

**MINUTES OF A MEETING OF THE PASTORAL COMMITTEE OF  
MANOR PARK NURSEY AND PRIMARY SCHOOL  
HELD AT THE SCHOOL ON 24<sup>TH</sup> MAY 2017**

<b>Governors Present:</b>	<b>Mr C Williams</b>	<b>CLW Chair</b>
	<b>Mr S Cotterill</b>	<b>SC Headteacher</b>
	<b>Rev P Deakin</b>	<b>PD</b>
<b>Also in attendance:</b>	<b>Mrs T Chapman</b>	<b>Clerk to the Governors Pastoral Team</b>
	<b>Mrs J Moreland</b>	

**PART ONE – NON-CONFIDENTIAL BUSINESS**

*The Clerk chaired the meeting for items 1 – 3*

<b>1</b>	<p><b>APOLOGIES &amp; ADDITIONAL AOB ITEMS</b></p> <p>Apologies from Mr. P Jones and Mrs. S Jeffery were received and accepted.</p>	
<b>2</b>	<p><b>CONFLICT OF INTEREST</b></p> <p>Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting.</p> <p>No potential conflict was declared.</p>	
<b>3</b>	<p><b>MEMBERSHIP</b></p> <p>There have been no changes in the membership of the Pastoral Committee since the last meeting.</p> <p>However, it was ascertained that there is still a need for more governors on the GB to assist with all committees.</p>	
<b>4</b>	<p><b>PART ONE MINUTES AND MATTERS ARISING</b></p> <p>The part one minutes of the meeting held on 16<sup>th</sup> February 2017 were confirmed as a correct record, and signed by the chair.</p> <p><b>The actions were reviewed and the following points were discussed:</b></p> <ul style="list-style-type: none"> <li>• SC was asked at the last meeting to provide absence figures as non-authorised and authorised separately. SC presented a comprehensive analysis of attendance data in line with recent Ofsted Dashboard training. Unfortunately, this did not include the data previously requested, SC agreed to ensure it is at all future Pastoral meetings.</li> </ul>	SC

*16 Feb*

	<p><b>Q: How do you differentiate between the two?</b>  <b>A:</b> Anyone 90% or lower is classed as not authorised unless we have confirmation from a Doctor regarding illness. If we continue to mark each illness as authorised, we can become complacent and the Educational Welfare Officer (EWO) cannot assist us with authorised absences.</p> <ul style="list-style-type: none"> <li>• SC confirmed that the school is identifying groups and targeting them; a learning mentor is also assisting these families.</li> <li>• SC contacted CPOMs to request another section be added for 'actions' but has not received a reply.</li> <li>• CLW confirmed that the Annual Safeguarding Audit is in process.</li> </ul> <p><b>Action: To liaise with Mrs. J Moreland regarding additional category on CPOMs for 'action'.</b></p>	SC
5	<p><b>RECEIVE A REPORT FROM THE LEARNING MENTOR</b></p> <p>The school's Learning Mentor Mrs. J Moreland provided the committee with a report at the meeting and the following points were discussed:</p> <ul style="list-style-type: none"> <li>• Mrs. Moreland produces a termly report for SC, the Pastoral team meet every two weeks where the CAFs are reported on and any Child in Need/Child Protection meetings that take place, a member of the Pastoral team attend.</li> <li>• Parents were asked to complete a questionnaire regarding the level of support offered by the school and responses were positive.</li> </ul> <p><b>Q: How do you determine which pupils need to go onto the vulnerable list?</b>  <b>A:</b> If there has been any social work involvement, information from parents, change in behavior or a transitional issue to high school.</p> <p><b>Q: Is the information shared on CPOMs?</b>  <b>A:</b> Not necessarily, the vulnerable list is not the same as CPOMs.</p> <p><b>Q: Who has access to the vulnerable list?</b>  <b>A:</b> Mrs. Moreland and Mrs. Jeffery access it on the school's system, it's a fluid list.</p> <p><b>Q: Are you new to this role?</b>  <b>A:</b> I have been a learning mentor at the school before but was also class based; now I am solely a learning mentor. This has enabled me to spend more time with pupils and families that need me.</p> <ul style="list-style-type: none"> <li>• Some parents are difficult to interact with and the pastoral team meets to discuss ways in which they can overcome these difficulties; SC has helped to improve this by inviting parents into the school.</li> <li>• CAHMS support worker has resumed visits to the school after</li> </ul>	

	<p>returning from maternity leave; the Local Authority (LA) has informed the school that funding for this support will end in July 2017. SC has written to Mark Bayley at Cheshire East (CE) to request that the funding continue.</p> <ul style="list-style-type: none"> <li>The Pastoral Team aims to run an activity based coffee morning for parents once a week and hopes that the CAHMS support worker will also attend.</li> </ul> <p><b>Q: Is the coffee morning dependent on whether the CAHMS support worker can attend or not?</b></p> <p><b>A: No, the coffee mornings will still go ahead but it would be much better if Caroline could attend.</b></p> <p><b>Action: To provide the committee with the date/time for the Healthy Minds open morning.</b></p> <ul style="list-style-type: none"> <li>Healthy minds and relationships day will run on the 27<sup>th</sup> June to promote healthy brains and relationships with humans.</li> <li>Mrs. Jeffery and Mrs Moreland have completed an attachment awareness course via Virtual Schools in CE.</li> <li>There have been fewer instances this term of poor behaviour during break times due to the fact there is a calm and quiet 'Rainbow Room' area for pupils to use.</li> <li>There are 24 pupils on the Learning Mentor register this half term; 22 of which require regular support.</li> <li>There are 51 intervention sessions planned for this half term.</li> </ul> <p><i>Mrs. Moreland left the meeting at 17:53</i></p>	<p>SJ/JM</p>
<p>6</p>	<p><b>ATTENDANCE AND BEHAVIOUR REPORTS</b></p> <p>The governors were provided with the following reports prior to the meeting:</p> <ul style="list-style-type: none"> <li>Spring 2017 Behaviour Overview</li> <li>May 2017 Analysis of Attendance September to date</li> </ul> <p><u>Behaviour</u></p> <ul style="list-style-type: none"> <li>Behaviour is positive with a 43% reduction in Red Letters distributed from Autumn term to Spring.</li> <li>Two racist incidents in the Spring term</li> <li>No Bullying incidents in the Spring Term</li> </ul> <p><b>Q: Are racist incidents becoming a problem?</b></p> <p><b>A: Yes, in the way that any racist behavior is a problem for any school but we are addressing it; the school is doing a lot of work on equality and diversity. We do not believe that we have an endemic racist problem in school. These are two isolated incidents.</b></p>	<p>Clerk</p>

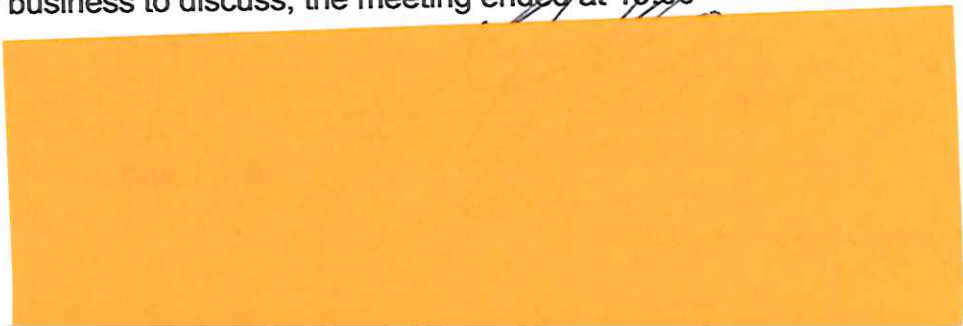
	<p><b>Action: To re-circulate the NGA sample questions.</b></p> <p><u>Attendance</u></p> <ul style="list-style-type: none"> <li>• SC advised that attendance is a weakness at the school.</li> <li>• Attendance is currently 94.4% and it should be 96% or above.</li> <li>• There has been no progress in attendance between Autumn and Spring.</li> <li>• Attendance is a constant focus at the school; there are treats every week and termly and Manchester Airport support the school in this area.</li> <li>• This year's SDP has a target on attendance and this will roll over to next year's SDP too.</li> <li>• Overall attendance of the vast majority of children is good; However, persistent absenteeism is significantly impacting the attendance percentage and these pupils are being targeted.</li> </ul> <p><b>Q: What level do you want to set your attendance target at for next year?</b>  <b>A: It needs to be reviewed and agreed, the target needs to be achievable but we do have a plan to increase the percentage.</b></p>	
<p><b>7</b></p>	<p><b>SAFEGUARDING</b></p> <p>CLW provided the governors with an overview of his recent safeguarding monitoring visit to school.</p> <p>CLW and PJ have begun the Annual Safeguarding Audit and will ensure it is completed by 11th July 2017 as per the requirements highlighted in the Director's Report.</p>	<p>CLW/PJ</p>
<p><b>8</b></p>	<p><b>VIRTUAL SCHOOL UPDATE</b></p> <ul style="list-style-type: none"> <li>• The school has 2 looked after pupils.</li> <li>• Both are receiving support from the Learning Mentor and are progressing well.</li> <li>• There has been a Personal Education Plan (PEP) meeting this term and another is scheduled for next term.</li> </ul>	
<p><b>9</b></p>	<p><b>EXCLUSIONS</b></p> <ul style="list-style-type: none"> <li>• There have been 2 fixed term exclusions of 3 days for one pupil.</li> </ul> <p><b>Q: This is an improvement; do you think it could have something to do with the new behaviour policy?</b>  <b>A: Yes, it's due to consistency and our high expectations of the pupil's behaviour.</b></p>	

<p>10</p>	<p><b>GOVERNORS KEY ACTIONS, SSDP PRIORITIES &amp; MONITORING REPORTS</b></p> <p>PD provided the governors with a Pupil Premium monitoring report prior to the meeting, the following points were discussed:</p> <ul style="list-style-type: none"> <li>• The school has been pro-active in establishing Pupil Premium (PP) pupils in receipt of Free School Meals (FSM).</li> <li>• Attainment of PP and SEN pupils in comparison to non PP/SEN pupils is less however; progress is at a similar rate.</li> <li>• There is a meeting scheduled with PD and SC on 11<sup>th</sup> July and will continue on a termly basis thereafter.</li> <li>• An attendance monitoring session took place in the Spring term which will be reported on at the Autumn Term pastoral meeting.</li> </ul> <p><b>Actions:</b>  <b>To provide the Clerk with an electronic copy of the monitoring visit.</b></p> <p><b>To ensure the monitoring report from the visit concerning attendance is provided prior to the Autumn Term pastoral meeting.</b></p>	<p>PD PD/PJ</p>
<p>11</p>	<p><b>SCHOOL WEBSITE</b></p> <p><b>Actions:</b>  <b>To provide the Clerk with the Policy Schedule</b></p> <p><b>To provide SC with a model Accessibility Plan.</b></p>	<p>SC Clerk</p>
<p>12</p>	<p><b>SCHOOL POLICIES</b></p> <p>The following policies were provided to the committee prior to the meeting for approval:</p> <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Educational Visits</li> </ul> <p>Both policies are based on CE models.</p> <p><b>Q: As there is work to be done to improve attendance, will the figures within the policy change?</b>  <b>A: They could do in the future.</b></p> <p><b>Q: In terms of the risk assessments for educational visits, do the centres the pupils are attending do their own risk assessments?</b>  <b>A: Yes, we request to see them and we also do our own.</b></p> <p><b>Q: You have specific ratios of staff/pupils for the lower years but not for years 4-6, is this correct?</b>  <b>A: I will need to check the current advice on ratios.</b></p>	<p>SC</p>

	<p>Governors agreed that the following sentence be added to the Educational Visits Policy:</p> <p><b><i>'All visit leads to refer to the Educational Visits Co-ordinator for guidance on completing risk assessments'.</i></b></p> <p>The governors approved the policies, subject to the agreed amendment.</p>	
<p><b>13</b></p>	<p><b>SPRING TERM TRAINING FOR GOVERNORS</b></p> <p>It was noted at the FGB will be completing Safeguarding training on the 12<sup>th</sup> June.</p>	
<p><b>14</b></p>	<p><b>PARENTAL LIAISON/ENGAGEMENT</b></p> <p>Governors were provided with the Annual Parents Questionnaire Results prior to the meeting. The following points were highlighted:</p> <ul style="list-style-type: none"> <li>• Behaviour has improved</li> <li>• Communication has improved</li> <li>• Perception of bullying has improved</li> <li>• SLT has improved</li> </ul> <p>SC advised that the results will be published on the school's website.</p> <p><u>Parent Council</u></p> <p>SC advised that the issue of a Parent Council was raised at the last meeting with the School Improvement Partner (SIP).</p> <p>The school had contacted parents to request volunteers, but had only 4 responses.</p> <p>SC confirmed that the school will continue to approach parents for further volunteers.</p>	
<p><b>15</b></p>	<p><b>DIRECTOR'S REPORT</b></p> <p>The Director's Report for the Summer Term 2017 contained the following matters relevant to the committee:</p> <ul style="list-style-type: none"> <li>5. Home to School Travel Surveys – 24th April until 31st May 2017</li> <li>10. Virtual School for Cared for Children</li> <li>11. Local Safeguarding Children Board (LSCB) Safeguarding (Section 157/175) Audit</li> <li>12. Child Sexual Exploitation (CSE): definition and guide for practitioners</li> <li>13. Operation Encompass</li> <li>14. Safeguarding Records</li> <li>15. School Trips in light of the London terrorist attacks done</li> </ul>	

	<p><b>Action:</b>  <b>To ensure that the following items of the DR are completed during the Safeguarding Audit:</b></p> <p><b>12, 13 &amp; 14</b></p>	CLW/PJ
16	<p><b>ANY OTHER BUSINESS</b></p> <p><i>Q: In light of the recent terrorist attack in Manchester, do we have a Critical Incident Policy that covers this type of incident and is it up to date?</i>  A: Yes.</p>	
17	<p><b>MEETINGS</b></p> <p>It was agreed that SC and the Clerk liaise to arrange the meeting dates for the next academic year.</p>	SC/Clerk
18	<p><b>IMPACT STATEMENT</b></p> <p>How has the Committee helped move the school forward in this meeting?</p> <p>The 3 core strategic functions defined by the DfE are:</p> <ol style="list-style-type: none"> <li>1. Ensuring clarity of vision, ethos and strategic direction;</li> <li>2. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and</li> <li>3. Overseeing the financial performance of the school and making sure its money is well spent.</li> </ol> <p>In relation to core function one, the GB has improved its strategic development by:</p> <ul style="list-style-type: none"> <li>• Completing monitoring visits</li> <li>• Approved Policies</li> </ul> <p>In relation to core function two, the GB has promote the highest possible standards for Safeguarding and held the headteacher to account by:</p> <ul style="list-style-type: none"> <li>• Begun the Annual Safeguarding Audit.</li> <li>• Challenge around policies.</li> <li>• Challenge around data.</li> </ul>	

There being no further business to discuss, the meeting ended at 19:00



CC

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