

THE GOVERNING BODY OF HEADLANDS CE (VC) JUNIOR, INFANT AND NURSERY SCHOOL

CHILDREN, FAMILIES AND COMMUNITY COMMITTEE

Minutes of the meeting of the Children, Families & Community Committee held at 2.00 pm at the School on Thursday, 13th June 2019.

SCHOOL INSPECTION COPY

PRESENT

Mr I Stone (Chair), Mrs R N Afzaal-Khan, Mrs K Dickinson, Mrs L Drummond, Reverend K Young.

In Attendance

Mrs J Mitchell (Minute Clerk)
Ms S Marshall (Friends of Headlands)

Agenda Item	Discussion and Decisions	Action – who/date/ Action
182	<p><u>INTRODUCTION</u></p> <p>Mrs L Drummond introduced children from the School Council. The School Council gave a presentation to the Committee. The children explained why the school had a School Council, how they were elected and what they did in school. They each spoke and presented a folder with photographs. They showed illustrations on the big screen. At the end of their presentation Mr I Stone asked the children if they had any questions for the Governors.</p> <p>Q. What decisions do Governors make? A. We decide how money is spent and what it's spent on.</p> <p>Q. Do you look after other schools? A. Mr I Stone replied – just this school. Reverend K Young replied – I go into other schools.</p> <p>Q. What is it like to be a Governor? A. It is rewarding and takes up a lot of time.</p> <p>Q. What would you do if you weren't a Governor? A. We all have other jobs during the day and do this voluntarily. We meet quite regularly. Some Governors move on after a few years.</p> <p>The Governors thanked the School Council for their presentation. Mr I Stone commented that the presentation had been well planned, clearly spoken, given with confidence and a lot of smiles.</p>	

183	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>There were no apologies for absence or declarations of interest.</p>	
184	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u></p> <p>The following items were notified to be brought up under Any Other Business:</p> <ul style="list-style-type: none"> • SIAMS • Friends of Headlands representative. 	
185	<p><u>MINUTES OF THE MEETING HELD ON 7th MARCH 2019</u></p> <p>RESOLVED: That the minutes of the meeting held on 7th March 2019 be approved and signed by the Chair as a correct record, subject to the following amendment:</p> <p><u>Minute 127 (e)</u></p> <p>Should read:</p> <p>The Chair has been in contact with Councillor Lisa Holmes and the response has been circulated.</p> <p>Please note – the above paragraph should be under item (d) Traffic and Road Safety Issues not item (e).</p>	
186	<p><u>MATTERS ARISING</u></p> <p><u>Links With Liversedge Parish Church (Minute 172 (a) refers)</u></p> <p>Reverend K Young confirmed she would be meeting with a representative of the Diocese in the very near future.</p>	Reverend K Young.
187	<p><u>PRIDE OF HEADLANDS</u></p> <p>Mrs L Drummond presented four 'Pride of Headlands' nomination forms.</p> <p>She gave the children's names and classes and spoke briefly about each nomination.</p> <p>There were four categories:</p> <ul style="list-style-type: none"> • Personal Achievement. • My World. • Bravery. • Courage and My Community. 	

	<p>The Committee discussed the nominations and decided on two from the My World and My Community categories.</p> <p>It was decided to give all four nominations a special certificate each. The two outstanding nominations would receive a trophy.</p> <p>The certificates and trophies would be presented to the children at a Special Assembly in school at 2.15pm on Friday, 12th July 2019.</p>	<p>Mrs L Drummond.</p> <p>Mr I Stone.</p>
188	<p><u>SUCCESSION PLANNING</u></p> <p>Mr I Stone (Chair) established that he would come to the end of his term of office on 6th July 2019. Therefore there would be a vacancy.</p> <p>RESOLVED: That Governors discuss at their next meeting what the role entails and who might be interested.</p> <p>Mrs R Afzaal-Khan explained that she wouldn't be able to attend any further meetings of this Committee due to her securing a full time job.</p> <p>A discussion took place regarding holding the Committee meetings later in the day. This would be decided at the next meeting. Mrs R Afzaal-Khan could make a decision then.</p>	<p>Governors.</p>
189	<p><u>SAFEGUARDING</u></p> <p>Mrs R Afzaal-Khan confirmed that she had met with Mrs Cocker. The meeting had been good and informative. The school's completed safeguarding audit for 2018/19 was discussed. The school had scored highly in this (97%) which was a positive increase of 11% from last year's audit result of 86%. This showed many actions identified in last year's audit had been acted upon.</p> <p>Mrs L Drummond (LD) distributed her recently updated Safeguarding Action Plan 2018/19 and talked through it.</p> <p>(a) All DSLs had completed their annual refresher training.</p> <p>(b) Mrs Cocker had renewed her Safer Recruitment training and NSPCC module.</p> <p>(c) The cancelled Level 3 course for LD would be on 10th July.</p> <p>(d) All staff had completed online e-learning modules by 12th April.</p> <p>(e) DSLs had weekly briefings and were continuing to ask questions.</p>	

- (f) LD/CC had met with Matt Dryden (Prevent Education Officer) who had shared free primary sessions on offer to schools. Some of the sessions would be booked for 2019/20.
- (g) LD had led a whole school assembly on Wednesday, 1st May 2019 to introduce children to emergency procedures (a letter had been sent home to parents prior to this). Visual posters had been displayed around school and staff had prompt cards on the back of their lanyards. Dates for practices had been put in the diary, including an 'invacuation' this week, which had gone well.

Q. Could visitors have lanyards with the DSL information on as well?

A. Yes, we will look into this as it's a good idea.

- (h) Bicycle Safety had been added to the website.
- (i) Year 5 had started taking part in PAWs B project for children aged 7-11. This was all about mindfulness and building resilience.
- (j) Year 5 had started Bikeability on 7th June.
- (k) A Governor monitoring visit had taken place on 9th April.
- (l) The Prevent training for Governors scheduled to take place on 6th June had been cancelled by the trainer.
- (m) The School Admission form had been updated with a Safeguarding question. This had become apparent during the Kirklees Safeguarding Audit.
- (n) CC had continued to attend multi-agency hub meetings to ensure that Early Support was kept up to date with any changes. She had been able to gather information regarding useful agencies to signpost parents to.
- (o) Pupils in school had also completed an online Safeguarding questionnaire. Results would be collated in Summer 2.

LD added information that had come to light this week. A number of Year 5 children had been communicating out of school on social media via their mobile phones. This had caused problems in school between the children. LD had intervened and seen the large number of comments made on social media. Due to this incident, a Safeguarding letter had been sent home today to parents.

Governors discussed this and suggested that parents might be advised to use a Parental Control App to monitor their children's social media use.

LD advised the school had recently held a Year 6 Sex Education Meeting – only five parents had attended.

190	<p><u>MONITORING OF THE E-SAFETY INCIDENT LOG</u></p> <p>This item was covered in Minute 189.</p>	
191	<p><u>TRAFFIC AND ROAD SAFETY ISSUES INCLUDING SCHOOL CROSSING PATROL</u></p> <p>There was nothing to report.</p>	
192	<p><u>LINKS WITH LIVERSEDGE PARISH CHURCH</u></p> <p>Reverend K Young reported that it had been a good year.</p> <p>Year 6 children had come into Church and had looked at what happened in Church and why. The children had looked at memorials, windows, etc. and learned what a Vicar does. They had been interested and had asked questions.</p> <p>Year 2 children had visited Church and tried on costumes. They had learned about fonts and weddings.</p> <p>Year 3 children had also visited. They had looked at baptism and the significance of water. They had also re-enacted a wedding.</p> <p>All the children had asked sensible questions.</p> <p>The Easter service had been interactive.</p> <p>There would be a Leavers service in July.</p> <p>The Governors thanked Revered K Young for her input.</p>	
193	<p><u>UPDATE FROM FRIENDS OF HEADLANDS</u></p> <p>Ms S Marshall from the Friends of Headlands updated the Committee on events/fundraising since the last meeting.</p> <ul style="list-style-type: none"> • There had been a Halloween Ball, Film and Quiz nights, and a Tuck shop. • The uniform recycling stall at the Christmas Fair hadn't gone too well. The Friends would be trying a different type of uniform recycling at the Summer Fair. • At present the Friends were building up to the Summer Fair. Volunteers from Governors to help, and contributions would be very helpful. • The finance was looking healthy. Ms S Marshall asked LD to let the Friends know if there was anything needed. • LD mentioned wildlife cameras for the woodland at the rear of the School, where badgers and various bird life had been spotted. 	

	<ul style="list-style-type: none"> • Spending since the last meeting had been: <ul style="list-style-type: none"> – £500 on bowling for the Year 6 leavers. – £150 for woodland. – £600 for the Library. • The Friends would like a freezer to be kept in school. This would be for keeping ice lollies and ice cream in. The ice lollies/ice cream could help raise money at the tuck shop or at Summer Fairs. <p style="text-align: center;">RESOLVED: That staff look into this and ideas of where the freezer could be kept.</p> <p>Finally Ms S Marshall said that they could do with more members.</p> <p>The Governors thanked Ms S Marshall and the Friends of Headlands for all of the hard work that they had done for the school.</p>	Staff.
194	<p><u>ANY OTHER BUSINESS</u></p> <p>(a) <u>SIAMS</u></p> <p>The Governors requested that the above item be added to the Agenda at every meeting of the Children, Families and Community Committee.</p> <p style="text-align: center;">RESOLVED: That SIAMS be added to the Agenda as above from the next meeting.</p> <p>(b) <u>Friends of Headlands Representative</u></p> <p>The Governors requested that a 'Representative of the Friends of Headlands' be added to the register of every meeting of the Children, Families and Community Committee.</p> <p style="text-align: center;">RESOLVED: That Representative of the Friends of Headlands is added to the Register as above from the next meeting.</p>	Governor Clerking Service Governor Clerking Service
195	<p><u>DATES OF FUTURE MEETINGS AND AGENDA ITEMS</u></p> <p>Dates would be added after the Governors had discussed whether or not to change the timing of this Committee.</p>	
196	<p><u>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u></p> <p style="text-align: center;">✓</p> <p>RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School. In accordance with the Freedom of Information Act.</p>	

 CHAIR

11/11/19

DATE