



**MINUTES OF A MEETING OF THE PASTORAL COMMITTEE OF
MANOR PARK PRIMARY SCHOOL AND NURSERY
HELD AT THE SCHOOL ON 16TH MAY 2019**

Governors Present:	Mr C Williams	CLW Chair
	Mr S Cotterill	SC Headteacher
	Mrs J Hopkinson	JH
	Mr P. Jones	PJ
Also in Attendance:	Mrs S Pomeroy	Clerk to Governors
	Mrs S Jeffrey	SJ Deputy Headteacher Associate Governor
	Mr G Mason	GM Chair of Governors, observing

PART ONE – NON-CONFIDENTIAL BUSINESS

1. APOLOGIES

Governors **agreed** that the apologies received from Rev. Paul Deakin and Lesley Dalzell 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 7th February, 2019 were confirmed as a correct record and were signed by the Chair.

Governors reviewed the action log and the following matters arising were discussed:
Monitoring of SSDP priorities

CLW informed governors that he has begun monitoring the SSDP priorities for this committee and will continue to do so.

School's contribution's to Child Protection conferences

SJ informed governors that the school always prepares a written report for Child Protection conferences and allows a member of staff to attend the conference.

E-safety at home

Governors discussed how issues at home with children accessing social media and gaming sites can cause problems in school. CLW clarified that governors had discussed at the previous meeting ways in which parents could protect their children online by providing information on how to ensure that their systems are secure.

ACTION: SC to research providers of e-safety presentations for parents and report back to governors.

School website

JD reported that she had reviewed the school website again and could not locate the CEOPS link or the Charging and Remissions Policy. Governors also discussed that it would be beneficial for the school to update the school website design.

ACTION: SC to update the school website; add link to CEOP's and check that the Charging and Remissions Policy is uploaded.

ACTION: SC to add review of the school website provider and changing of the format of the website to the SSDP.

It was confirmed that all other actions have been met and closed as appropriate.

5. PASTORAL REPORT

The Pastoral Report was circulated prior to the meeting via Governor Hub. SJ highlighted the following issues from the report to governors:

AcSEED Award

The school has achieved the award and is awaiting the certificate.

Q. Is the school pleased to have achieved the award?

R. Yes, it is pleasing for the school's pastoral work to be recognised in this way.

The school is running a training event on 17.06.19 for other schools to learn about the school's approach to pastoral work. Twelve Cheshire East schools are attending.

Attendance

Attendance fell slightly in the spring term 2019 but is higher than in the corresponding period in 2018. Four fixed penalty notices (FPN's) have been issued, all linked to children taking holiday during term time.

Q. It appears that the school has not had any support from the EWO recently. Why is this?

R. The EWO assigned to the school has been ill and absent from work for a period of time. The school has contacted the EWO service to discuss a pro rata refund or a future cost reduction.

Q. Are alternative EWO providers available?

R. Yes, the school will investigate other providers. The Cheshire East EWO has provided good service to the school in the past.

ACTION: SC to investigate alternative providers for the EWO service.

Persistent absenteeism is now the main area of concern with regards to attendance. One family was taken to court but no further action was taken and this has meant that parents of other persistent absentees perceive that there are no consequences for poor attendance and the attendance of this group of children has subsequently dropped. The EWO has recently returned to work and is continuing to work with targeted families.

The school has planned a treat for the 80 children who have achieved 98% attendance throughout the academic year 2018-19.

Q. Should the school offer a reward to parents for their child's good attendance?

R. Parents have a legal responsibility to send their children to school. The school does offer families a chance to win a prize once per term; children with 100% attendance are entered into a draw to win a family voucher for places such as the Sea Life Centre or Pizza Express. The school's experience is that poor attendance is often due to a mixture of children not wanting to come to school and parents not wanting to send them.

Governor Comment: It is sad that some children do not want to attend school.

R. Some of these children concerned have attachment issues and it is also a way of exerting control over their parents.

Transition

Transition work for the Year 6 pupils is planned with the Learning Mentor. The question box used in 2018-19 proved to be beneficial and allowed for pupil's concerns around transition to be addressed. The Pastoral lead from KMAT is due to visit the school as part of the transition process.

Q. Do other feeder primary schools offer extended transition for vulnerable pupils?

R. Yes, extended transition is offered if required.

Safeguarding

SJ reported that one new family has been admitted into school at Child Protection level.

CLW asked for clarification of Early Help Assessments (EHA). SJ explained that EHA has replaced the Common Assessment Framework (CAF). The process has remained the same but the paperwork required has changed.

Governor Comment: The school does well in dealing with complex pastoral issues and addressing the well-being of pupils.

6. ATTENDANCE AND BEHAVIOUR REPORTS

The attendance and behaviour reports were circulated to governors prior to the meeting.

Attendance

SJ reported that attendance currently stands at 96%, an improvement on the figure of 94% in 2018. Analysis of the figures reveals that there some areas of concern remain:

- The attendance of year 1 pupils is lower than the school would like. Their attendance was also of concern when they were in the Reception class.
- The attendance of pupils with SEN/D appears to be of concern and needs analysing further.

ACTION: CLW will analyse the attendance of pupils with SEN/D as part of his next monitoring visit.

- There are two persistent absentees in the Year 5 class. SC informed governors that, in the past, it was the practice of the school to send staff to collect children from home who were refusing to come to school. This is no longer happening as it is demanding on staff resources and potentially puts the staff in question at risk. SC stated that the school would visit the home if there were concerns and it was not possible to make contact with the family.

Q. What consequences are there for the child with 61% attendance?

R. The school would like to escalate the situation to Child in Need level but the LA criteria are too high for a referral to meet the threshold. The school has made its views on this matter clear to the LA. Several CAF's have been in place for this child and their family. A CAF relies on engagement from the parents and the school has found that once a CAF is closed, the issues resume.

Q. Is there a level of attendance at which social care will become involved?

R. No. There is also an issue that, even when this child does attend school, he/she is so late that their daily maths lesson is missed. The school has employed all the strategies which are available to deal with this situation.

Q. What is the next step?

R. The school could consider employing a social worker or family support worker. However, the budget position will not sustain such an appointment and the focus in school is on supporting children with a Learning Mentor, rather than on employing a family support worker.

Q. What are the benefits of a family support worker?

R. A family support worker provides a family with a range of strategies to deal with issues and advice on how to consistently implement those strategies.

Q. Can the school consult other schools for support and advice?

R. This is possible. However, other school are asking Manor Park for advice as the school has made significant improvements in regards to attendance levels.

Q. Is the school allowed to exclude a child on the grounds of low attendance?

R. No, this is not possible.

Governors commented that they are satisfied that the school is doing all it can to deal with attendance issues and **noted** that there has been a significant increase in overall attendance levels in school during the academic year 2018-19.

Behaviour

SC reported that behaviour in school is good, with the exception of minor concerns around behaviour in the Reception class. These take the form of “low level” incidents such as poor listening and calling out. The teacher sets high expectations of behaviour.

Q. Has there been a change of teacher in the Reception class?

R. No, it is the same teacher as in the previous year.

Q. Is it possible or desirable to split the Reception class in future years?

R. This is not the preferred option. The school expects that behaviour will improve as the children mature and this has already proved to be the case over the course of the school year. There are also some SEN/D issues in this class which are being addressed.

Q. Are the parents of this class supportive?

R. Yes.

Q. Is the school happy with the way in which the behaviour system is applied across the school?

R. Yes, there is a calm atmosphere in school and everyone knows that learning is a priority. The children also have high expectations of good behaviour.

Q. Are there any specific action points which need to be taken in regard to behaviour?

R. No. The new MUGA has helped with behaviour issues at break times.

Q. Is it correct that some children did not take part in a football tournament as a consequence of their poor behaviour?

R. Yes, this was a school decision which was understood by the children involved and supported by their parents.

Q. What are the consequences for a child who reaches “red” in the behaviour management system?

R. On the first occasion the child will miss some of their playtime. On the second occasion there will be an exclusion from the classroom. Parents are called in after the third time and a fourth time will result in fixed term exclusion. The consequences are dependent on the child and the circumstances.

Q. There are no reported incidents of bullying. How confident is the school that these figures are accurate?

R. The school is confident that there are no incidents of bullying. Children sometimes use the term “bullying” and the school investigates any such claims fully. However, no incidents have met the definition of bullying. The school would respond appropriately and inform parents if bullying was found to have taken place.

7. SAFEGUARDING/CHILD PROTECTION

SC provided an update on Safeguarding:

- Staff training is up to date. The whole school will take part in Level 1 training in September and will consider inviting governors.
- There are no safeguarding incidents to report.

Q. What are One Minute Guides?

R. They address current safeguarding issues and are issued by the SCiES team. The school ensures that they are shared with staff.

- The school has opened up an area of woodland in the school grounds for use by the children at break times. The area is staffed and has proved popular with the children.

8. VIRTUAL SCHOOL REPORT

There is one child in school who will transfer to KMAT in September 2019. The child has recently completed the SAT's tests and is predicted to reach the expected levels in all areas.

Q. Does this child require extended transition to high school?

R. No, this is not required. However, the child will continue to have regular meetings to update the Personal education Plan (PEP). A PEP meeting is planned for next week which will involve staff from KMAT.

9. EXCLUSIONS

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

10. SCHOOL VISITS 2018/19 AND 2019/20

Residential visits for the academic year 2019-20 are under discussion and have not yet been booked. The plan is to organise residential visits for children in Year 2, Year 4 and Year 6. This has a financial implication for the school as children cannot be excluded from such visits on the grounds of non-payment.

Q. Is it possible for the MPSA to provide some financial support for residential visits?

R. This is a difficult area as the MPSA prefers to support projects which benefit all the children.

Q. Does the school experience difficulties in recruiting enough staff to accompany residential visits?

R. No, the staff is enthusiastic and the school is able to cover such visits appropriately.

11. EXTENDED SCHOOL ACTIVITIES

This item was not covered at the meeting.

12. GOVERNOR MONITORING REPORTS AND SSDP PRIORITIES

Governors discussed whether the monitoring of attendance should remain as a priority for this committee, given the increase in attendance rates. SC informed governors that the SLT is meeting to update the SSDP in line with OFSTED requirements for curriculum provision. The revised curriculum plans will be presented to governors on 26.06.19 at the meeting of the Learning and Teaching Committee. The school will continue to monitor attendance levels closely and to report on it to governors, even if it is no longer a priority area for improvement.

13. SCHOOL WEBSITE

This item was covered under agenda item 4.

14. SCHOOL POLICIES

The Anti Bullying policy is due for review in December 2019.

ACTION: Clerk to add review of the anti bullying policy to the autumn term 2019 Pastoral Committee agenda.

15. REVIEW THE DfE DOCUMENTS ON MENTAL HEALTH

Links to the documents were circulated prior to the meeting. Governors discussed the documents and noted that the proposed green paper aligns with the school's ethos and procedures in relation to mental health and well-being.

16. TRAINING FOR GOVERNORS

The new training schedule will be available in the summer term 2019 and will be circulated to governors. The school will consider whether to invite governors to the Level 1 Safeguarding training to be held for the school staff in September 2019.

17. DIRECTOR'S REPORT

The Director's report was circulated to governors prior to the meeting and contained the following items:

1. School Governance and Liaison Update
2. School's Audit Programme
3. Annual Education Report; Performance 2017-18
4. Free Advertising for Schools for Teaching Vacancies
5. The Cheshire East "Free School Meals and Pupil Premium Campaign"
6. Maintained Schools' Apprenticeship Levy Update
7. School Organisation and Capital-Review of Planning Areas (Primary)
8. Early Help Assessments Update

The clerk highlighted to governors a number of items which were relevant to the committee. Governors noted the report. The following item was discussed:

Item 5:

Q. Does the school experience any issues with encouraging parents to apply for free School Meals?

R. No, the school is pro-active in this area.

18. AOB

No items of any other business were tabled for discussion.

19. IMPACT STATEMENT

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

- Governors challenged the data on attendance and bullying to ensure that children are given the best opportunities to succeed in school.
- Governors discussed the pastoral direction of the school and future priorities.
- Governors challenged the data on behaviour to ensure that the behaviour management system is consistently applied.

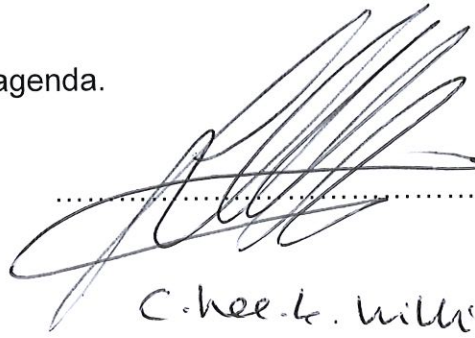
20. DATE OF NEXT MEETING

The date of the next meeting was confirmed as:

Thursday 17th October, 2019 at 5:00pm.

The meeting moved to the part two agenda.

17/10/19Dated



C. Kee G. Williams

..... Chair