



# Beechwood Primary School

## Engagement & Wellbeing Committee Meeting

Held on Wednesday 3<sup>rd</sup> July 2019 at 3pm

### PART ONE MINUTES

**Present:**

Sara Harper	(SH)	Headteacher
Nichola Shaw	(NS)	Committee Chair
Sam Hart	(SHa)	
Julia Cargill	(JC)	

**In Attendance:** Hilary Cummings Clerk to Governors

#### 1. Apologies for absence

There were no apologies for absence.

#### 2. Declaration of Interests:

Governors were notified of the following:

- SH has a relative who is currently employed as a Casual TA in school.
- Miss Hart is Deputy Co-ordinator of the South Cheshire Child Contact Centre, run at the school on Saturday mornings.

#### 3. Minutes of the Previous Meeting

Governors agreed the minutes of the previous meeting held on 30<sup>th</sup> January 2019 as a true and correct record and these were signed by the Committee Chair.

#### 4. Matters Arising/Review of Action Points

All actions had been completed with the exception of the following:

SH had been unable to contact Yvonne Gandy to review PE resources, and governors agreed to remove this from the action list.

**ACTION c/f: Clerk to archive documents that can not be removed from GH**

**ACTION c/f: LH to contact UTC to chase delivery of noticeboards.**

## 5. School Overview - Highlights and Concerns

There was nothing to report that was not covered elsewhere.

## 6. Behaviour

### a) Exclusions

The Headteacher reported that there had not been any recent exclusions.

### b) Behaviour

Governors heard that the Dojo shop continues to be extremely popular with pupils, and the vast majority of children display exemplary behaviour, of which the school is very proud.

## 7. Attendance and Punctuality

### Whole School Attendance

Whole school attendance stood at 95.02%, against the target of 95.6%. Within that figure, attendance for individual groups was as follows:

EAL	95.3%
PP	94.8%
SEND	96.1%
EHCP	94.8%

### Punctuality

12 children had been late 12 or more times this year, although 7 of those came from just 3 families.

**Governor challenge:** Are those children brought to school by parents, or do they come alone?

Response: They are all brought by parents.

**Governor challenge:** If older children, coming to school on their own, are late, is there now a mechanism to let parents know?

Response: Yes, we go through the sign-in book and inform any parents who did not sign their children in.

However, governors noted that most of those late marks had been accrued in the autumn term, after which there had been intervention by the EWO. This had had a significant impact with some families and punctuality had subsequently improved.

**Governor challenge:** The figures do not show the improvement in punctuality, as once a child reaches the '12 lates' total, they stay in the figures. Would it be better to show termly figures?

**Response:** Yes, we could do. Or we could report lates as a percentage of the school days covered, so if there are no further late marks, the percentage will gradually decrease.

For those families where such intervention had made no difference, the HT was planning to investigate the possibility of issuing fines for 10 or more late marks. The EWO would also be asked to work with specific families early in the autumn term, to try to pre-empt the build up of late marks.

**Governor challenge:** What does the intervention of the EWO involve?

**Response:** Parents are asked to come into school to discuss their child's lateness, and explain why it keeps happening.

The Headteacher also outlined plans to have a non-teaching member of staff on the school gate in the mornings, to whom parents would need to explain their child's lateness.

Governors also heard that there continued to be a problem with parents not collecting children on time. The school will be starting an after-school club in September, at a cost of £6 per session, and any parent not collecting their child within 10 minutes of the end of school, will be charged for an after-school club session.

## **8. Parents and the wider community**

### **a) Beechwood Family Tree**

It was understood that the BFT had not met recently, and governors discussed the viability of combining the work of the BFT and the in-school fundraising team. Given the strict rules governing the operation of PTAs, it was agreed that the two should be kept separate, but NS would meet with SHa to work out how the 2 could work together successfully.

SH suggested that the BFT look at what other successful PTAs do, to get some ideas.

**ACTION:** NS to meet with SHa to discuss work of PTA and school fundraising team.

### **b) Engagement activities**

SHa reported on the success of the recent Family Fun Day, where £1,395.08 was raised. Governors congratulated the team on a very successful and enjoyable day.

### **c) Collaboration with Outside Agencies**

The Headteacher reported that Year 6 pupils had been visited by the Police and the Fire Service, to talk about drugs and arson respectively.

2 young adults from the Wishing Well project were coming into school once a week to work with children in Years 1 and 2.

The school would still like to develop links with the UTC, to raise awareness of what it could offer pupils in future, but the UTC has not been responsive.

## **9. Safeguarding**

The Headteacher presented the current caseload, as follows:

EHA	6 children from 6 families
CIN	9 children from 4 families
CP	3 children from 2 families
SCO	7 children from 5 families
MARAC	1 child
Operation Encompass	11 incidents

## **10. Engagement and Wellbeing Action Plans**

The Headteacher explained the updated plan, showing progress towards the key priorities.

It was not possible to report on the progress of SEND pupils at this point, due to the change in the way pupil progress is now being tracked.

The Headteacher was pleased to report significant progress in terms of healthy lifestyle choices:

- The school had a target for 40% of pupils to take part in an after-school club, but 63% had actually done so.
- At the beginning of the year, 52% achieved the baseline level of fitness. By the end of the year, this had increased to 92%.
- 53 children had achieved the bronze award for the golden mile, while 10 had achieved the silver.

### **11. Director of Education Report - Summer 19**

The summer term report, along with the precis, was made available for governors to read on GovernorHub. The clerk highlighted the following areas for the committee to note:

- The Governance handbook had been updated - governors to note changes.
- New requirements in Health and Relationships Education from September 2020.
- The Common Assessment Framework (CAF) has now changed to the Early Help Assessment (EHA).

### **12. Summer Term policy review**

The Attendance and PSHE policies would be taken to the FGB for approval.

**Action: Clerk to add policies to FGB agenda.**

### **13. Date and time of the next meeting**

Governors agreed to consider the list of proposed dates posted on GH, for agreement at the FGB.

**There were Part Two - Confidential Minutes Recorded at this meeting.**

**The meeting closed at 4.15pm**

**Signed** **Date:**  
**(Chair of the Engagement & Welfare Committee)**

**Minutes by H. Cummings (4.7.19)**