

**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: 31/01/17 4:30pm**

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

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

No.	Item	Action by: (insert initials)
1.	Welcome Fr Mark said a welcoming prayer.	
2.	Apologies for Absence None. All present	
3.	Declarations of Interests Members of staff declared their interest.	
4.	Notification of Additional Business It was agreed that an item on admission appeals would be considered.	
5.	Minutes of Previous Meeting The minutes from the pastoral committee meeting on 18 th October 2016 were agreed as accurate.	
6.	Matters arising The new SENDCO has been appointed and is settling in well. The Early Years has been reviewed by the LA and there has been a significant improvement. There was now a solid base to build on.	

Signed.....Committee Chair

<p>7.</p>	<p>SEND Update</p> <p>A governor asked what the difference was between SEN and SEND. It was explained that the D had been added to include specific the responsibility for pupils with a disability.</p> <p>The SENCO report had been previously distributed. Governors commented that it was a very impressive report. Governors were informed about the Pirate Writing in Year 3 and Dragon Writing in Year 4. This was to engage children in things that captured their imagination. Miss Jones was currently spending a great deal of energy fact finding and getting to know the pupils on the SEN register but she has already started to introduce some new ideas.</p> <p>Change to SEN Provision – Mrs Walsh reported that a number of factors meant that there was a look to change how support for SEN was delivered in Liverpool. Funding was an issue and so was the number of pupils requiring support. There had been a 7% population growth in the city so a different way of doing things was needed. There is a large increase in ASD so links with health are being strengthened to ensure correct diagnoses. Child and Adolescent Mental Health Services) CAHMS is a high priority. Governors asked how this would manifest itself in school. They were informed that it could be through a number of factors including anger issues, social, emotional problems and being unable to access play and lunchtimes. The school is lucky to have the services of two Family Support Officers who make a huge contribution to supporting pupils with these types of issues. There will be more specialisms. St Oswald’s has been recognised for its strength in multi-agency working. There will be more trading of services. For example, the Educational Psychologist Service will cost around £7k per year to buy in for any cases that are not attached to an EHCP. The Family Support Service will cost around £11k for 2 days per week, which would include travel and report writing time. To employ someone full time in the same role would cost around £30k per year. The school safeguarding team comprises of the head, the two deputies and the two family support officers. They meet once per month to discuss complex issues and individual cases. It is a good way of sharing information and ensuring actions are followed up. Governors asked if Operation Encompass was still effective. It is still in effect but not as often as when it first launched. Mrs Walsh explained that the consortium model devolved</p>	
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	<p>funding and accountability to local areas for them to make priority decisions. Governors commented that they were proud that the school was providing such an excellent service but were concerned about the amount of responsibility being shifted onto schools.</p> <p>Local Offer – A report was previously distributed. It was explained that the school has a notional SEN budget of £365k built into the school budget. This is based on the school census. It means that to support a pupil with SEN, the school must find the first £6k. Fully costed provision maps are provided for each pupil requiring one and this supports the applications for top up funding if the support is costed at over £6k.</p> <p>SEN Policy – This was distributed previously. Governors agreed the policy.</p> <p>SEND Information report – The previously distributed report was noted.</p>	
<p>8.</p>	<p>Safeguarding report</p> <p>Mrs Walsh reported to governors that 2 children had left the school due to safeguarding issues. Governors asked for more details. Mrs Walsh provided the background and governors thanked her for her response to the issues.</p>	
<p>9.</p>	<p>RE report</p> <p>The report from Mr Dunn was tabled. The Year of Mercy celebration in church was a highlight of the term. The special intentions tree is still being used and classes have been to use it together. The CAFOD appeal was successful. Pupils learnt the value of small gifts building into something bigger. Governors commented on how well received the Posada had been.</p>	
<p>10.</p>	<p>Attendance report</p> <p>The attendance report had previously been distributed. The overall attendance was 93.1% up to January 20th which was below target but there was often a dip at the time of year due to winter illnesses. Governors asked what work was being done with the pupils considered persistently absent. This is a significant piece of work and there are a number of strands for dealing with the problem. The Education Welfare Officer (EWO) from the LA has a caseload of 12 families that</p>	

	<p>she is preparing for court action. There are regular attendance meetings held by the deputies and FSO with parents of pupils that fall into or are in danger of falling into the persistently absent category. This is to try to prevent their cases being taken up by the EWO.</p> <p>Governors asked if the EWO had benefitted the school. The EWO has worked with hard to reach families and some of them had now started to engage where previously they had not. A governor asked what the consequences from a court case could be. It could range from a conditional discharge to a fine of up to £1k. A governor asked if the persistently absent children was a parental problem or were the pupils refusing to attend. There are some pupils who refuse to attend school but the largest proportion is down to parent. There are also some medical reasons for long term and persistent absence that is dealt with in an appropriate way to try to maximise attendance. Some parents are encouraged to call school if they are struggling to get children to attend so that we can support them at an early stage.</p>	
11.	<p>Policies for ratification</p> <p>All policies had been previously distributed.</p> <p>Mobile Phone Policy – Specifically sensitive regarding cameras on phones. Staff should not use the phones in areas that children would be in. It was also identified that parents would be allowed to use their phones to take photos at assemblies but would be reminded that the photographs were for private use only and should not be shared on social media. Signs in reception would alert visitors to the policy. Governors agreed the policy.</p> <p>Governors asked how policies were communicated to parents. All policies are published on the website. Governors suggested sending a reminder to parents to look at the website when policies were updated.</p> <p>A governor asked if all policies were statutory. They were informed that there were a number of statutory policies that all schools must have but many policies were to ensure good practice and consistency and some introduced as a response to situations and the developing technologies and environments the school worked within.</p> <p>Intimate Care Policy – Governors were informed that some pupils arrive in nursery without being toilet trained.</p>	

	<p>They were advised that the nursery and staff were not equipped for routinely changing. It was possible to manage occasional accidents. It was also difficult for staff to change a child in pairs due to the requirements of adult pupil ratios in the nursery. A governor asked if this made the staff feel vulnerable. It was likely that this was the case. Governors agreed the policy.</p> <p>Dignity at work policy & procedure - The policy, having been previously distributed, was agreed by governors.</p> <p>Head lice policy - The policy, having been previously distributed, was agreed by governors</p> <p>Feedback Policy - The policy, having been previously distributed, was agreed by governors.</p> <p>Lost or missing child policy - The policy, having been previously distributed, was agreed by governors.</p> <p>Non collection of child policy - The policy, having been previously distributed, was agreed by governors.</p> <p>Equality Statement - The policy, having been previously distributed, was agreed by governors.</p> <p>Health and Safety Policy - The policy, having been previously distributed, was agreed by governors.</p> <p>Principals informing our Behaviour Policy - The policy, having been previously distributed, was agreed by governors.</p> <p>Freedom of Information policy - The policy, having been previously distributed, was agreed by governors.</p>	
<p>12.</p>	<p>Term dates 2017 - 18</p> <p>The term dates had been distributed prior to the meeting. Governors agreed them.</p>	
<p>13.</p>	<p>Notified business</p> <p>Mrs Walsh informed the governors of a situation regarding an application for a place in Year 3. A family with limited English language skills applied for a place for their child in November. Initially a place was available for them. They had asked to be contacted by text as they could have texts translated. They were invited into school to discuss the admission by text. But they never arrived.</p>	

	<p>They subsequently said that they never received the text, although our text service shows that it was delivered to the number given to us.</p> <p>Subsequently there have been some changes in the Year 3 cohort with additional pupils, some bringing complex issues and behavioural challenges arriving. When the original parents contacted us again, we suggested that due to the challenging cohort, it might be wise for them to look to place their child in a different local school. Governors asked if Year 3 was full. It was confirmed that the number of children in the year group was not at it's maximum but the level of need in the year group was beyond what was normally expected and fully utilised the full amount of resources available to the year group. Some of the factors and needs in the year group were explained to the governors. It was also noted that the number of children in the year group did exceed the PAN number which identifies the maximum number of pupils that should be in classrooms based on square area.</p> <p>Governors agreed that an appeals committee would be convened for any appeal. A governor asked for clarification on what grounds an appeal could be allowed or rejected. The schools admissions policy would be the prime document to inform the decision, but the committee could look at what support would need to be in place to admit the pupil. A governor asked if the family had provided evidence of Catholicism, for example a baptism certificate. It was confirmed that this wasn't the case but would be requested in time for an appeal meeting.</p> <p>Mrs Simm and Mrs Hill volunteered to be members of an appeals committee. They requested that a translation system was in place for a meeting.</p>	
<p>14.</p>	<p>Date and Time of Next Meeting</p> <p>It was agreed that Thursday's were the best day for the committee to meet but it was suggested that May was not a good month for the next meeting. Mrs Walsh was asked to confirm a date.</p>	