



Beechwood Primary School

Engagement & Wellbeing Committee Meeting

Held on Wednesday 30th January 2019 at 6pm

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/Declaration of interests:

Governors accepted apologies received from Louise Hargreaves.

Declaration of Interests:

Governors were notified of the following:

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

2. Minutes of the Previous Meeting

Governors agreed the minutes of the previous meeting held on 26th September 2018 as a true and correct record and these were signed by the Committee Chair.

3. Matters Arising/Review of Action Points

SH had not managed to meet with Yvonne Gandy to review PE resources, but all other actions had been addressed. Governors noted the following:

- The Home School Agreement is now displayed around the school and is also on the school website.
- The clerk had attempted to remove old documents from GovernorHub, but many were locked and could only be removed by the person who uploaded them. The clerk agreed to remind Su Garbutt.

- The training referred to was the Effective Questioning training that was undertaken prior to the autumn term FGB.

ACTION: SH to arrange to review resources with Yvonne Gandy.

ACTION: Clerk to speak with Su Garbutt about removal of old documents.

4. Election of Vice Chair of Committee

Julia Cargill was elected as Vice Chair of the committee until the autumn term committee meeting.

5. School Overview - Highlights and Concerns

Governors received the Headteacher's report covering agenda items 5 - 9 and particularly noted the following, from the summary of highlights and concerns, not covered elsewhere:

- TA absence - absence rates had increased and while many TAs have excellent attendance records, overall it was becoming a concern. SH explained to governors that she would be monitoring absence to see if there was any pattern, and completing rigorous return to work interviews. SH would also ensure that the absence protocol was followed consistently.
- Attendance for pupils with an EHCP (Education, Health and Care Plan), currently 94.6%, continued to be a challenge, due largely to the number of external appointments children need to attend. The school would continue to monitor.

6. Behaviour

a) Exclusions

Governors reviewed the Headteacher's report detailing the four fixed term exclusions since September 18. It was noted that 1 pupil was currently following a reduced timetable and would soon receive an EHCP. Whilst problems persisted, the school very much hoped to avoid permanent exclusion.

Governor Challenge: Has the school identified any causes or underlying reasons for the pupils' poor behaviour leading to exclusion?

Response (SH) : Yes, all the children involved have recognised problems of some sort and are receiving appropriate support.

b) Behaviour

The Headteacher explained the introduction of the 'reflection room', where children can be taken as a form of short term internal exclusion, with work available. It has proved an effective sanction and deterrent for some pupils, but doesn't necessarily work for the more difficult cases.

Governor Challenge: Is the reflection room part of the exclusion process?

Response (SH): Time in the reflection room is like an internal exclusion, but it can be used to pre-empt problems which might lead to a fixed term exclusion if the child is not removed from the situation.

Governors were also pleased to note the many examples of good behaviour and the rewards received by children. The dojo scheme has proved particularly popular since children have been able to 'spend' the dojos they have earned, at the shop. SH reminded governors that whilst this is very positive, it does have a cost implication.

7. Attendance and Punctuality

a) Strategies for Attendance

The Headteacher's report detailed strategies for improving attendance, including EWO support and home visits where Mrs Hargreaves brings absent children into school.

b) Whole School Attendance

Governors were pleased to hear that whole school attendance was 96%, above the target level of 95.6%. In addition, the attendance rates for PP and EAL pupils were both above the national average.

c) Persistent absence

There were 34 pupils with attendance below 90%, compared with 29 in January 2018, but governors understood that one child had attended very little since being diagnosed with a long-term illness. SH highlighted the work being done by Pam Prince from Education welfare Management, whose interventions with a number of children had resulted in real improvements in attendance and punctuality. However, there were others where such interventions had not had any impact, and the school saw no alternative but to apply fines as necessary.

d) Pupils receiving certificates for attendance

Governors were delighted to hear that 143 pupils had received certificates for 100% attendance for the autumn term.

Punctuality

104 pupils had received at least 1 late mark since September, compared with 80 for the same period last year. 40 pupils had received at least 1 'U' mark since September, compared with 23 last year.

This fall in punctuality was a concern and would be an area of focus for the school. The EWO support would be asked to focus on punctuality as well as attendance, and Senior Leaders would be implementing a 'late gate' on 8th February.

Governor Challenge: If my child walks to school alone, and is late, would I be told?

Response (SH): Not directly; we do not contact home unless a child is absent. It might come up at parents evening, or we might make contact if a pattern emerges. If a child is accompanied, they have to be signed in late, so the parent obviously knows, but this is something for us to consider with the older children.

8. Parents and the wider community

a) Beechwood Family Tree

LH had contacted NS to report that the Crewe UTC was still working on the noticeboards. Also that the next BFT meeting would be held during the week after February half term. Governors noted that the BFT had decided to become a PTA.

ACTION: LH to maintain contact with UTC and chase delivery of noticeboards.

b) Engagement activities

Governors noted the list of external partners currently working with the school, including an Education Psychologist. The school had also employed a school counsellor for 1.5 days a week. This had proved very valuable, but governors acknowledged that financial constraints may mean that it can not be sustained in the long term.

SHa reported that the Fundraising team was working with the BFT to look at future events, and to consider whether it would be feasible to hold an 'adult only' event.

The Rudolph Run had raised approximately £471 for St Luke's Hospice, and a representative would be coming in to school.

ACTION: Governors requested that LH and SHa report to future E&W meetings on the BFT and Fundraising teams respectively. If not able to attend, a written report could be submitted.

ACTION: Clerk to add Fundraising to E&W agendas.

c) Parent, staff wellbeing and community surveys (July 2018)

The Headteacher presented the results of the Parent survey which were overwhelmingly positive. The lowest score of 94% was in response to a question about homework, and the school has since introduced a homework book with additional exercises, which parents can buy for small cost if they would like their child to do more homework.

SH told governors that she believed comments about behaviour in class were largely reflective of problems with a small number of children in year 6 last year.

It was noted that there should be an option to respond N/A to certain questions, for example about school lunches.

The results of the staff survey had been summarised to show overall responses by staff, regardless of role. Governors noted therefore that it was not always appropriate or feasible to consult all staff about all new initiatives. With regard to workload, the Headteacher and governors recognised that this is an ongoing concern for all teachers, but noted that teaching staff get more non-contact time than in most schools and are well supported.

Overall, the results were extremely pleasing, and a number of very positive comments were received.

9. Safeguarding

The Headteacher presented details of how many children were receiving each level of support, and how those numbers had changed. Governors recognised that numbers had increased and that there were more cases at a higher level, therefore requiring greater school support.

10. Engagement and Wellbeing Action Plans

The Headteacher explained the updated plan, circulated prior to the meeting, showing progress towards the key priorities.

The report showed that progress for Band 3 SEND pupils was good across reading, writing and Maths, while Band 2 pupils fell slightly short of the target in writing. Band 1 pupils, were slightly under in reading, and lower again in writing. This reflects lower progress levels generally in writing, and also the greater impact of certain needs on writing.

Targets for key priorities in attendance and punctuality had been met.

The target for healthy lifestyle choices had also been met, but it was acknowledged that success could only really be judged when fitness levels were assessed against baseline levels later in the year. In the meantime, work would continue on physical fitness but also on healthy eating. Groups were engaged in looking at healthy food choices and also preparing healthy meals to take home.

11. Director of Education Report - Spring 19

The spring 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:

- Fizz Free February.
- Results of Parentkind survey.
- NGA guidance available for SEND governors.
- Attendance - governors to note appropriate uses of part-time timetables.
- Ending of SSIF funding.

12. Spring Term policy review

The following policies were reviewed and approved:

- Healthy eating
- SMSC education
- Anti-bullying

The E-safety policy will be taken to the spring term FGB.

Action: Clerk to add E-safety policy to FGB agenda.

13. Date and time of the next meeting

The date of the next meeting was confirmed as 22nd May 2019 at 6pm.

There were no Part Two - Confidential Minutes Recorded at this meeting.

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

Minutes by H. Cummings (31.1.19)