

Tranmere Park Primary School
Pupil Support Committee – Summary of Meetings and Activity 2014/15

Autumn Term 2014 – Meeting 1

- Reviewed & Agreed Terms of Reference for the sub-committee and elected Marie Stout as Chair.
- Agreed that more reports on Governor visits were required. Governors will be asked to produce one for all visits as evidence of involvement.
- **Attendance** was reviewed and procedures agreed whereby letters are issued for late arrivals and poor attendance. Any pupil falling below 90% attendance would be followed up.
- **Unauthorised absences** were reviewed. It was agreed by the Full Governing Body that this sub-committee would make the decision, along with the head, as to whether pupils should be referred to the Council for a possible fine in the case of unauthorised absence when more than 10 periods in 12 weeks have been recorded. One case was referred due to an unauthorised holiday being taken.
- **Partnership working** was reviewed. The decision not to contribute to the JCC financially at this time was supported. In terms of the Trust, it was discussed that there are 5 main areas in the Trust Action Plans are:
 1. **Procurement** (Guiseley School are taking a lead here, starting with HR)
 2. **Partnership** (Looking for suitable local partners etc.)
 3. **Membership** (KF informed us that parents/carers, PTA chairs, pupils and two members of staff per school will be invited to join)
 4. **Launch** (Details of a launch event tbc)
 5. **Curriculum** (To develop good practice and peer reviews across the Trust, building on relationships already in place and starting new ones. Subject and Key Stage networks will also be established.)
- **Pastoral Support Systems.** Governors were briefed that the Safeguarding audit had been carried out and was in KF's file for inspection at any time. The Safer Recruitment and Employment and Training files were also all up to date. The Hate Incidences log was created. Accident reporting and first aid training had also been reviewed and updated. All pupils with specific health issues had been set up with an individual healthcare plan.

Autumn Term 2014 – Meeting 2

Provision for SEN pupils

- New legislation to ensure all children are included in all activities has been adopted by school.
- KF showed and discussed with Governors the SEN Procedures file with updated SEN policy and new SEN Handbook, including Educational Healthcare Plan (instead of a statement) and Narrowing the Gap information (school action).
- KF raised concern about provision for speech and language as budgets cut and now only one visit per half term to see all the children and that includes their time to write reports. School doing Talk Matters program to train a member of teaching staff for each phase of school who can then cascade - will come into school and spend

time with pupils and staff and then make recommendations.

Provision for Looked after children -

- None in school at moment.
- Now is also a new provision for adopted children which provides some budget but we need agreement from the family to pursue this and not all agree.

Communication with Parents -

- The differing ways we seek parental views were discussed:
- Parent forum monthly
- Survey Monkey - poor response received from this for Parent Questionnaire. What else could we try? eg ipad questionnaire at parents evening
- Agreed Governors should be available at parents evening.
- Twitter & Facebook use will be increased.
- Three parent workshops this year eg about growth mind sets.
- Governors suggested a Headteacher's blog.
- Parent view - run by Ofsted. Link to this from school website.

Reported that KF is updating school's promotion of spiritual, moral, social and cultural development so to return to this at a future meeting.

Sex Education -

- Policy reviewed within the last three years.
- To review the policy later in the year with Health and Wellbeing education experts.

Spring Term 2015 – Meeting 1

Updates on school action following previous meetings:

- Speech and Language audit took place in Autumn term -
 1. Whole school speaking code now in place with table groups in 4's to give all children more chance to engage.
 2. Book corners in the classroom - informal place in classroom.
- Head teacher's blog now in place on the website - more interest and likes on Facebook feeds
- British Values - info now on website.
- PSHCE policy rewritten to incorporate all the different things school is doing eg healthy schools, sex education lessons, Seal, RE, health and well being, living in the wider world, British values, SMSC

Monitoring/evaluation of School development plan priorities and impact -

- Governors MS & BB interviewed some children to obtain feedback on Growth Mindsets work - felt it was overwhelming positive.

Pupil Behaviour -

- Behaviour and safety walks were carried out by all senior team in Autumn term.

- Another Head teacher did a pupil voice audit on behaviour - high standards of class behaviour were recorded with children knowing consequences and rewards.
- Children can define and monitor bullying. Incidents rare
- and swiftly dealt with.
- Action - KF agreed to ask parent forum for parent views on pupil behaviour.

Safeguarding -

- KF completed audit - policy renewed and distributed, with all teachers training up to date.
- DBS - single central record kept up to date by DS.
- New DFE guidance - all staff issued with that document.
- New staff guidelines from DFE for children under 8 discussed. Leeds model letter and tick sheet sent to staff. If forms have anything on need to be suspended but then governors to do a risk assessment (with supported legal advice).
- Child protection policy and central register and vetting checks up to date.
- Freedom of information requests - school runs these through legal at LCC before replying.
- E- safety - DB now the lead on this - going to be CEOP trained.
- All staff trained with an external consultant
- E-safety assembly for KS2 took place - film Jigsaw shown and interactive games played
- KS1 Hector's world on-line safety training
- Safer Internet Day to be held in school in February 10th Feb 2015
- E-safety briefing offered to parents in January through local cluster
- Teachers follow guidelines for social media accounts, check privacy settings etc

Safer Recruitment and necessary training -

- KF,AH,DS all had safer recruitment training.
- A number of governors have done on-line training and KB and BB to go on face to face training in Feb 2015.

Spring Term 2015 – Meeting 2

- Social moral spiritual cultural policy was due for review.
- It was agreed governor interviews with pupils would be carried out to talk to pupils about how school supports their development in terms of SMSC.
- Governors raised issue of some bad language being reported. KF to discuss with Mrs Martin & SLT.
- Review of sex & relationship policy in summer term.
 - Prevention of homophobic bullying.
Discussion with regards to the fact that kids appear to be maturing earlier & being exposed to more sexualised content from TV / music videos etc plus are physically developing earlier.
Need advice on latest thinking re sex ed.

School meals

- Ongoing issues discussed. Will be reviewed again in new school year.

Review of school website

- All up to standard required.

Attendance

Absences and attendance discussed with 4 cases to follow up.

Summer Term 2015 – Meeting 1

- Special meeting held with representatives from the Health and Wellbeing Team to review the school's Sex and Relationship Education (SRE) Policy.
- With guidance, governors and staff responsible for the delivery of this agreed how to update the policy. Examples of decisions made:
 1. Some elements of personal development would begin to be addressed in Year 4 with the more mature girls where appropriate.
 2. Use of anatomically correct words would be standard throughout school to avoid confusion.
 3. Delivery would continue to be to girls and boys separately.

Summer Term 2015 – Meeting 2

New SRE policy still in process. Will be ready for September.

Achievement

- All SATS and yearly assessments looked at and discussed – another year on year improvement.
- Provided results continue in this vein no Ofsted inspection will occur.
- Plans being formulated for “Insted “within Trust. (Visit from 2 local heads to assess all areas within school, in conjunction with termly visit from local school improvement advisor.)

Behaviour and Safety

- Learning behaviours remain good. Follow up from last years Growth Mindset to continue
- Re-evaluation of “Everybody Special Everybody Included” intended for next year, in line with UNICEF Charter of Children's rights.

Other business

- Equality statement updated March 2015 available on website.
- Awaiting results from Parent Survey