



MINUTES

Committee	Health Safety and Welfare
Date/Time:	23 rd November 4.00 pm
Location:	Carden School
Distribution:	HSW Committee, Full Governing Body Website, Catriona Lane
Quorum:	3
Attendees:	Karen Wicker (KW) Chair of governors Helen Longton-Howorth (HLH) Headteacher Jayne Bravery (JB) Paul Smith (PS) John Hull (Chair of Committee) Jeff Nixon (JN) Sophie Wadleigh (SW) Other: Nicki Buttress (NB) Bursar Catriona Lane (CL) Deputy Headteacher Janet Johnson (JJ) Clerk

	DISCUSSION and DECISION	ACTION
1	<p>1.1 Welcome and apologies for absence JH had been away and it had been agreed KW would chair the meeting. No apologies had been received and KW opened by advising items would be taken in a different order and an extra matter, concerning the breakfast club would be taken first.</p> <p>1.2 Breakfast club To be sustainable this growing club needed to break even and support from the governors for an increase in charges was sought. They had already been made aware of this issue from an email discussion. Having satisfied themselves as to</p> <ul style="list-style-type: none"> the rationale for Carden having an extended range of food the continued good value afforded by the club in comparison with other local providers and the arrangements for those that had difficulties paying the necessity of extra staffing, <p>Governors supported the increase, recommended liaison with the early morning sports clubs and changing the letters. NB leaves 16.13</p>	
2	<p>Declaration of Interest in items on the agenda No new declarations were made. JB and KC handed in their annual declarations. No governors needed to withdraw from any discussion.</p>	
3	<p>Minutes of Previous meeting The minutes from the meeting on 4.2.15 were agreed as an accurate record</p>	



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	and signed by KW accordingly.	
4	<p>Matters Arising if not covered elsewhere</p> <p>4.1 Safer recruitment training. This was expected to be completed by the end of term.</p> <p>4.2 Supporting pupils with medical conditions. JH had visited the school and no amendments to the policy were required. He checked the medical storage and how the children who became ill in class are treated. He drew governors' attention to individual health care plans and would be following these up. CL gave examples of how the training was up-dated following governor questions. JH was requested to provide a written report.</p> <p>4.3 The complaints policy had been up-dated and would have an annual review</p>	<p>KW</p> <p>JH</p> <p>JJ</p>
5	<p>Agree scope and powers of committee for recommendation to FGB</p> <p>The Terms of Reference were agreed. They would be reviewed at the end of the year. Discussion moved to 7.2.</p>	
6	<p>6.1 How do we know our children are safe?</p> <ul style="list-style-type: none"> • Termly safeguarding report <p>Governors had considered KW's report which confirmed the policy was accurate and being followed. They commended NB on the good state of the single central record; complete even on the disqualification information. The report was accepted.</p> <ul style="list-style-type: none"> • Annual safeguarding audit <p>KW and CL had met and considered the annual safeguarding audit which had been reviewed by the LA. Governors supported this year's focus on neglect and Prevent as these had been identified as being less well covered. CL was also attending training on FGM and challenging safeguarding concerns when worried about it being in a cultural context. It was felt this would be particularly useful to engage with domestic violence and BME women. Governors were aware this was one of the things that came out of the Bradford problems and supported the stance; however recalled that in Brighton and Hove the main difficulties were with alcohol and drugs.</p> <ul style="list-style-type: none"> • ICT (HSW element) <p>PS had already reported in part on the IT and data security and safety policies to D&R committee and his report on the areas applicable to this committee's brief was now accepted. The focus governor would continue and develop the strategic monitoring of the policies, reporting back to this committee in the timescales agreed.</p> <p>6.2 Premises and equipment</p> <p>JB had attended a learning walk and would provide a full report by email for discussion at the next meeting.</p> <p>How often do you have a fire evacuation drill? Once a term. Twice announced and once unannounced over the years. One at lunch and one after school are planned. KC confirmed it has been checked for all areas.</p> <p>HLH reported that previously identified areas of concern had been rectified. JB and KC had concentrated on the Key Stage 2 corridor and noted some repairs. Governors were concerned about cars entering the lower section, sometimes at speed. HLH would discuss this with the premises manager.</p>	<p>JJ PS</p> <p>JB</p>



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	<p>JB recommended the model LA health and safety (H&S) policy be adopted as already considered by governors, once amended to include a few remaining post holders. This was agreed. Governors support the formation of a H&S school committee and wished the crisis management plan be revisited. KW and HLH agreed to do this.</p> <p>6.3 Do we need more information from stakeholders? In reviewing to what extent their vision for safety was met governors had identified areas that needed feedback and ideas from stakeholders. Pupils – HLH would follow through with the school council as the next step. Staff – KC would undertake a survey, reporting back by next meeting. Parents – HLH would conduct a survey.</p>	<p>JJ KW HLH</p> <p>HLH KC HLH</p>
7	<p>How do we know all children have equal access to the school's curriculum and school life?</p> <p>7.1 To what extent is the governors' expectation for Relationship and Sex education met? SW had attended training and visited the school to assess this area. Her report had already been considered. There was further work to do and another report would be made. Input from the LA regarding a model policy was awaited.</p> <p>7.2 Attendance. CL tabled attendance data for each of the year groups. Attendance had improved in the past 18 months since attendance had fallen within CL's remit. Governors were aware the Local Authority (LA) chased up unpaid fines. If current attendance rates were at least maintained it would mean another improvement for Carden; however, winter was approaching. Every single persistent absence (PA) family had been sent a letter of concern and some will have meetings with Maggie Baker, particularly those with very low absence, were low last year or false information had been given. CL had plans for the nursery to set them in good habits.</p> <p>A governor recommended raising the profile of the fining with parents. HLH felt the message re holiday was getting through. Why is year 6 the lowest? The figure is skewed by one child and it is also the tail end of the old regime. What sort of percentage do not advise and you have no idea where they are? Very small. It shows the parents are not engaging.</p> <p>For those with medical conditions, what leeway is there? There is a clear procedure. They have an early help procedure, regular meetings, what work can be done at home, even a tutor service if they are in hospital. The challenging ones are where there is a dispute as to whether there is a condition or not. And for travellers? You can no longer take them on and off the register. When we introduced the inset days did it make any difference? Not really.</p>	<p>SW</p>



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	<p>Are there any trends in Year 6? Fridays and Mondays for some children.</p> <p>Governors agreed the attendance policy and behaviour policy would be considered at the next meeting. There was a need to follow it through as it was still below average. Discussion reverted to 6.1</p> <p>7.3 Does the SEND policy ensure equality in practice? This would be the main theme of the next meeting. The policy would be discussed and the outcomes of the LA SEN review.</p>	<p>JH JJ</p> <p>JH</p>
8	<p>SCHOOL IMPROVEMENT</p> <p>To what extent does the school work well with its community, parents and other schools and promotes all aspects of pupils' welfare?</p> <p>This was discussed in part at 6.2 and would be addressed at the next meeting.</p> <p>KW reminded governors</p> <ul style="list-style-type: none"> to refer to the Single Plan and key theme questions when completing focus governor reports. Each chair would do the overview to remind you of the things you agreed to do. Reviewing this term, we have linked with theme 3. Check the single plan for the next term and select activities to attend that are linked with your theme. 	<p>JH/JB KW</p> <p>All</p> <p>Chairs</p> <p>All</p>
9	<p>Agenda for next time:</p> <p>Reports required for the next meeting were agreed as follows: SEN - JH follow up with LP on SEN and Supporting pupils with medical conditions. RSE - follow up with school SW H&S - report from JB KC - staff survey HLH - learner voice KW - safeguarding CL – attendance next time and behaviour for summer term. All - note at next meeting the statistics required to enable full review of success of behaviour policy would be discussed. KW would complete the overview on this occasion.</p> <p>The dates for the next meetings were agreed as 23rd February and 10th May at 4pm. There being no further business, the meeting closed at 17.27.</p>	<p>ALL</p>



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Item	Owner	Action	Due date
4.3	JJ KW	Up-date complaints model to current for renewal next year. How is it to be reviewed?	End of term
4	KW JH	Oversee safer recruitment training Follow up SPWMC queries and send in report for email discussion prior to consideration for acceptance at next meeting.	End of term End of term
6.1	CL JJ	Ensure completed safeguarding audit circulated to all	10.12.15
6.2	PS JJ	Continue with monitoring work Ensure all policies recorded (data, H&S and RSE)	Ongoing End of term
6.2	JB	Written report on H&S learning walk and H&S policy ASAP	ASAP
6.2	KW HLH	Take forward governor representation on school H&S committee if required and liaise re crisis management policy	
6.3	HLH KC	Pupils (school council) and Parents survey Undertake staff survey, reporting back by next meeting.	16.2.16 16.2.16
7	JJ	Send model policy / latest LA news on RSE	10.12.15
7.1	SW	Take action as required	
7.2	JH	Liaise CL. What data required for attendance review? JJ	
7.3	JH	Confirm with school/KW what information required for review	
8	JH/JB KW	Give further thought to the information required	
8	All	To note reminders	
9	All	Safeguarding - KW SEN - JH follow up with LP on SEN and Supporting pupils with medical conditions. RSE - follow up with school SW H&S - report from JB KC - staff survey HLH - learner voice Data/safety – PS follow up if required	
	CL All	Note reports for attendance next time and behaviour for summer term. Consider for next meeting the statistics required to enable full review of success of behaviour policy.	