



St George's Primary School

St George's Primary School
Curriculum and Pastoral Committee Meeting
Thursday 19th October 2017
Lower Site Meeting Room 5:30pm

Present

Community Governors

B. Clark
R. Oslen
P. Walters
A. Ward

Chair of C&P Committee

Parent Governors

P. Dunning
C. Scott
R. Olsen
S. Slater

Staff Governors

B. Cassidy
L. Horton

Headteacher
Assistant Head Teacher

Also Present

M. Chambers
T. Skarratts-Jackson
K. Choudhary

Assistant Head Teacher
Deputy Head Teacher
Clerk

Apologies

K. Wadcock
A. Fisher
P. Walters
N. Sullivan
M. Wiggins

Item 1 Welcome, Apologies and Declarations of AoB

Chair welcomed the group and apologies were accepted as above.

T. Skarratt- Jackson, M. Chambers and A. Ward informed C&PC that they would have to leave the meeting early.

Rev. Alan Ward and Suzanne Slater given special welcome as new Governors.

Item 2 Minutes of 19.05.17

Accepted as a true and accurate record

Item 3 Action Points from the Previous Meeting

All actions from previous meeting have been completed.

Curriculum and Pastoral Committee (**C&PC**) reminded that the following curriculums are now available on the school's website; English, Mathematics, Science and Computing.

C&PC informed that the Standards Committee minutes from last meeting have been attached for information and context to support the meeting.

Item 4 Terms of Reference

B. Clark reminded C&PC that the Skills Audit is currently being undertaken with the view to delegating tasks so that all governors are not required at every meeting and that their skills and knowledge can be best utilised in most appropriate committee.

It was stated that each committee would need at least 3 governors – and up to 6.

C&PC asked about nomination of Vice Chair however it was suggested that C&PC would be best served by formalising the members before any Vice Chair nominations.

B. Clark and B. Cassidy invited comments on the Terms of Reference post meeting if they had any queries or if they wanted any more information.

C&PC acknowledged that a lot of hard work had gone into this document and thanked SLT for their endeavours.

C&PC accepted the Terms of Reference document pending governors being assigned to relevant committees.

Item 5 Reminder of Chair and Vice Chair Organisation

K. Choudhary informed C&PC that following the scheme of delegation, anecdotal evidence suggests that Chair/ Vice Chairs for all committees were nominated until end of academic year 2017/18 however this was not recorded nor ratified in any previous minutes. As such, this matter will be raised at the next Full Governing Body meeting in November '17.

ACTION CP1(10/17): K. Choudhary to raise issue of Chair/Vice for all committees at the next Full Governing Body meeting.

Item 6 Key Nominated Governors Roles

C&PC held a discussion about the vacant Key Nominated Governors roles that need to be assigned.

C&PC asked what time commitment would the role involve?

RESOLUTION: B. Cassidy informed C&PC that the role would require 3 hours per term.

The following roles were agreed by C&PC;

- **Safeguarding:** B. Clark informed C&PC that he had already had a discussion with N. Sullivan and that she had indicated her willingness to embrace the role. N. Sullivan nominated and B. Clark seconded. **N. Sullivan approved as Safeguarding Lead Governor.**

- **Pupil Premium:** P. Dunning nominated and R. Olsen seconded. **P. Dunning approved as Pupil Premium Lead Governor.**
- **Mathematics:** C. Scott nominated and R. Olsen seconded. **C. Scott approved as Mathematics Lead Governor.**
- **English:** C&PC failed to agree a lead governor for English. As such, this will be raised at the upcoming Full Governing Body meeting in November '17.

ACTION CP2(10/17): B. Clark to address the vacant English Lead Governor vacancy at the upcoming Full Governing Body meeting in November '17

Item 7 School Development Plan Update and Curriculum Plan

School Development Plan was circulated to C&PC for information as part of the papers.

B. Cassidy informed C&PC that there are 11 areas contained within the document and highlighted Maths section to showcase how the document is formatted, how it is to be interpreted and financial commitments moving forward. This is a working document but clearly sets out aims and objectives.

C&PC stated that the information contained in this document would be good to highlight to parents.

RESOLUTION: B. Cassidy stated that parent workshops are scheduled to engage and inform parents.

C&PC suggested that whilst document is lengthy, it clearly demonstrates the direction of travel within the school and will go some way to reassuring any concerned parents.

Item 8 Pupil Premium update

C&PC informed that SLT have done a lot of work done in preparation for this year's Pupil Premium cohort given the level of concern raised by Governors about the support and progression levels.

In April '17, it was agreed that the Pupil Premium strategy needed amending and redrafting to ensure 'fit for purpose'. SLT signposted C&PC to the new document and suggested that the amended version more clearly demonstrates; what's has been done within the school, how funds have been spent, and what is the intend impact on pupils in relation to targets.

SLT stated the new document clearly identifies areas of Pupil Premium spending broken down into discrete spending areas. £200k has been ring fenced for resources and the allocation is £194K from Pupil Premium funding.

SLT highlighted the fact that expenditure has never before been minuted - rather a very basic list of expenditure on, for example, uniform, residential visits, TA support. This new document clearly identifies expenditure specifically from Pupil Premium funding.

C&PC thanked SLT for their hard work that has allow governors to more fully understanding the challenges facing the school.

SLT suggested that attendance data and exclusion data has caused some concern, stating that overall school attendance is at the national average but vulnerable student's levels are much below and the school recognises that it need to close the gap and as such are implementing strong support mechanisms in place.

SLT stated that the schools Pupil Premium learners persistence absence is unacceptably high, with 1 in 5 pupils in this cohort in school less than 90% of the time. Concern was raised that these learners are the cohort that should be accessing accelerated intervention measures – but as they not in so cannot thrive.

SLT stated that exclusion data for pupil premium pupils is alarming high in this cohort. Looking back historically, in 2015/16 the school's exclusion data saw 5.34 % had an exclusion – on average 1 in 20 pupil premium learners had at least one day's exclusion. The school has significantly reduced this trend with a new nurture based approach to engage those that were particularly struggling. This new strategy was implemented just before B. Cassidy arrived in his new role.

C&PC asked if there was a particular year group with issues?

RESOLUTION: B. Cassidy informed C&PC that predominately there is a small group (although not all) have complex social and emotional issues.

This year, the school has had to signpost one pupil into alternative provision for 5 days however the family is fully engaged with this process. SLT have engaged the LA to seek assistance and the school is doing every it can to avoid any further exclusion.

The school's target for 2018/19 is to reduce persistence absence and exclusion reduced to **0%**.

C&PC recognises the endeavours of school staff in this area and thanked them for their endeavours.

Item 9 SEND Strategy

SEND Report 2017-18 was circulated to C&PC for information as part of the papers.

SLT suggested that the document clearly signposts parents towards additional support from the school and demonstrated how the document makes it very clear to parents what the school offers and how they can raise concerns.

SEND Report 2017-18 will be on the website from Autumn half term. **C&PC reminded that this is a statutory document.**

C&PC informed that SLT have worked on (in conjunction with SEND Report 2017-18) Provision Map that demonstrates and clearly sets out what interventions parents can expect.

Item 10 Safeguarding Update and Policies

B. Cassidy informed C&PC that St Georges and Greenleas Primary have recently conducted a peer to peer Safeguarding Self- Assessment Audit. Report was shared with governors on screen.

SLT are very happy with the direction of travel the school is headed and that the huge amount of work undertaken to make sure that the school's safeguarding systems are effective were really well audited by experienced and skilled professional colleagues at Greenleas.

ACTION CP3(10/17): B. Cassidy to share the Self-Assessment Audit Summary document with governors.

SLT highlighted that the audit summary picked up on the issue already discussed around attendance/ exclusion of Pupil Premium learners and things the school was asked to consider; the school was already working on. For example, signage for the front area of school that clearly informs parents who the safeguarding leads are and signposts to services outside the school.

The report acknowledges that Greenleas did not have time to fully investigate the E- safety area however what they saw was very strong however the school is wary of the fact that a lot of new curriculums have been introduced and it was suggested that e-safety is a continual area of concern within the school, locally and nationally.

SLT thanked the school staff for their continued hard work in this area.

C&PC reminded that T. Skarratts-Jackson is the lead Safeguarding Office in the school and if governors have any question, please direct them to her.

C&PC asked if there is a lot of Wallasey Alliance school peer to peer self-assessment?

RESOLUTION: B. Cassidy informed C&PC that there is and it is a really useful exercise. On this occasion, the school compared really well.

T. Skarratt- Jackson, M. Chambers and A. Ward left the meeting.

Item 11 Updated Safeguarding Policies

Safeguarding Policies were circulated to C&PC for information as part of the papers.

C&PC had a discussion above the below policies. SLT stated that they are happy to answer any questions C&PC may have moving forward.

RECOMMENDATION: SLT proposed that the following policies were ratified by the group. B. Cassidy conceded that ratifying so many policies is one go is not best practice however on this occasion, adopting this approach made the most sense.

- Safeguarding Policy 2017
- Safer Recruitment Policy 2017
- E-Safety Policy 2017
- Mobile Phone Policy 2017
- Intimate Care Policy 2017
- Safeguarding Children who are Vulnerable to Extremism Policy.
- Prevent Risk Assessment
- Collection of Children Policy

VOTE TAKEN AND APPROVED: B. Clark approved and P. Dunning seconded. **Safeguarding Policies ratified.**

Item 12 Safeguarding Training for Staff and Governors

C&PC noted the training undertaken by staff taken.

ACTIONCP4(10/17): Governors to send copy of their Safeguarding Training certificate to K. Choudhary.

Item 13 Report on Anti-Bullying, Behaviour and Exclusions

R. Olsen stated that he was very happy to have been involved in the schools Anti Bullying forums and congratulated the pupil and staffs sterling work in this area. SLT suggested that the exercise is very useful, as give the pupils perspective which is key to addressing any issues.

There are x2 pupils from each year group involved in the school forum from Year 3 to Year 6 (8 pupils in total). SLT stated that the school has kept the groups small to ensure the forum is a working group however SLT does sometimes involve the school's Student Council on various areas of work, for example, the Anti Bullying Ambassadors.

SLT stated that the school is currently in a cycle of spending 2 hours in every classroom looking at learning, observing teaching and interviewing learners. By mid-November, SLT will have discussed with circa 200 pupils across the school cohorts about their attitudes and understanding about behaviour and anti-bullying.

SLT informed C&PC that learners have created a leaflet which identifies their Anti- Bullying guidance leaflet that will be launched after the Autumn half term break. Prior to the launch, (and by way of empowering their learner voice) pupils have suggested in the forum that the best way of preventing anti bullying is role play exercises. As such, school staff and learners are going to work together to create scenarios that the help address what is bullying?

SLT informed C&PC that the school is considering taking the learners working on the Anti- Bullying Forum to an upcoming Anti- Bullying Conference in conjunction with other local schools.

SLT informed C&PC that there have been 3 incidents where the school has had to record and complete Anti- Bullying paperwork. These incidents have come through school staff or via parents. Clear action plans evidenced in new paper work. BC shared blank copy of new recording and reporting documentation.

C&PC asked are the 3 incidents centred around a specific year group?

RESOLUTION: SLT stated that the incidents are not circulated around one-year group. There is no evidence of bullying in all cases however SLT are still monitoring.

Item 14 Learning and Teaching Policy 2017

SLT reminded C&PC did not have a Learning and Teaching Policy in previous years. It was suggested that teaching duties relies on such a broad set of skills that made drafting this document very challenging. As such, SLT tasked school staff to come and work collaboratively in teams (8 members per team) to collect a shared view about the direct of travel within the school and create a collaborative piece of work.

The Learning and Teaching Policy was drafted in September '17 and really focuses on a mantra of RESPECT. School staff were invited to comment on the draft circulated to Governors in the papers and SLT only received positive feedback.

SLT sought Governor approval to ratify Learning and Teaching Policy. B. Clark approved and R. Olsen seconded. **Learning and Teaching Policy 2017 ratified.**

Governors thanked all school staff for their endeavours in the challenging piece of work.

Item 15 OTIP update

SLT reminded C&PC that the school has invested in the Outstanding Teachers Intervention Programme which recently put 14 members of staff through the programme. A new cohort of 9 school staff have recently graduated from the programme. By the end of the academic year there will be 5 cohorts graduated.

C&PC reminded that this has been funded through £30k School Improvement Grant which was ring-fenced for staff training.

C&PC passed on their congratulations to recently graduated staff.

Item 16 Governors actions

SLT asked if any Governors were able to work through the Attendance and Sports and Well Being Strategies for one hour after the Autumn half term. Following identified;

- Attendance Strategy – **C. Scott**
- Sports and Well Being Strategy - **R. Olsen and M. Wiggins.**

ACTIONCP5(10/17): B. Cassidy to liaise with nominees re date/ times of meeting.

Item 17 Agree 3 Priorities

C&PC informed that B. Clark and B. Cassidy had met and proposed the following priority areas;

- Training
- Ensure that the new curriculum changes are successful
- Develop governor visits

C&PC asked if SLT could clearly identify how Governors can arrange visits?

RESOLUTION: C&PC reminded that that all governor visits need to record on the Governor Visit paperwork however suggested that governors might find it useful if SLT forward key school lead contacts - once Governor Nominated Roles have been ratified at Full Governing Body meeting.

ACTION CP6(10/17): B. Cassidy to forward key school lead contacts to Key Nominated Governors.

C&PC are generally happy with outlined priorities however suggest that training echo the discussion in the meeting and be focused to reflect supporting vulnerable pupils and address the social justice agenda.

Item 18 Date and focus of next meeting

- Behaviour Strategy
- Curriculum Developments
- P.E and Wellbeing Strategy
- Attendance Strategy
- Developing RESPECT and PSHE
- SMSC and British Values
- LBGT Strategy and Support

Date of next meeting – Thursday 1st March 2018 @ 5:30pm

Meeting Finished @ 7:20pm

Chair Sign Off

Date

Item	Summary of actions from C&P meeting	Whom	Date to be completed
5	<u>CP1(10/17)</u> : K. Choudhary to raise issue of Chair/Vice for all committees at the next Full Governing Body meeting.	K. Choudhary	Nov '17
6	<u>CP2(10/17)</u> : B. Clark to address the vacant English Lead Governor vacancy at the upcoming Full Governing Body meeting in November '17	B. Clark	Nov '17
10	<u>CP3(10/17)</u> : B. Cassidy to share the Self-Assessment Audit Summary document with governors.	B. Cassidy	Nov '17
12	<u>CP4(10/17)</u> : Governors to send copy of their Safeguarding Training certificate to K. Choudhary.	All	Ongoing
16	<u>CP5(10/17)</u> : B. Cassidy to liaise with nominees re date/ times of meeting.	B. Cassidy	Nov '17
17	<u>CP6(10/17)</u> : B. Cassidy to forward key school lead contacts to Key Nominated Governors.	B. Cassidy	Nov '17