

**MINUTES OF A MEETING OF THE PASTORAL COMMITTEE OF
MANOR PARK PRIMARY SCHOOL AND NURSERY
HELD AT THE SCHOOL ON 7TH FEBRUARY 2019**

Governors Present:	Mr C Williams	CLW Chair
	Mrs Lesley Dalzell	LD
	Ms Jennifer Hopkinson	JH
	Mr P. Jones	PH
	Rev P. Deakin	PD
Also in attendance:	Mrs S Pomeroy	Clerk to the Governors
	Mrs S Jeffery	SJ- Deputy Headteacher
		Associate Governor

PART ONE – NON-CONFIDENTIAL BUSINESS

1. APOLOGIES

Governors agreed that the apologies received from Simon Cotterill be accepted.

2. CONFLICT OF INTERESTS

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

3. AOB

No items of any other business had been submitted to the Chair or Clerk for discussion at the meeting.

4. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

The Part One minutes of the previous Pastoral Committee meeting held on 4th October, 2018 were confirmed as a correct record and were signed by the Chair.

Governors reviewed the action log and it was confirmed that all actions had been closed. There were no matters arising.

5. PUPIL DISCIPLINE COMMITTEE

Governors reviewed the model terms of reference for the Pupil Discipline Committee and agreed to adopt them, subject to approval by the FGB on 04.04.19.

The Pupil Discipline committee will be comprised of three governors and be chaired by Patrick Jones, plus two other available governors.

The Pupil Discipline Appeals committee will be comprised of three governors and chaired by Geoff Mason, plus two other available governors who did not sit on the original panel.

6. LEARNING MENTOR

Governors requested that the Learning Mentor item on the Pastoral Committee agenda be replaced by a Pastoral Report and that this should be a standing item on future agendas.

ACTION: Clerk to replace the Learning Mentor report on future Pastoral Committee agendas with a Pastoral Report.

SJ presented the Pastoral Report to governors which had been circulated prior to the meeting and highlighted the following items:

- SJ informed governors that there are currently two children at Child Protection and four children at Children in Need level. There are no CAF's in operation at the moment.

Q. What is a CAF?

R. It is a multi-agency assessment.

- The calm zone is used daily on the playground and has replaced the Rainbow Room which was effective but was occasionally used by children who didn't want to play outside. Year 6 children are involved on a rota basis and set up the equipment. The Learning Mentor observes in the second half of lunchtime. The calm zone is proving popular with the children.

The school was invited to attend a Pastoral event with other schools to share Manor Park's good practice in this area. The Learning Mentor represented the school.

Q. Have any changes been made to the school's practice following this event?

R. The Learning Mentor brought back some good ideas which will be shared with colleagues.

Q. Who else attended this event?

R. Other local schools and their Learning Mentors.

The school's website has been submitted and the school now has a pastoral section on the website. This is a growing area of importance in the school's work.

Q. What is the AcSEED application?

R. It is an accreditation scheme for the school's pastoral work.

- The school is very pleased with the improvements seen in pupil attendance; there has been almost a 1% increase in the autumn term 2018 compared to the same

period in 2017. This is a significant increase. There are two families which are causing concern. Both have received long-term support and the EWO has been involved.

Q. How many children are in these two families?

R. There are three children, plus a child who is in Nursery.

- The initiatives introduced in the autumn term 2018 to improve attendance are working well. The Manor Park bank is popular with the children and Year 6 class has had 100% attendance. Attendance in the Year 5/6 class is also good.
- Fixed Penalty Notices (FPN) are requested for absence due to unauthorised holiday. SJ explained that the school requests the LA to issue a FPN and it is the decision of the LA whether to actually do this.

Q. Can absence due to a holiday be authorised by the school in any circumstances?

R. Yes, this can be done at the discretion of the headteacher under exceptional circumstances.

- This week is Children's Mental Health Week in school. There have been two parents' meetings and around 30 parents in total attended. Every class also invited parents to one session which involved well-being activities. The school is pleased with the level of parental engagement throughout the week.

Governor comment: Parents are more likely to attend events which involve activities with their children.

Q. Can you clarify the role of the Learning Mentor?

R. Previously the Learning Mentor and the SENCO worked separately; now they are working much more closely together. The SENCO is aware of the children who work with the Learning Mentor, even if they do not require SEN/D interventions. The SEN framework includes a mental health strand.

Q. Is this closer working having a positive impact on the children?

R. Yes there is joined up thinking working towards the same end goal. SJ meets every half term with the Learning Mentor and the SENCO.

- The school is proud of its work on pastoral issues and plans to offer a CPD package to other schools. All the work carried out in regards to emotional well-being has had a significant impact in school, especially on behaviour. More information will be available for governors at the next meeting of the Pastoral Committee.

Q. Who is responsible for compiling this CPD package?

R. SJ is taking the lead on this.

Q. Is it intended to bring revenue into the school?

R. It will cover costs. The main aim is to raise the profile of the school.

Governor comment: it is very pleasing to observe the changes which have taken place in the school and to be able to share these with other schools.

7. ATTENDANCE AND BEHAVIOUR REPORTS

SJ presented the Attendance and Behaviour reports to governors which had been circulated prior to the meeting.

Attendance

The recent improvements in the pupil attendance figures have put the school above the required 96% attendance figure which the EWO indicated would mean that the school is now rated green for attendance.

- The school is aiming for 98 % attendance.
- In 2017-18, the Reception class attendance was of concern; there has been a marked improvement now that these children have moved into Year 1. The attendance of the current Reception class is good and that of Year 2 is impressive. The attendance figures for the spring term 2019 may not be as good as those for the autumn term 2018 as the school has been hit by a bout of genuine illness. A comparison will be carried out against attendance in the spring term 2018.

Q. Is the school pleased with the improvements to the pupil attendance figures?

R. Yes, the school is pleased and would like to see attendance improve even further.

Q. Is the school aware of what happens to those children who have been monitored closely for attendance when they transfer to secondary school?

R. The school ensures that the secondary school is aware of any vulnerable children and extended transition arrangements are put in place if necessary.

Q. How does the school decide if extended transition arrangements are required for a child?

R. The needs of individual children are considered. For example, a child on the autistic spectrum is likely to require such arrangements as any kind of change to routine is problematic. The Learning Mentor would be involved. In the academic year 2017-18 a question box was provided for the Year 6 children so that all their concerns over transition could be addressed.

Q. Does the school have a relationship with the PHSE teachers at the secondary school?

R. There is a link with the SENCO and the pastoral lead at the secondary school.

Behaviour

- Governor noted that there are a higher number of children on red than previously. SJ informed governors that most of these instances of "red" were in the early weeks of the autumn term.

Q. What type of behaviour would put a child on "red"?

R. All the children start the day on green and may move to red for behaviour such as refusal to follow instructions, breaking the school rules or not displaying our values.

Children are always given the opportunity to change their behaviour and move back to green. If a child ends up on red the head teacher will become involved.

Q. Is the school pleased with the behaviour in school?

R. Yes, the strategy is working well and we are aiming to improve even further.

Q. Is it possible to determine from the behaviour report whether there are any serious instances of bad behaviour in school?

R. There have been no exclusions and no instances of high level behaviour.

Governor comment: There has been a significant improvement in behaviour in school since autumn 2016.

Q. How is bullying monitored in school?

R. The school deals proactively with any situations which may occur. Anti-bullying week is held each year and the children are taught awareness through the PHSE curriculum. Children still use the term bullying inappropriately to describe one-off incidents but this is challenged when it happens.

Q. Does the School Council have a role to play in monitoring bullying?

R. The children would be more likely to approach the Playground Pals over bullying incidents and the Playground Pals know to refer any such incidents to an adult.

8. SAFEGUARDING/CHILD PROTECTION

Governors received a verbal update on safeguarding from SJ:

- Safeguarding is discussed at every staff meeting.
- There are no safeguarding concerns at the moment in school.
- Safeguarding training is due to be reviewed in September 2019.
- The Single Central Record has been monitored.
- Two members of staff need to receive Prevent training.
- There have been a couple of e-safety incidents at home which have been dealt with in school to promote the safety of the children.

Governors discussed how to provide parents with information on how to keep their children safe online when they are accessing the internet.

ACTION: to investigate practical ways for parents to keep their children safe when they are accessing the internet at home.

9. VIRTUAL SCHOOL REPORT

Governors received a verbal report from SJ:

There is one cared for child in school. The child is working at expected levels in Maths and is one term behind in Reading and Writing but is expected to reach the expected levels by the end of the academic year 2018-19. This child has contact with the Learning Mentor on a drop-in basis.

There is also one privately fostered child in school who is not classed as "cared for."

10. EXCLUSIONS

There are no exclusions to report in the current academic year 2018-19.

11. SCHOOL VISITS 2018/19

Governors approved the following residential visit, subject to appropriate risk assessment taking place:

Year 2 1st-2nd April, 2019 Fowhowl, Delamere Forest

12. EXTENDED SCHOOL ACTIVITIES-SPRING TERM

The schedule of extra curricular clubs for the spring term 2019 had been circulated to governors prior to the meeting. Governors commented that there is a good range of activities available for the children.

- School is opening at 8:30 am-8:45 am for children to use the ICT suite to access the TT Rockstars programme. Around 7 or 8 children are attending these sessions each day.

Q. Is there a member of staff supervising these sessions?

R. Yes. It is not a teacher.

- Homework club is operating on a Monday for Key Stage 1 and Year 3 and on a Tuesday for the rest of Key Stage 2.
- There is a homework club on a Thursday for children who did not hand in their homework by the Wednesday deadline.
- The ICT suite is open on Tuesdays after school for parents to come in to complete homework with their children.
- The clubs are popular with the children who like the range on offer.

13. GOVERNOR MONITORING REPORTS AND SSDP PRIORITIES

Governors received the following governor monitoring reports:

Pastoral Monitoring Visit 27.01.19

Safeguarding monitoring visit 07.02.19

Attendance monitoring visit 07.02.19

Website review

Pastoral Monitoring Visit 27.01.19

JH gave a verbal report to governors on her monitoring visit when met with SJ and the Learning Mentor. The following topics were discussed:

- AcSEED application.
- Year 6 Transition arrangements
- Pastoral initiatives.

JH informed governors that her visit had been positive and reflected the good work that is being carried out in school in relation to Pastoral work.

Safeguarding monitoring visit 07.02.19

CLW reported to governors on his monitoring visit:

- The SCR was reviewed to check that it is compliant and that there are no gaps. He informed governor that there are a couple of gaps on the SCR and action is being taken to address this.

Attendance monitoring visit 07.02.19

CLW also carried out a monitoring visit on attendance and reported the following to governors:

- Pupils with low attendance are referred to the EWO.
- One family has received a warning letter.
- Court proceedings were stopped against another family and the attendance of the pupil subsequently dropped.
- The school has hit its target of 96% attendance.

CLW asked governors to consider whether it is still necessary to carry out governor monitoring of attendance given that the school has reached its target. Time could be freed up to monitor other areas.

Governors **agreed** that monitoring of attendance should still take place as it is a priority on the SDP. This could be reviewed at the end of the academic year 2018-19 when the attendance figures for the whole year will be known.

CLW informed governors that he will review all the SDP priorities relevant to this committee before the next meeting of the Pastoral Committee.

ACTION: Clerk to add review of SDP priorities to the summer term Pastoral agenda.

Website review

JH reviewed the school's website and reported to governors that it is compliant and that it is a useful exercise for a governor to monitor the website.

ACTION: Governor monitoring of the website to take place each term prior to the Pastoral committee meeting. JH will monitor again in the summer term 2019.

The clerk advised that there is DfE guidance on what schools must publish online: <https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>

14. SCHOOL WEBSITE

This was covered under the previous agenda item.

15. SCHOOL POLICIES

The following policies were reviewed and **approved** by governors:

- Behaviour Policy
- Anti-Bullying Policy

The Behaviour Policy contained minor changes and the Anti-Bullying Policy remained the same as before.

Q. Why was it necessary to make minor changes to the Behaviour Policy?

R. To ensure that the policy matches the practice in school.

Governors requested that any minor changes in a policy to be highlighted so that they can easily identify which sections have changed when reviewing a policy.

ACTION: SC to highlight the relevant changes in a policy.

16. TRAVEL PLAN

Governors discussed the need for a travel plan and decided that it is not a priority requirement at the moment for the school.

17. TRAINING FOR GOVERNORS

PD is due to attend anti-bullying training on 16.05.19.

JH has also booked a governor training course.

18. DIRECTOR'S REPORT

The Director's report was circulated to governors prior to the meeting. The clerk highlighted to governors a number of items which were relevant to the committee. Governors noted the report. The following items were discussed:

Introduction

The school is not participating in Fizz Free February.

Item 1.3 Governors requested that all governors be subject to a Section 128 check.

ACTION: SC to organise Section 128 checks for governors.

Item 3

ACTION: CLW to review the school's contributions to Child Protection Conferences as part of his next monitoring visit.

Item 10

ACTION: Pastoral Committee to consider the relevant DfE documents on mental health at the next meeting in the summer term 2019.

19. AOB

No items of any other business were tabled for discussion.

20. IMPACT STATEMENT

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

- Established a pupil discipline committee to strengthen the governance structure.
- Maintained the focus on pupil attendance to further drive improvements in attendance rates.
- Promoted the safeguarding of children by monitoring the SCR and considering e-safety at home.
- Considered the promotion of the mental health and well-being of the pupils.

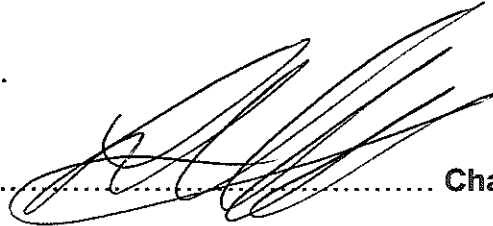
21. DATE OF NEXT MEETING

The date of the next meeting was confirmed as:

Thursday 16th May, 2019 at 5:00pm.

The meeting moved to the part two agenda.

16/5/19.....Dated

.....Chair

C. Neil G. Williams

