

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

CHILDREN, FAMILIES AND COMMUNITY COMMITTEE

Minutes of a meeting of the Children, Families and Community Committee held at 2.00 pm at the School on Thursday, 16 November 2017.

PRESENT

Mr I Stone (Chair), Mr A Blades, Mrs P Cocker, Mrs J Ryan.

In Attendance

Jill Woodward (Minute Clerk)
Wendy Chin (Friends of Headlands)

Agenda Item	Discussion and Decisions	Action – who/date/ Action
115.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>Apologies were received from Mrs Afzaal Khan and Reverend K Young (both with consent).</p> <p>Miss S Greenwood was absent from the meeting without consent.</p> <p>There were no declarations of interest.</p>	
116.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS</u></p> <p>One item was notified to be brought up under Any Other Business.</p>	
117.	<p><u>MINUTES OF THE MEETING HELD ON 18 MAY 2017</u></p> <p>RESOLVED: That the minutes of the meeting held on 18 May 2017, be approved and signed by the Chair as a correct record.</p>	
118.	<p><u>MATTERS ARISING</u></p> <p>(a) <u>Safeguarding (Minutes 88 and 101 (a) refer)</u></p> <p>The Head Teacher confirmed that she had circulated the Safeguarding Action Plan/Policy to all Governors.</p>	


	<p>(b) <u>More In Common (Minute 101 (d) refers)</u></p> <p>The Head Teacher reported that a memorial bench for Mrs A Greenwood had been put in place and was already being used by the children.</p> <p>She reported that children from Year 6, and herself, had attended the More In Common event in Heckmondwike Green. It was a lovely event to commemorate MP Jo Cox.</p> <p>(c) <u>Safeguarding (Minute 102 refers)</u></p> <p>Q. Have you seen any changes in the situation with service from Social Care Agencies?</p> <p>A. We have not really seen any changes in the service given but we have heard of many reported procedural changes. We have also heard of a lot of staff leaving. Families and children are still being let down.</p> <p>(d) <u>Traffic and Road Safety Issues, including School Crossing Patrol (Minute 104 refers)</u></p> <p>The School Crossing Patrol post was now being advertised. The Chair recognised the part played by Cllr Holmes in securing this post to be funded. She had asked questions of and pushed the LA to recruit. He also recognised that this was not always an easy vacancy to fill, but was hopeful it would be filled soon. It had been placed on the School website and also on FOH Newsletter.</p> <p>Q. Have traffic issues generally improved?</p> <p>A. The Head Teacher had not seen any improvement.</p> <p>A Governor felt that although there are always exceptions, it may have improved a little. It seemed better since there was no crossing patrol. They are realising they need to be more careful.</p> <p>(e) <u>Update from Friends Of Headlands (Minute 105 refers)</u></p> <p>Following the request from FOH for some specific items which they could fund, the School had requested some equipment. Money had been provided for items including goal posts and sporting equipment, books and a theatre trip. They were to help with the cost of a Maths Day planned for February.</p>	
--	---	--

119.	<p><u>MINUTES OF THE MEETING HELD ON 13 JULY 2017</u></p> <p>RESOLVED: That the minutes of the meeting held on 13 July 2017, be approved and signed by the Chair as a correct record.</p>	
120.	<p><u>MATTERS ARISING</u></p> <p>There were no matters arising.</p>	
121.	<p><u>SAFEGUARDING</u></p> <p>The Head Teacher had circulated the proposed Safeguarding Policy in advance to all Governors.</p> <p>Mr Blades reported that he had not received this and gave the Head Teacher a further email address to use.</p> <p>The Policy was based on the Safeguarding Policy of the LA, but the Head Teacher had personalised it to fit the School. She had highlighted the changes from last year. This was scrutinised and reviewed by Governors.</p> <p>RESOLVED: That the Safeguarding Policy be adopted.</p>	
122.	<p><u>MONITORING OF THE E-SAFETY LOG</u></p> <p>This item was deferred to the next meeting.</p>	
123.	<p><u>GOVERNORS' AWARD CRITERIA</u></p> <p>At the previous meeting Governors had discussed giving an Award to pupils. The Chair asked that Governors today needed to establish:</p> <p>(a) whether they still wanted this, (b) what this would look like, (c) what the criteria might be.</p> <p>After discussion Governors decided that the award would be given to pupils of any age. It may be that they would award more than one award. Nominations would be welcomed from parents. It would be called the Pride of Headlands and would be awarded for a child who makes an impact on the wider community as a whole. Nominations would also need to provide some evidence of the child's achievements in this area i.e. a photo or report. Publicity sent would include some examples of what may be considered to be nomination worthy.</p> <p>Governors discussed what would be awarded, and suggestions included medals, plaques or a shield. The Chair agreed to look at the costs of these and see which may be most suitable.</p>	<p>Mr I Stone</p>

	<p>Governors suggested that they may want to invite parents or other parties involved in the child's achievement to see the award being given. It was also suggested that it may be an event which the local press may be interested in covering.</p> <p>The following timescale was agreed:</p> <p>After Christmas a letter would be sent to the pupils and parents to tell them about the award, the criteria and the process of nomination.</p> <p>Nomination forms would be distributed beginning 16 April 2018.</p> <p>Applications would need to be received by 18 May 2018. Judging would take place at a meeting of this Committee at 1.00pm on 7 June 2018. This would now replace the meeting that was to be held on 21 June 2018. If there were many applications it may be that this would have to be shared between more than one meeting, or also looked at by the Full Governing Body on 23 May 2018.</p> <p>The awards would be given out at an Outstanding Work assembly at a date to be agreed.</p> <p>The Chair agreed to research the issue, put together a publicity letter and nomination form. These would be brought to this committee on 8 March 2018, to be reviewed by Governors.</p> <p>It was hoped the award would help children continue to feel valued for all types of achievements alongside the academic achievements already celebrated in School.</p>	<p>Mrs P Cocker</p> <p>Mr I Stone</p>
124.	<p><u>LINKS WITH LIVERSEDGE PARISH CHURCH</u></p> <p>The Head Teacher reported that Year 6 pupils had attended the Church to talk about remembrance.</p> <p>The Chair commented that next year would be the centenary of the end of WWI. He asked if it would be a good idea to plan something for the children for that.</p> <p>The Head Teacher reported that School did already talk about remembrance and they held a 1 minute silence in School.</p> <p>Year 1 had made a wreath of poppies.</p> <p>The Chair wondered whether there may be an opportunity to get someone in to talk to children, perhaps from the Royal British Legion. It may be that the gardening club could look at tidying up around the memorial at church.</p> <p>The Head Teacher agreed to consider at these ideas.</p>	<p>Mrs P Cocker</p>

125.	<p><u>TRAFFIC AND ROAD SAFETY ISSUES, INCLUDING SCHOOL CROSSING PATROL</u></p> <p>This item was covered at Minute 118.</p>	
126.	<p><u>UPDATE FROM FRIENDS OF HEADLANDS</u></p> <p>Wendy Chin from Friends of Headlands reported on upcoming events:</p> <p>The Summer Fayre had been a success, as had the Monsters Ball in October which had been a sell-out. It may now become an annual event as it had proved so popular.</p> <p>They were now building up to the Christmas Fayre on 1 December 2017, arranging Christmas Discos and Gift Rooms. They were also intending to invite Reverend Young to attend the Christmas Fayre.</p> <p>Mrs Drummond had recently joined FOH as a School Representative.</p> <p>Mrs Chin reported that they were now struggling with venues to hold events as the Church Hall had recently become unavailable to them.</p> <p>The Chair reported that he had recently discussed this situation with Reverend Young and she had suggested that a conversation with the running committee of the Hall between FOH and herself would be useful to try and resolve this. Mrs Chin welcomed this.</p> <p>The Chair agreed to pass on the details of the Chair of FOH to Reverend Young.</p>	Mr I Stone
127.	<p><u>ANY OTHER BUSINESS</u></p> <p><u>Friends of Headlands</u></p> <p>Mrs Chin raised the issue of recruiting new members to Friends of Headlands. Current members were mainly made up of parents with children in the upper school. She asked for any ideas to recruit members from lower school.</p> <p>The Head Teacher volunteered use of the hall for a coffee morning to recruit members and this was considered to be a good idea. The time and date would be arranged.</p> <p>A Governor suggested getting pupils involved by asking them to create a poster to publicise FOH. This would be considered by the Head Teacher.</p>	<p>Mrs W Chin Mrs P Cocker</p> <p>Mrs P Cocker</p>

128.	<p><u>DATES OF FUTURE MEETINGS AND AGENDA ITEMS</u></p> <p>RESOLVED: That the next committee meeting be held at the School on:</p> <p>Thursday, 8 March 2018 at 2.00pm</p> <p>Agenda items to include: Monitoring of the E-Safety Log Governors' Award</p> <p>Thursday, 7 June 2018 at 1.00pm</p>	
129.	<p><u>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u></p> <p>RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy be made available to the School, in accordance with the Freedom of Information Act.</p>	


Chair _____
7/6/18
Date _____