

**St Oswald's Catholic Primary School  
Governing Body  
PASTORAL, RE AND SAFEGUARDING COMMITTEE MEETING  
Held at St. Oswald's Catholic Primary School Infant Building  
Date/Time: 23/06/16 4:30pm**

**Present:** Fr M. Beattie, Mrs M. Walsh, Mrs R. Hill, Mr A. Joseph, Mrs J. Jones, Mrs T. Gentle

Also present G. Murphy, C. Sime, I Strom (Clerking)

<b>No.</b>	<b>Item</b>	<b>Action by:</b> (insert initials)
1.	<b>Apologies for Absence</b>  Mrs J. Simm	
2.	<b>Declarations of Interests</b>  Members of staff declared their interest.	
3.	<b>Notification of Additional Business</b>  A request from a parent and Breakfast Club costs were accepted as additional items.	
4.	<b>Minutes of Previous Meeting</b>  Minutes from the final meeting of the temporary pastoral committee meeting on 2 <sup>nd</sup> February 2016 were agreed as accurate.	
5.	<b>Matters arising</b>  <b>A governor asked for an update on the proposed mosaic.</b> – The mosaic is likely to form part of the refurbishment work or be installed once this had been completed.	
	<b>Terms of Reference</b>  A draft copy of the proposed Terms of Reference taken from the Archdiocese Governors handbook had been distributed. <b>Governors asked if the amendments to</b>	

Signed.....Committee Chair

	<p><b>the Terms of Reference agreed for the temporary committee could be included.</b> Mrs Walsh said that she would make the amendments and circulate following the meeting.</p>	MW
6.	<p><b>Feedback from Self Evaluation Form (SEF) day</b></p> <p>Work has begun on the new SEF. An Inset day was held for staff to have an input into the Teaching and Learning element of the SEF. Staff were allocated to tables to ensure there was a mix of skills in terms of EYFS, KS1, KS2 and teaching and non-teaching in each group. Staff worked together well and came to similar conclusions. Most areas were judged as good and some actions on how to improve were developed including how to move to outstanding.</p>	
7.	<p><b>Website</b></p> <p>The website is now live. Training has been given to key staff to enable the updating of it. There is a lot of content already uploaded but there is still plenty to put on. This is an ongoing job and Martin, our IT technician, will continue to do this over the summer. Key dates, information about uniform and statutory governor details have been included. Governors were shown the website and commented on how professional it looked and how easy to navigate it was. <b>Fr Mark asked if a link to the parish website could be included.</b> This was agreed.</p>	
8.	<p><b>School uniform update</b></p> <p>Swan Schoolwear and Tesco now have stock of the new school uniform. Mrs Walsh showed a selection of items to governors. Governors commented that they were happy with the look and style of the uniforms. <b>They asked how much the uniform items cost.</b> They were informed that most items were under £10. <b>A governor asked if any pupils received a free uniform.</b> All pupils would receive a free tie as a gift from the governors but parents were signposted to uniform shops for other purchases. <b>School doesn't make a contribution to any uniforms.</b> A governor asked if the staff would be wearing uniform. Staff have asked this question. Tesco can do adult versions of the uniform but it won't be a requirement.</p>	
9.	<p><b>Prospectus</b></p> <p>A new prospectus has been designed and was currently</p>	

	<p>at the printers The photographer had been in earlier in the week to take photographs of some of the children wearing the new uniform. <b>A governor asked if the prospectus was given on request.</b> It would be given to all new parents and anyone who is interested in bringing their child to school. <b>A governor asked if the prospectus could be included on the website.</b> This was agreed</p>	
<p><b>10.</b></p>	<p><b>Transition arrangements &amp; end of term celebrations, trips etc</b></p> <p>The transition for children with ASD has started earlier than other transitions. The transition from year 2 to year 3 will be different this year as there is no change of school, just a change of building. There would still be a parent drop in for them to get to know the new building. The whole school move up day would be on 13<sup>th</sup> July. Most of the new staff would attend on that day.</p> <p>The year 6 transition was well under way with the secondary schools and the whole city transition day was scheduled for 6<sup>th</sup> July. The retreat day for year 6 was success. Governors were reminded that the school mass was to take place on Wednesday 29<sup>th</sup> May at 9.30am. <b>A governor asked how many schools the Year 6 children were going to.</b> About 12, including a couple of schools that had never received St Oswald's pupils before. <b>A governor asked if any had successfully applied to St Edwards.</b> Yes 6 pupils were going to St Edwards including 2 siblings.</p> <p>Trips had been arranged for all year groups with the aim of keeping the cost to parents below £10. Visits to Chester Zoo and Martin Mere had been arranged.</p>	
<p><b>11.</b></p>	<p><b>Safeguarding report</b></p> <p>The updated safeguarding report had been circulated previously. <b>A governor asked what an EHAT was.</b> It was explained that this was an Early Help Assessment Tool and was a way of professionals (often led by school) to get together and try to provide support before social services involvement was required. It could take the school team around 5 hours to complete the paperwork and necessary joint working. A governor asked if there was any funding for this work. There is none available and it in the future any support received may be charged for. This could cost around £7.5k or more.</p>	

	<p>Governors were given a selection of anonymised case studies showing the work that had been done and outcomes. They noted that the outcomes were very positive but the circumstances were very difficult and in many cases heart-breaking. They commented that it was positive that the children, in such circumstances, saw the school as a safe place to be. It was recognised that the staff needed to be supported when dealing with such difficult cases and that they could be affected too.</p>	
<p><b>12.</b></p>	<p><b>SEN report</b></p> <p>Amalgamation has meant that two SEN systems have been brought together. This has meant that provision maps have been introduced to all parents and after some initial concerns, the benefits are now being appreciated. The SEN report, previously circulated, highlighted the support provided through Consortia, a group of 8 local schools that share resources for SEN based on need. It was noted that the funding lump sum per school had been reduced from 2 lump sums to 1 despite the number of pupils with needs actually increasing since the two schools amalgamated. Consortia have identified that EYFS was poorly supported. A governor asked why this was. It was felt that there was a difficult balance between not identifying need and labelling too many children very early on.</p> <p>The Educational Psychologist Service is to become traded. <b>A governor asked what value we got from the service.</b> It was a valuable service but a report was being provided by the service to show what was spent in the year.</p> <p>Two children in Year 2 with Education and Health care Plans (EHCP). Both are moving to appropriate provision in September. SENCOs had to work hard to have the places assigned.</p>	
<p><b>13.</b></p>	<p><b>Attendance report</b></p> <p>The Education Welfare Officer (EWO) comes to school once a week on Wednesday when she meets parents and does the paperwork associated with her role for school. There are currently 7 families going to court. The EWO has worked with 159 families. <b>A governor asked what the policy was on holidays in term time.</b> It was explained that the family would need a letter from an employer explaining that this was the only time that the</p>	

	<p>parent could take leave.</p> <p>Fixed penalty warnings have been a success. This gives parents notice of a 4 week period in which any absence will set off the trigger for a fine. <b>A governor asked whether parents had sent in children when they were sick in these periods.</b> It was explained that a conversation was usually had with the parent and that the school have a good idea of each individual circumstance.</p> <p>There are currently 50 children classed as persistently absent. Some of these had suffered from Chicken Pox during the year.</p> <p>Parents are now seeing consistency across the school and with the EWO. The school target of 96% attendance is not quite being met. The benefit of positive rewards for attendance is starting to show.</p> <p>A governor asked what the impact of the recent court case on term time holidays had been. It was reported that the school had carried on doing using the same process and that decisions to take parents to court or fine them was being made by the LA.</p>	
14.	<p><b>RE report</b></p> <p>Governors noted Mr Dunn’s report distributed previously. They note that RE assessment was currently being analysed. The Year 6 retreat was a success and had been rebooked for the current year 5 to attend in September. Year 4 celebrated Good Shepherd and were the only school to attend the cathedral in costume.</p>	
15.	<p><b>Policies</b></p> <p>The following policies were distributed prior to the meeting: -</p> <ul style="list-style-type: none"> <li>• Discipline and Behaviour</li> <li>• Data Protection</li> <li>• E Safety</li> <li>• Supporting Children with Medical Conditions.</li> </ul> <p><b>Governors asked about behaviour outside of school.</b> Although this is out of the remit of the school, it can have an effect. Children are taught that when they are wearing the school uniform that they are representing the school and should have pride in the uniform. Sometimes,</p>	

	<p>incidents on social media can have repercussions in school. <b>A governor asked when social media starts to become an issue.</b> It was noted that the Year 3 and 4 children started to use social media.. This also had close links with the e-safety policy. <b>A governor asked if the policy said what should happen as part of the discipline procedure.</b> It was confirmed that sanctions were included in the policy. A governor asked how long incidents would stay on file. Usually only for the academic year then archived. New year was a new start. However, if the behaviour started to show certain patterns the archive could be revisited. The files would not go to new schools but they may ask for opinions during transition meetings.</p> <p>The E-safety policy is the LA policy.  The Data Protection Policy is the LA policy.  The Medical Policy has been adapted from the LA policy and includes key people identified for diabetic support etc. <b>A governor asked if the school has inhalers.</b> This was confirmed. In addition, all staff had received defibrillator training and 1<sup>st</sup> Aid training.</p> <p>Governors agreed to ratify all 4 policies.</p>	
<p><b>16.</b></p>	<p><b>Notified business</b></p> <p>A parent of a nursery child has requested that the child be kept in the Nursery setting for an additional 12 months. The letter stated that the child, with a very late summer birthday, had multiple additional needs including physical and developmental needs. There was also letters of support from two professionals agreeing that the child would be best suited to a nursery setting for an additional 12 months. Mrs Murphy has researched the legal position and taken advice. There is no legal barrier to governors allowing the request, although progress through the years would need to be constantly reviewed. The school leadership team also felt that the child would be best suited to spending another 12 months in the nursery setting at the current levels.</p> <p>Governors agreed to the request.</p> <p>Mrs Walsh informed the governors that the cost of the Breakfast Club had been constant for a number of years. There had been no increase for inflation, despite all costs rising. The club is heavily subsidised by school, with the income barely covering the cost of the provision of breakfast. The cost of the staff was entirely borne by the</p>	

	<p>school. Mrs Walsh suggested a rise from £2.00 per day per child to £2.20 per day per child. This would be a £1.00 per week rise per child. Governors noted the current price and agreed that it was incredibly low. They also noted that there had never been a rise. A governor mentioned that the subsidy to breakfast club then disadvantaged those that did not attend the club. <b>A governor proposed that the rise should be from £2.00 per child per day to £2.50 per child per day.</b> This was agreed.</p>	
<p><b>17.</b></p>	<p><b>Date and Time of Next Meeting</b></p> <p>A cycle of meeting dates would be circulated early in the new academic year.</p>	