



**MINUTES OF A MEETING OF THE PASTORAL COMMITTEE OF
MANOR PARK NURSEY AND PRIMARY SCHOOL
HELD AT THE SCHOOL ON 23RD MAY 2018**

Governors Present:	Mr C Williams	CLW	Chair
	Mr S Cotterill	SC	Headteacher
	Mrs Lesley Dalzell	LD	
	Ms Jenifer Hopkinson	JH	
Also in attendance:	Mrs S Pomeroy		Clerk to the Governors
	Mrs S Jeffery		Deputy Headteacher
			Associate Governor (SJ)

PART ONE MINUTES

1. APOLOGIES

The Committee agreed that the apologies for absence received from Rev P Deakin and Mr P Jones be accepted.

2. CONFLICT OF INTERESTS

There were **no** conflicts of interest declared with the business to be discussed at the meeting.

3. RECEIVE A REPORT FROM – SCHOOL COUNCIL AND MRS N DURBAN-MEMBER OF SLT AND LEADER OF PSHE

Governors received presentations from pupils on the “Playground Pals” scheme, the work of the School Council and from Mrs Durban on the PSHE curriculum.

PSHE CURRICULUM

Mrs Durban presented an overview of “Emotional Wellbeing and PHSE” in school. The main points covered were:

PSHE the story so far.....

- Monitored planning and teaching of PSHE across Key Stages.

- Established meditation and daily run sessions across Key Stages
- Given a pupil voice on PSHE curriculum
- Given a pupil voice of bullying issues
- Developed a peer counselling club
- Developed a strong school council.
- Focused on staff well-being –staff shout out board, termly staff well - being goodies.

Mrs Durban explained that emotional wellbeing is important for both pupils and staff.

Q. Where is the PSHE scheme of work from?

R. Barnet Council.

Q. Is there a cost for the scheme?

R. No

Mrs Durban explained that she had spent a considerable amount of time researching different schemes and had selected this scheme specifically for the breadth of coverage, positive reviews and the structure it offers staff for planning the PSHE curriculum.

Q. How do you evaluate the effectiveness of the PSHE curriculum?

R. In various ways. Staff questionnaires (staff appreciate the structure of the scheme), Anti-bullying questionnaires (mainly positive responses from the children in both key stages), word of mouth (staff greatly appreciate the “shout out” wall in the staff room and the rewards offered in the staff goodie bags).

Q. How do you evaluate the impact of the PSHE curriculum on the pupils?

R. Through monitoring the “Playground Pals” scheme, through the pupil voice questionnaire carried out by LD. Behaviour generally in school has improved. Visitors often comment on the calm atmosphere, the manners and respect shown by the children.

Mrs Durban also outlined the “5 -a-day” fitness and relaxation scheme which involves the children taking regular short exercise and meditation breaks. The programme is subject to a yearly subscription and Mrs Durban confirmed that she will carry out a staff questionnaire prior to renewal to ensure that it provides value for money.

PLAYGROUND PALS

Two pupils gave a presentation on the “Playground Pals” scheme. This is the presentation that the pupils had previously delivered at the Safeguarding Conference in Wilmslow.

The children outlined;

- The aims of the scheme
- The importance of confidentiality
- How the rota is organised

- The coverage of the scheme (R-Y5)
- How the “Pals” are trained

Pupils addressed questions from governors as follows:

Q. Do you enjoy being a Playground Pal?

R. Yes, it’s good to see the children go away happy.

Q. What type of problems do the children come with?

R. Children having no friends, having their ball taken...

Q. What do you do if the same children keep coming?

R. We tell Mrs Durban and she monitors this.

Q. What about High school? Would you like to see a scheme like this there?

R. Yes

The children informed governors that they were aware that they should not promise to keep the secrets of other children and that these concerns would be passed directly to a member of staff.

Governors expressed their thanks to the children and stated how impressed they were with the presentation.

Impact of the Playground Pals Scheme

Mrs Durban has monitored the children accessing the scheme and the numbers have decreased. The scheme has been successful.

SCHOOL COUNCIL

A further two pupils explained the work of the School Council. The main points covered were:

- The make-up of the school council
- Elections
- Frequency of meetings
- Ideas boxes so that all children have a voice
- Charities chosen to support
- House shield competition
- Writing to sponsors to support the Multi Use Games Area (MUGA) bid

The pupils addressed questions from governors as follows:

Q. What do you think you are learning by being a School Councillor?

R. To be more responsible.

Q. Do you enjoy the meetings? Do you always agree?

R. Yes, we enjoy the meetings. Sometimes we have to have a vote, for example, to select the charity to support.

Governors expressed their thanks to the children and stated how impressed they were with the £636.08 raised towards purchasing a defibrillator machine for the school. The School Council fundraising target is £800.

4. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

The Part One minutes for the meeting of the Pastoral Committee held on 12th February 2018 were confirmed as a correct record and were signed by the Chair.

Action Log

Governors reviewed the Action Log. All items have been completed.

5. ATTENDANCE & BEHAVIOUR REPORTS

The Governors received an update on pupil attendance and behaviour.

ATTENDANCE:

Pupil attendance for the whole school from 8th January 2018 to 29th March 2018 was 94.2%. This figure was lower than expected.

SC explained that attendance in Reception is a concern and it is difficult to follow up on attendance issues until the term after which a child reaches the age of 5. Despite this, three families have been invited to attendance panel meetings and the Educational Welfare Officer (EWO) is monitoring the situation.

SC further noted that the use of Fixed Penalty Notice (FPN) warnings has been effective and there was a lot of illness in school during this period.

Q. Do the Reception children with attendance issues have older siblings in school?

R. No.

Q. Are there any families with a history of attendance issues coming into the Reception class in September 2018?

R. No.

Q. What reasons do families give for non-attendance?

R. They give many different reasons but we accept only genuine medical reasons.

Q. With regards to safeguarding, do you have to document what you have done in terms of following up absences?

R. It depends on the level of need of the individual child. All families will receive a phone call on the first day of absence. In some instances the school will inform social care, visit the child's home or contact the police if necessary.

Governors **noted** that although they are not happy with the pupil attendance figures for the spring term 2018, that they are confident that the school can account for the data and there was a lot of illness in school during this period. The attendance data for the current summer term is 97.4%; this includes the Reception children and this is almost 98% excluding the attendance data for Reception.

BEHAVIOUR

SC presented the analysis of behaviour in school and stated that behaviour is good; it is now a strength of the school. The main points covered were:

- Significant improvement in behaviour for learning overall when compared to the same term last year. A 54% reduction in the number of children on red.
- No reported incidents of bullying.
- No racist incidents reported.
- There was one fixed term exclusion in the spring term 2018. The school is working hard with external agencies and parents to provide the correct provision for this child.

Q. Are you confident that the improvements are not just down to a change in standards?

R. Yes. The behaviour policy is applied consistently by all the staff. Staff are expected to model good behaviour and they receive support in applying the policy from the SLT.

Q. There is one child in Reception who has 4 offences. What happens next?

R. I will speak to the parents if the child reaches 5 offences but this is applied according to different circumstances and we may speak to a parent before a child reaches this stage. The class teacher will have spoken to parents after the 2nd offence to keep them informed.

SC stated that the improvements in behaviour can be evidenced from the data, from the pupils' opinions and from the atmosphere in school.

6. SAFEGUARDING

Governors received a safeguarding update from **SC**. The main points were:

- All actions from the Safeguarding audit have been completed apart from one action which is part completed; zoning of the ball games on the playground. This item has been discussed with the children.

- Safeguarding continues to be a priority in school.
- The number of trained First Aiders has increased and all midday assistants (MDA's) have now been trained too.
- Portable first aid packs have been purchased to support the provision at lunchtime.
- SJ has attended Neglect training.
- SC attended the Termly Designated Safeguard Leader (DSL) meeting and provided feedback to the SLT, Pastoral teams and the relevant staff..
- Lunchtime Nurture provision has been extended to a dedicated outside area.

SC confirmed that the lunchtime outdoor nurture area has been a success and that an indoor area will be re-established in the winter.

Q. How do you avoid children just using the indoor area to keep warm?

R. The use of the area is monitored by Jackie Moreland. Children should be there only if they have a problem.

Governors **noted** that the quiet area is a good addition to meet the needs of some of the children.

Q. How much time in a week is spent on safeguarding issues?

R. I attend the designated safeguard leader updates on one afternoon per term. Bespoke training usually takes place over a day as per the neglect training that Sarah attended. In a normal week, safeguarding issues can take up a lot of staff time, as it is important that staff follow the reporting procedures correctly. Many of the concerns relate to issues outside of the school. CPOMS has significantly increased the efficiency of reporting/record keeping and reduced time needed in this area.

Action: SC to complete the work on the zoning of the playground.

7. VIRTUAL SCHOOL REPORT

Governors received a report from SJ.

There is one Looked After Child (LAC) in school. The child has good attendance and behaviour. The child is below expected levels in Reading and Writing and is making good progress in Maths.

SJ reported that she is involved in meetings concerning the child submits data termly on the child's progress as required.

Q. What is the Virtual School?

R. Cheshire East's Virtual School monitors the progress of all the LAC in the authority. There is a Head of the Virtual School.

8. EXCLUSIONS

There was one 5 day fixed term exclusion in the spring term 2018.

Governors **noted** that they are pleased with the reduction in the number of exclusions.

9. GOVERNORS KEY ACTIONS, SSDP PRIORITIES & MONITORING REPORTS

Governors received a report from **LD** who carried out a monitoring visit on 17th May 2018 and spoke to members of the School Council. The focus of the visit was “Personal Development, Behaviour and Welfare”

The children were asked questions relating to their enjoyment of school, safety in school and behaviour. They were also questioned about the house point system. The children responded positively to the questions and understood how the school kept them safe. Two points were raised for further discussion:

- The need for a more visual house point system so that pupils can understand how many points each House is accruing over the term.
- Reinforce understanding of bullying, particularly for younger children.

Q. Were the group of children interviewed representative of the majority of children in school?

R. We believe that they are because the School Council represents all the pupils and they are aware of issues in school. The pupils are happy in school and enjoy learning. Nevertheless, it would be a good idea to ask the same questions of a different group of children, maybe those who access the lunchtime nurture support group.

Q. Is emotional health a focus for OFSTED?

R. Yes, amongst other issues but it is important to us as a school because we believe that children should feel safe and happy in school. Emotional well-being has a positive effect on learning.

Action: **LD** will continue to monitor the house point system and will carry out the same questionnaire with a different group of pupils.

CLW thanked **LD** for her report.

CLW had carried out a monitoring visit on attendance and other pastoral issues.

(Report to follow)

Attendance:

During his monitoring visit, **CLW** asked the HT how confident he was that the registers are taken accurately. The **HT** explained the symbols used in the registers and stated that they are completed accurately.

Action: **CLW** to carry out a case study on the effectiveness of the Attendance policy.

Governors **agreed** that the cost of the EWO is necessary to improve attendance in school.

Single Central Record (SCR):

There are a few gaps on the SCR, where N/A should be entered to avoid blank entries.

Action: School Business Manager will correct this as necessary.

Action: CLW will monitor the SCR.

Zoning of the playground:

The hardness of some of the balls was discussed and how the playground can be zoned.

CLW had asked the HT about the **MUGA bid** and when this work would commence.

The HT confirmed that the school had been hoping that the work would commence in the summer term 2018 but it is now more likely to take place in the October 2018 half term period..

Q. Will the MUGA be used just by the school?

R. Mostly, but community use will be welcomed. This will be managed and children will not be able to just wander in and use the area.

Governors also received a **Pastoral Report** (May 2018) from **SJ**.

The main areas covered were:

- Attendance
- Healthy Minds Day
- Interventions provided by Miss Moreland for different groups of children
- CAF meetings and training

The Healthy Minds Day was supported by a number of health professionals and the High School. Some parents stayed for coffee. SJ explained that the school will change the format next year because parents are keen to engage in activities involving their children.

SJ thanked the staff for all their hard work in relation to pastoral issues.

10. SCHOOL WEBSITE

The website is checked regularly by the HT to ensure that it is compliant with statutory requirements and is up to date.

11. SCHOOL POLICIES

No policies were due for review at this meeting.

12. TRAINING FOR GOVERNORS

Governors acknowledged that they are working well in terms of monitoring and the level of challenge they offer to senior leaders but training remains an area of development. **Geoff Mason (GM)** has published a report on Governor Hub highlighting training needs.

Governors requested details of the Governors' Annual Conference.

Action: GM to look at training needs in the autumn term 2018 when the new training schedule is available.

Action: Clerk to circulate details of the Governors' Annual Conference.

14. DIRECTORS REPORT

Governors discussed items relevant to this committee.

Item 2: CE Educational Travel Policy

Action: SC to consider a School Travel Plan.

Item 3: Virtual School update

SJ confirmed that she is the designated teacher for LAC in school.

Action: SJ to consider attending network meetings and training.

Item 4: Revised DfE Guidance for FSM

Governors noted this item and will ask the Resources Committee to consider covering the cost of FSM for those children whose parents are undergoing assessment for Universal Credit.

Action: Clerk to add this item to be added to the agenda for the Resources Committee.

Item 5: Make the Mile campaign

Governors noted this item. The school is already following the "5 a day" programme.

Item 6: Elective home education consultation

Governors noted this item.

Item 7: Safeguarding Children in Education conferences

The school attended a conference in Wilmslow. Pupils attended and brought ideas back to school.

Item 8: 'Timely support for children and families' document

Action: SJ to check that the school policy and action thresholds are in line with this document.

Item 9: Signs of Safety

Action: SC and CLW will look at this document and consider the implications for school.

Item 10: Local Children’s Safeguarding Board

The Governors noted that stringent checks are carried out on professionals and volunteers. Parents are always made aware when an activity or club is run by an outside provider. The school ensures that such providers have the necessary insurance and DBS checks.

15. AOB

AOB items must be submitted to the Chair and Clerk at least 7 working days prior to the meeting.

No items were tabled at this meeting.

16. IMPACT STATEMENT

How has the Committee helped move the school forward in this meeting?

- **Ensuring clarity of vision, ethos and strategic direction**
Governors have supported the school in ensuring that children are safe and happy in school.
- **Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff**
Governors have challenged school leaders on the attendance figures and behaviour to ensure that pupils benefit from the provision offered by the school.
- **Overseeing the financial performance of the organisation and making sure its money is well spent**
Governors have questioned the cost of the PHSE scheme, the “5 a Day “programme and the cost of the EWO to ensure money is well spent and directed benefit pupils.

17. DATE OF NEXT MEETING

Action: **SC** will timetable dates for the Pastoral Committee meetings for the academic year 2018-2019 and will circulate them to Committee members.

The meeting closed at 19.05

..... **Chair**

..... **Dated**