour termly data, exclusions data, everyday life in school.



Autumn term
2017-2018 behaviour

Data on any instances of bullying.

The Headteacher stated there were no reported incidents of bullying.

Q: Are we confident that no incidents of bullying have been reported is an accurate reflection?

R: Yes we can, as we talk about bullying, tolerance and British Values which the children could name in assembly. The PSHE leader has lead a pupil voice session on bullying.

The Headteacher explained to governors the House point system. The school has rules and values; the sanctions are used if the children break the rules and the house points are awarded when the values are acted upon.

Action: Invite Nicola Durban attend to present Pupil Voice on PSHE next Pastoral meeting

7. SAFEGUARDING/CHILD PROTECTION

The SCiES team visited the school in the autumn term 2017 and have reported on their findings (see attached).

The Headteacher updated governors on the Safeguarding information:

- Safeguarding continues to be the first agenda item at all meetings in school, (this needs to be included as a standing item in all Governor agenda/minutes).
- Safeguarding is a priority in school and we continue to deliver OMG, (One Minute Guides) that are suggested by the SCiES team.
- All new staff has either received the relevant Basic awareness training or are booked on the next available course.
- During our forthcoming INSET day, we have arranged for all Midday assistants and selected Teaching Assistants to receive ½ day basic first aid training to supplement the current provision in school
- All Midday Assistants have been provided with an Instructions and Rotas document that clearly outlines expectations and procedures. This included a meeting with HT and Mrs Simmons.
- All new staff have received the PREVENT Training in school.
- HT has attended the termly Designated Safeguard Leader (DSL) meetings and then feedback to the SLT, Pastoral teams and staff where relevant.
- The Headteacher took 6 children on a Safeguarding conference.
- The Peer councillors in Year 6 presented at the conference.

Action: Clerk to add safeguarding as an agenda item on all agendas.

Action: SCiES report, actions to be completed by next Pastoral meeting.

Action: PJ to audit the single central record termly.



LA Safeguarding
Audit RoV 8.12.17 (2)

8. VIRTUAL SCHOOL REPORT

The school has one LAC child who is doing well. Slightly behind on reading and writing, can sing well and accessing after school activities. Progress is good for this child.

9. EXCLUSIONS

No exclusions last term, one fixed term exclusion this term.

10. SCHOOL VISITS 2017/18

The Residential visits have been confirmed and agreed by the Full Governing Board, no further visits are being made.

11. EXTENDED SCHOOL ACTIVITIES – SPRING TERM

Details of after school/extended school clubs taking place in the autumn term had been circulated prior to the meeting. The governors expressed the depth and variety was good, with some offering better value than others.

Q: Can any child that wants to attend a club, are they able too?

R: Yes, if not there is waiting list and they will be able to attend next term. Quite a lot of the clubs have a cost implication and therefore it is parents' choice if they attend or not.

Q: Presumably, all the new providers are on the Single Central Record?

R: Yes, we have ensured all DBS and insurance checks are completed on all the providers before the club starts.

Q: Is there anything offered for the final term.

R: We arrange clubs on a termly basis; teachers are expected to run a club once a year, some teachers run a club more often.



Clubs Spring 2018
(1).pdf

12. GOVERNOR MONITORING REPORTS & SSDP PRIORITIES

There were no reports for this term.

13. SCHOOL WEBSITE

The website is regularly checked by the HT to ensure it is compliant and up to date. The office team help administer the website.

14. SCHOOL POLICIES

- Accessibility Plan

The governors **agreed** the Accessibility Plan with the amendment of the title attendance to accessibility.

15. SUMMER TERM TRAINING FOR GOVERNORS

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

Action: Clerk to re-send governor training schedule to Geoff Mason and HT.

16. PARENTAL LIAISON/ENGAGEMENT

The HT informed the governors of the forming the Parent Council would not be worth creating for the effort put in; as the school has a good relation with parents who are very supportive.

The school regularly conducts Parent Surveys and re-acts to their findings.

Action: Clerk to remove from next agenda

17. DIRECTORS REPORT

The governors reviewed the items relevant to this committee on the Directors Report. The clerk notified the governors the process for the Directors Report; all governors with a specific role or chair of a committee should review the recommendations in the report and feedback at the committee/FGB meetings of their actions.

Action: HT to review the Missing Child guidance.
Clerk to email Directors Report to governors with an explanation for their actions.

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.
Nothing was tabled.

19. DATE OF NEXT MEETING

- **23rd May 2018**

20. IMPACT STATEMENT

This was moved from the middle of the agenda to the end of the meeting.
As this was changed no Impact Statement was discussed for this meeting.

.....Chair

.....Dated

The meeting ended at 7pm