

**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: 30/01/18 4:30pm**

**Present:** Mrs J. Jones, Mrs T. Gentle, Mr G. Manley, Mrs J. Simm, Mrs M. Walsh,

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

		<b>Action by:</b> (insert initials)
<b>1.</b>	<b>Apologies for Absence</b>  Fr M. Beattie, Mrs R. Hill, Mr A. Joseph	
<b>2.</b>	<b>Declarations of Interests</b>  Members of staff declared their interest.	
<b>3.</b>	<b>Election of Chair</b>  As Fr Mark had submitted apologies, Mr Manley agreed to chair the meeting.	
<b>4.</b>	<b>Notification of Additional Business</b>  None were requested additional to those notified on the agenda.	
<b>5.</b>	<b>Minutes of Previous Meeting</b>  The minutes from the pastoral committee meeting on 10 <sup>th</sup> October 2017 were agreed as accurate.	
<b>6.</b>	<b>Matters arising</b>  There were no matters arising not covered by the agenda.	
<b>7.</b>	<b>RE Inspection Report</b>  The RE Inspection report had previously been	

Signed.....Committee Chair

	<p>distributed to all governors. The action plan following the report had been distributed to the committee prior to the meeting. It was noted that the points in the action plan were already covered in the main School Development Plan (SDP). Mrs Walsh reported that due to the schools outstanding inspection, that they had been invited to join an assessment working party by the archdiocese.</p> <p><b>Governors congratulated the staff and pupils on the outstanding report and thanked the staff for their hard work in preparing for the inspection.</b> Mrs Walsh noted that the inspection showed how far the school had come since amalgamation and how members of staff were involved and worked well together for the good of the school.</p> <p><b>A governor asked how the preparation for the inspection had impacted on other areas.</b> Mrs Walsh informed governors that there had been some areas of the SDP that had been delayed slightly by the effort put into preparing for the inspection, however she reported that this work was now back on track.</p>	
<p><b>8.</b></p>	<p><b>SEND report</b></p> <p>The SEND co-ordinators' report had been circulated prior to the meeting.</p> <p>There are currently 143 on the SEND register. Liverpool City Council (LCC) are struggling with funding which is having a major impact across the city. This is demonstrated by headteachers across the city feeling their role becoming more focussed on areas that used to be covered by social services and less on education.</p> <p>The SEND Local Offer was distributed prior to the meeting. Mrs Walsh explained that the offer is published on the school website as all schools must. This gives parents looking for SEND place for a child, an opportunity to choose a school based on the information provided. This can mean that some parents opt to choose schools in areas that are some distance away from home. St Oswald's has a good reputation in this area and attracts pupils from further afield.</p> <p>Mrs Walsh informed governors that the LCC model SEND policy had been delayed during consultation and would come to a future meeting.</p> <p>Governors were informed that the allocation for SEND</p>	

	<p>through the West Derby Consortia was £23.5k. This was to be utilised by 8 schools in the group. There is also £10k for CAMHS. Mrs Walsh is currently meeting with providers to identify priority services, but service providers are still adapting to the changing way that services are funded and delivered. Mrs Walsh gave examples of the levels of service we were to receive. This included 2 children per year being supported by Clifford Holroyd. Governors noted that this was just scratching the surface of needs across the city as well as in school. Mrs Walsh reported that consortia was spending £40k on Educational Psychologists and the school was adding £7k themselves. This is a critical service with much of the work being done dependent on reports from the Ed Psych. A governor asked if any school had planned on employing an Ed Psych or contracting an external provider of the service. It was explained that employing an Ed Psych would be a very expensive option. In addition, it would be possible to use an external provider but when producing Educational Health Care Plans (EHCP) the Ed Psych report must be from a provider approved by LCC. The school had also bought in support from the ADHD Foundation, Behavioural Support and CAMHS Fresh. <b>A governor asked what CAHMS Fresh was.</b> – It was explained that it was a different (fresh) way of CAMHS delivering support. It involved provide the school with advise and skills to deal with mental health issues themselves.</p> <p>Mrs Walsh distributed the LCC State of Children’s Health Report 2017 for information.</p>	
<p><b>9.</b></p>	<p><b>Safeguarding report</b></p> <p>The report had been distributed previously.</p> <p>Numbers are dropping which is largely a testament to the work that Mrs Hyland and Mr Reilly have been doing as Family Liaison Officers and that Miss McKenna has now picked up. Early intervention has been very successful so that families have been supported through early indicators, often meaning that issues don’t get as serious as they could. The Family Support Service have also been working well with the school. It is expected that the need to involve the Family Support Service will diminish in the future.</p> <p>The Behaviour files are currently under review. It was</p>	

	<p>acknowledged that the files were often added to by a number of staff and this could mean that identifying patterns and trends of recurring behaviour patterns could be delayed. There had been an increase in the number of incidents, particularly in year 6 and it was important to be able to analyse the information. A governor suggested using an electronic method of recording. It was suggested that SIMS could be examined to see if it could provide a useful method of recording behaviour. <b>A governor asked if Mr Dunn would have an input as he produces the report to governors.</b> – This was confirmed. <b>A governor asked if the behaviour was a specific problem in year 6.</b> It was confirmed that the current year 6 did have a problem but the same cohort were also difficult when in year 5. In addition there have been a number of new pupils who have added to the mix.</p> <p>Mrs Walsh explained the bullying and racist incidents included in the report and the action taken. Parents had been contacted in all incidents and were supportive of the actions taken. <b>Governors asked for further clarification on some of the points raised.</b></p> <p>The Family Liaison Officers report was tabled. Governors noted the report and thanked the officers for their work.</p> <p>The Children Looked After (CLA) report had previously been distributed. Mrs Murphy explained that the numbers of CLA pupils and pupils previously CLA were growing and again, the school's reputation meant that further referrals were expected. A team has been set up to review each child which includes Mrs Murphy and the Family Liaison Officers. Mrs Murphy noted that young carers would be included in future review meetings. <b>A governor asked what youth carers were and what additional support they needed in school.</b> Mrs Murphy explained that young carers often spent a lot of time looking after parents or other adults who needed support. School could support them in a number of ways, by ensuring that they had support mechanisms of their own.</p> <p>The Pupil Premium (PP) report had previously been distributed. The commissioned audit report was tabled at the meeting. It was noted that the audit report was a starting point to benchmark future development. The current level of PPIs 35% but Miss Sime reported that with personal knowledge of the families in school it was</p>	
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	<p>likely that there was another 10% of pupils that could be eligible for PP but have never claimed the appropriate benefits. In year 5 the PP figure is almost 50%. Staff are visiting other schools to share good practice. This will enable us to build on previous years and to continue to close the gaps. A governor asked why the school had used the auditor instead of LCC. Miss Sime replied that LCC had recommended the auditors to all schools. It enabled schools to avoid long delays in implementing reviews.</p>	
<p><b>10. Attendance report</b></p>	<p>A new EWO has been assigned to the school. She has made a good start and has now realised the workload. She has started to target Nursery and Reception. <b>A governor asked if they counted in the school figures.</b> It was explained that only those pupils of compulsory school age counted in the figures, but the idea was to encourage the younger pupils and their parents to get into good attendance habits from the start.</p> <p>The two deputies have recently attended a conference in Leeds which provided lots of new ideas which will be evaluated and implemented where possible. A governor asked what the plan for dealing with persistently absent (PA) pupils was. The first element was to identify the pupils who were on the cusp of PA. A number of these are PA due to illness and are likely to not be classed as PA as the term progresses. Those who are PA for other reasons are given the support and/or challenge as necessary. There are some parents where court proceedings are in progress.</p> <p>It was noted that in year transfers are growing. Whilst the school has a standard number per year group of 90, there are many classrooms where this would be very difficult to fulfil due to the lack of space in some classrooms. This is what the current building work is trying to alleviate. Therefore there have been times when parents requests for a place have been refused. An example was given to governors. <b>A governor asked what right of appeal parents would have.</b> – Initially the parent could appeal to governors. If the decision was upheld they could then appeal to an independent appeals committee organised by, but independent of, the local authority (LA). They can impose decisions on schools and the LA. Governors discussed some of the challenges in particular year groups, and heard that these challenging circumstances</p>	

	<p>had been recognised by some outside agencies who had provided additional support in some cases.</p> <p><b>Governors asked why it seemed that there was a high level of applications from pupils with additional needs.</b> – This links back to the SEND report. Our reputation in providing support for pupils in challenging circumstances has grown, both with parents, and with organisations who might provide advice to parents.</p>	
<b>11.</b>	<p><b>Policies for ratification</b></p> <p>Admissions policy. – This is the standard admission policy as provided by the Catholic Education Service. – Governors agreed to adopt the policy.</p> <p>Privacy notice- Mr Strom briefly explained the new GDPR regulations that come into effect in May 2018. This privacy notice meets the requirements of GDPR. – Governors agreed to publish the privacy notice.</p>	
<b>12.</b>	<p><b>Notified business</b></p> <p>A request from a new member of staff for a day's leave to attend a wedding in Belfast was considered. It was decided that the request would be declined as it was information that should have been made known during the interview process.</p> <p>A member of staff that had previously been granted unpaid leave to attend a wedding had notified governors that the circumstances had changed and the wedding was no longer going ahead but this was not known until expenses had been incurred in making plans to attend the wedding. Governors thanked the member of staff for her integrity and agreed that they should not overturn a previous decision.</p>	
<b>13.</b>	<p><b>Date and Time of Next Meeting</b></p> <p>Tuesday 17<sup>th</sup> April 2018 at 4.30pm in the Infant Building</p>	