



**MINUTES OF A MEETING OF THE PASTORAL COMMITTEE OF  
MANOR PARK PRIMARY SCHOOL AND NURSERY  
HELD AT THE SCHOOL ON 17<sup>TH</sup> OCTOBER 2019**

<b>Governors Present:</b>	<b>Mr C Williams</b>	<b>CLW Chair</b>
	<b>Mr S Cotterill</b>	<b>SC Headteacher</b>
	<b>Mrs Lesley Dalzell</b>	<b>LD</b>
	<b>Mr P. Jones</b>	<b>PJ</b>
	<b>Rev P. Deakin</b>	<b>PD</b>
<b>Also in attendance:</b>	<b>Mrs S Pomeroy</b>	<b>Clerk to the Governors</b>
	<b>Mrs S Jeffery</b>	<b>SJ Deputy Headteacher Associate Governor</b>

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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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**1. APOLOGIES**

Governors **agreed** that apologies received from Jennifer Hopkinson 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 were 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 16th May 2019 were confirmed as a correct record, signed by the Chair and retained by the school.

Governors reviewed the action log and the following matters arising were addressed:

Providers of e-safety presentations:

SC informed governors that he has looked into alternative providers but has been unable to find anything different to what the school has previously offered via the police. Governors **agreed** that the school should invite the police into school again to give a presentation an e-safety to parents.

**ACTION:** SC to invite the police to give an e-safety presentation.

School website provider and format of website

SC stated that the school has decided to remain with the current provider. SC contacted the current website provider in July 2019 to discuss changing the visual format of the website. This is a lengthy process and is scheduled for January 2020.

It was confirmed that all other actions not addressed elsewhere in the meeting have been met and closed as appropriate.

**5. ANNUAL REVIEW OF COMMITTEE TERMS OF REFERENCE**

Governors reviewed the Terms of Reference for the Pastoral Committee and agreed that no changes were required. The Chair signed the document which was retained by the school.

**6. PASTORAL REPORT**

The Pastoral Report was circulated to governors prior to the meeting. SJ highlighted the following items from the report to governors:

- There are 7 children (3 families) at Child in Need level and the school is closely monitoring a further 5 families due to safeguarding/attendance concerns.
- The Learning Mentor commenced maternity leave in the autumn term 2019 and a temporary replacement has been employed to cover the academic year 2019-20. The new Learning Mentor has made a good start to the role and is building positive relationships with the children and their parents. The relationship between the Learning Mentor and the parents is of vital importance as some vulnerable families require a point of contact in school other than the head or deputy headteacher. The replacement Learning Mentor is proficient in using CPOMS and is able to offer valuable support to SC and SJ.

**Q. Has the school received any negative feedback on the change of Learning Mentor?**

R. No, there was a period of successful transition and positive feedback has been received from the children and their families. The children are happy to work with the new Learning Mentor and to use the Rainbow Room.

**Q. Were there any children who had a particularly strong bond with the Learning Mentor?**

R. Yes, but working with the temporary replacement does not appear to have had a detrimental effect on any of the children.

**Q. Does the school have a succession plan to cope with any future permanent changes in staffing in the Pastoral team?**

R. The key people in the Pastoral team are SC, SJ and the Learning Mentor. If one of those people were to leave the school then another individual with the correct skills would be recruited. The values of the school are embedded in all the staff so the ethos of the Pastoral work would continue. There could be potential implications in the short term for individual children.

- The CPD event run by the school in June 2019 on Pastoral issues was successful and was well received by the staff from the schools who attended. The event focussed on how the school had developed the Pastoral team and the impact of its work on school outcomes. Resources were shared and opportunities established for Learning Mentors to meet; one such meeting has already taken place and another two are in the diary. LD commented that she attended the event and was impressed by the presentation and by how much the school has developed and improved over the past three years.

Governors **thanked** Sarah Jeffery and Jackie Moreland for all their hard work in preparing and running this event.

- The school continues to offer additional support at playtime and lunchtime for vulnerable pupils. The quiet zone is now run largely by Year 6 children who have been trained to do this and does not require an adult to be present all the time.
- The new learning Mentor has worked with a large number of children since the beginning of the autumn term 2019. She has worked mainly with individual children and will now move to working with groups of children, particularly in Year 1, which has been identified as an area for focussed intervention.
- The new Learning Mentor is attending training to further develop her skills and knowledge for the role.

**ACTION:** SC to invite the new Learning Mentor to attend the spring term 2020 meeting of the Pastoral Committee.

## **7. ATTENDANCE AND BEHAVIOUR REPORTS**

### Attendance:

Governors received a report on attendance for the period from September 2018 to July 2019 which had been circulated prior to the meeting.

SJ highlighted the following points to governors:

- Attendance improved slightly over the previous academic year from 95.4% to 95.8%.
- Attendance in the summer term dropped below 96% for the first time in 12 months. This is despite all of the usual attendance incentives in place. There was a higher number of holidays than usual and this is reflected in the significant increase in Fixed Penalty Notices (FPN's) requested. SC explained to governors that issuing FPN's causes friction in school as the letter received by parents from the LA stresses that the headteacher declined to authorise the holiday. SC further explained that he adopts a consistent approach to authorising holidays and the vast majority are declined.
- Current whole school attendance currently stands at 96.7%, just above the 96% target.
- The school has looked closely at the attendance of pupils with SEN and those entitled to Free School Meals and Pupil Premium. In some Year groups these children represent only a small percentage and can skew the figures.

- The EWO service has been disbanded and is soon to be rebranded and relaunched. It is hoped that the new service will be able to support the school in its work with persistent absentees.

**Q. Will the new EWO service still be available to the school if it decides to convert to academy status?**

R. Yes, the school will still be able to access the service.

- The school now needs to consider new initiatives to improve attendance, particularly for hard to reach groups.

**ACTION:** SJ to research best practice from other schools in regards to attendance which could be adapted for use in school.

**Q. Do the children who are persistent absentees realise that they are missing valuable education?**

R. Yes, but there often overriding complex issues at home which make regular attendance at school difficult.

**Q. Do these children have friends in school?**

R. Yes and they are happy once they are here.

- The visit arranged for children with 98%+ attendance in the summer term was successful; around 70 children were eligible to attend this event. It is important to remember that it is a small minority of children who are not attending school regularly.

**Q. Does the school report lateness figures?**

R. Not at the present time. They can be included in the next report.

**ACTION:** SJ to include lateness figures in the next attendance report for governors at the spring term 2020 Pastoral meeting.

#### Behaviour

- SC informed governors that behaviour is good and is strength of the school. Visitors to school often comment on the good manners and respect shown by the children.
- The behaviour policy is constantly monitored to ensure that staff apply it consistently.
- There are no racist or bullying incidents to report and there have been no exclusions.
- The current year 1 cohort is presenting some challenges in terms of behaviour and these were apparent last year in Reception. The school is considering making changes to the provision in Reception in the summer term to ensure that the children are better prepared for the transition to Year 1.

**Q. Is it accepted practice to formalise the provision for children in the Reception class and does research support doing this?**

R. The school is considering best practice from other schools and will do what is best for the children in the context of this school. It is envisaged that the provision in the

Reception class will become more structured in the summer term but will not be the same as the provision in Year 1.

## **8. SAFEGUARDING/CHILD PROTECTION**

SC provided a verbal update to governors:

- There are no e-safety incidents to report.
- Safeguarding training took place for all staff on the INSET Day in September 2019. Staff signed to indicate that they have read part one of the Keeping Children Safe in Education 2019 document.
- Safeguarding is a standing item on the agenda for staff meetings and SLT meetings.
- Safeguarding training forms part of the induction for new members of staff.
- Four members of the school council have a responsibility for safeguarding. They are running a competition regarding parking outside school and will also carry out a safeguarding audit with SC.

## **9. VIRTUAL SCHOOL REPORT**

One cared for child left the school in July 2019 to progress to high school. The school has admitted another cared for child as part of a managed move from another school. This child is responding well to the move there are no reported concerns. The child is working at below expected levels and the school has applied for funding from the Virtual School to support this child.

### **Q. Is the school expecting that the child will make progress?**

R. Yes, he will definitely make progress over his time in school. His attainment data from Key Stage 1 needs to be checked to determine his progress in SAT's terms.

## **10. EXCLUSIONS**

There are no exclusions to report in the current academic year 2019-20.

## **11. SCHOOL VISITS 2019/20**

Governors approved the following residential visits, subject to appropriate risk assessments taking place:

Year 2 visit to Fox Howl (1 night) 2/3/20-3/3/20

Year 4 visit to the Conwy centre (2 nights) 18/3/20-20/3/20

Year 6 visit to Standon Bowers (2 nights) 29/6/20-1/7/20

## **12. EXTENDED SCHOOL ACTIVITIES-AUTUMN TERM 2019**

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

### **Q. Is the football club provided by the school?**

R. It is run by an outside provider and paid for by the school.

### **Q. Is the TT Rockstars club popular?**

R. Yes, it is currently operating for Year 3 and Year 4 children and up to 28 children regularly attend.

**Q. Is the homework club still useful?**

R. Yes, the school is now offering the club at lunchtime.

PJ commented that the choir is going well and there are opportunities for the children to perform at events.

**ACTION:** SC to contact Manchester Airport to enquire if there is an opportunity for the choir to perform there.

LD commented that Knutsford tennis club may be able to offer free tuition to the children.

**ACTION:** SC to contact the tennis club to investigate.

**13. GOVERNOR MONITORING REPORTS AND SSDP PRIORITIES**

Attendance remains the SSDP priority for this committee. CLW informed governors that he carried out a monitoring visit today focussing on attendance. He met with the Pastoral team and analysed the attendance of groups of pupils, focussing on pupils with SEN, FSM and PP. He reported that it is a complicated picture as some children overlap into more than one group. CLW commented that a considerable amount of work is carried out in school to monitor and improve attendance. It is hoped that the soon to be relaunched EWO service will support the school in its work in this area. CLW has asked SJ to investigate best practice in the area of attendance to investigate whether there are new approaches which could be applied in school.

As part of his monitoring visit, CLW also reviewed the Single Central Record (SCR). Some anomalies were found which were reported immediately to SC. SC will ensure that the SCR is updated and CLW will visit again next week to check that the appropriate actions have been taken.

**14. DAILY MILE**

The daily mile has been removed from the school timetable to free up capacity in the school day. Governors asked whether there has been any impact on pupils of removing this activity from the timetable. SC responded that there has been no feedback from the pupils and it is difficult to assess the impact of this change. There are other opportunities in the school timetable, and at after school clubs, for children to participate in sporting activity. In terms of impact on the staff, they have appreciated the extra teaching time created in the school day.

**15. SCHOOL WEBSITE**

SC confirmed that he audited the school website in the autumn term 2019 and that Pupil Premium information needs to be uploaded; it is compliant with statutory requirements in all other respects.

**ACTION:** SC to upload pupil Premium information to the school website.

CLW offered to carry out the next audit of the school website.

**ACTION:** Clerk to forward a checklist to CLW to use to audit the website.

**16. SCHOOL POLICIES**

The following policies were presented to governors for review and approval:

- Child Protection and Safeguarding
- Anti-bullying policy
- Intimate Care
- E- Safety
- Social Media
- Acceptable Use (ICT)

#### Safeguarding Policy

SC informed governors that the Safeguarding Policy is based on the model policy provided by the LA. All staff are required to sign to acknowledge that they have read the policy and a record of this is kept in school.

Governors **approved** the policies.

#### **17. TRAINING FOR GOVERNORS**

CLW requested that governors review the governor training schedule and attend at least one course during the academic year 2019-20. Governors were also reminded that they should keep up to date with safeguarding training.

#### **18. DIRECTOR'S REPORT**

The Director's autumn term report 2019 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

SC confirmed that the school has completed the S175/157 Safeguarding audit.

##### Item 14

SC confirmed that all staff have signed part one of the updated guidance on Keeping Children Safe in Education 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?

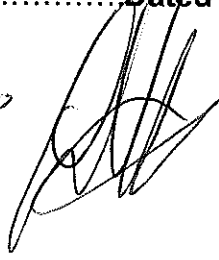
Governors have:

- Approved policies.
- Challenged data on attendance and behaviour.
- Asked the school to investigate best practice in further improving attendance.
- Monitored the SCR.
- Discussed the impact of changing the provision in the Reception class.
- Monitored e-safety in school.

The meeting moved to the part two agenda.

30/1/19 ..... Dated

30/1/20



..... Chair

