

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

**SCHOOL INSPECTION COPY**

**CHILDREN, FAMILIES AND COMMUNITY COMMITTEE**

Minutes of the meeting of the Children, Families & Community Committee held at 1.30pm at the School on Monday, 11 November 2019.

**PRESENT**

Mrs K Dickinson (Chair), Mr D Claughton, Mrs L Drummond, Reverend K Young.

**In Attendance**

Mrs J Mitchell (Minute Clerk)

Ms S Marshall (Friends of Headlands)

<b>Agenda Item</b>	<b>Discussion and Decisions</b>	<b>Action – who/date/ Action</b>
197.	<p><b><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></b></p> <p>Apologies were received from Mrs R N Afzaal-Khan (with consent).</p> <p>There were no declarations of interest.</p>	
198.	<p><b><u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u></b></p> <p>The following items were notified to be brought up under Any Other Business:</p> <ul style="list-style-type: none"> <li>• Absence trends</li> <li>• Pupil Premium</li> <li>• Friends of Headlands place on the Agenda</li> <li>• Policy lists</li> <li>• Terms of Reference</li> <li>• Social Media</li> </ul>	
199.	<p><b><u>MINUTES OF THE MEETING HELD ON 13 JUNE 2019</u></b></p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 13 June 2019 be approved and signed by the Chair as a correct record.</p>	

200.	<p><u>MATTERS ARISING</u></p> <p><u>Minute 189 (Safeguarding)</u></p> <p>Lanyards had been updated with DSL information.</p> <p><u>Minute 193 (Update from Friends of Headlands)</u></p> <p>The placement of a freezer had still not been resolved as it was proving difficult to identify a location in school that was sufficient and that allowed compliance with Health &amp; Safety &amp; safeguarding requirements (pupil accessibility, locks etc) School would continue to look to identify a suitable location.</p>	
201.	<p><u>SIAMS</u></p> <p>SIAMS is the Statutory Inspection of Anglican and Methodist Schools, and Headlands' next inspection visit is due in the next academic year.</p> <p>Mrs L Drummond explained that the inspection criteria had changed and it was now more difficult to be deemed as 'Outstanding'.</p> <p>She explained that the school had been building on what they were already doing in terms of spiritual and cultural development in school, and that this would form one of the four targets on this year's School Improvement Plan, the details of which will be shared at the next full Governing Body meeting.</p> <p>To ensure continuing governor focus and monitoring in this area:</p> <ol style="list-style-type: none"> <li>1. Mrs Dickinson will be undertaking a monitoring role against the above 'SIAMS' SIP target over the course of the year.</li> <li>2. SIAMS will continue to be included as a standing agenda item for the CFC committee.</li> </ol>	
202.	<p><u>SAFEGUARDING</u></p> <p>A copy of the Safeguarding Policy was circulated to the Governors.</p> <p>Mrs R Afzaal-Khan is the Governor with Safeguarding responsibility.</p>	

Mrs Drummond pointed out that the Safeguarding Policy had been based on the model policy provided by the Local Authority (LA).

Safeguarding and Child Protection had been combined. The Safeguarding Policy was largely the same as the LA model but had been personalised with the school's needs.

Mrs Drummond explained that the school used CPOMS (Safeguarding and Child Protection Software) which was very good.

**Q. Is there anything in the policy that has changed materially this year compared to last year?**

**A.** Not really, a few small points have changed.

**Q. Is Mrs Afzaal-Khan up to date with her training for this year?**

**A.** Will check with the office but we know all training is up to date. We will check when Mrs Afzaal-Khan last did training and add to the Action Plan.

**Q. Have there been any alterations to Keeping Children Safe in Education?**

**A.** There may be a couple of additions to this. It will be circulated and brought up at the next Full Governing Body meeting along with the Safeguarding Policy.

**RESOLVED:** That the Safeguarding Policy be approved, but will also be circulated via Teams to the rest of the Full Governing Body for information.

Mrs Drummond circulated copies of the Safeguarding Action Plan Draft 2019/20 to the Governors.

Mrs Drummond explained that the Kirklees online audit would have to be completed. Last year the school had a very high percentage.

Mrs Drummond would be attending the DSL Refresher later this month. She agreed to find out when the audit would be available.

**Q. Do all visitors have DBS checks?**

**A.** Yes. All new staff/visitors/students have to complete the online safeguarding course before working with pupils.

**Q. Have evacuation procedures been tested?**


**A.** Mostly yes.

	<p>There has been conflict between fire procedures and lockdown procedures due to locking doors. This has yet to be resolved but school is looking into ways around this.</p> <p>School will also assess whether there are any changes needed to Personal Evacuation Plans (PEEPs) as a result of changes in the emergency procedures.</p>	
203.	<p><u>MONITORING OF THE E-SAFETY INCIDENT LOG</u></p> <p>Mrs Drummond reported that an automatic alert comes up if anyone tries to access something they shouldn't.</p> <p><b>Q. Could Mrs Afzaal-Khan look at and review this as part of Safeguarding?</b></p> <p><b>A.</b> Possibly.</p> <p><b>Action:</b> Chair to pick up with RAK to ensure that this is included in the safeguarding governor responsibilities to look at the logs in detail.</p> <p>For future CFC meetings, this agenda item will then only cover any major incidents or trends needing visibility at the committee, and should therefore be renamed to "E-safety incidents reports - by exception"</p> <p><b>Q. Could it be put on the Action Plan?</b></p> <p><b>A.</b> Yes. This will be added.</p>	<p><b>Governor Clerking Service</b></p>
204.	<p><u>TRAFFIC AND ROAD SAFETY ISSUES INCLUDING SCHOOL CROSSING PATROL</u></p> <p>No lollipop person had been put in place up to press.</p> <p><b>RESOLVED:</b> That Traffic and Road Safety Issues including School Crossing Patrol be taken off the agenda as a standing item.</p> <p>This remains an important issue as always, and will continue to be addressed through regular letters home to parents and other channels, but there are no further routes open to governors to pursue at this time.</p>	<p><b>Governor Clerking Service</b></p>
205.	<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"> <li>• £2,300 had been raised at the Summer Fayre and Tuck Shops. Big thanks to everyone who helped.</li> </ul>	

	<ul style="list-style-type: none"> <li>• £490 had been raised from other fundraisers.</li> <li>• £1,000 had been given to Early Years to improve their outdoor activities.</li> <li>• £350 had been given to Key Stage One for non-fiction books.</li> <li>• £480 had been provided to Key Stage Two for a VR experience. The amount had recently been increased to £940. This was to give the children a better experience. The VR team would come into school for two days in the Spring term and provide headsets.</li> <li>• £625 had been given to the whole school for a Maths Enrichment Day. This had been very good.</li> <li>• Mrs Drummond had been trying to organise for a theatre company to come into school.</li> <li>• £500 had been provided to replace outdoor games for Key Stage One. This included bats, balls, skipping ropes and playground painting.</li> <li>• Ideas for the future included Musica, training for Dyslexia, a night vision camera for badger watching, a water fountain in the playground and a Chinese New Year experience with dancing and singing.</li> </ul> <p>Ms Marshall explained that the Friends of Headlands had been struggling for team members and were trying out ideas to recruit new people. Any suggestions from Governors would be welcome.</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>	
206.	<p><u>LINKS WITH LIVERSEDGE PARISH CHURCH</u></p> <p>Reverend K Young addressed the meeting by explaining that the Parish Church was in need of work. It had been very cold and damp inside. The Church would be closed during January and February because of this.</p> <p>However, the Church Hall could still be used and was a potential alternative for school events.</p> <p>Other local groups also used the hall so dates and times would need to be arranged. Mrs Drummond agreed that her email address could be passed on.</p>	

	<p>With regard to recruiting a full complement of Foundation Governors, Reverend Young explained she had been to see Rupert Madeley earlier this year. He had given advice on how to recruit new Governors and had suggested going to other churches in the area. Reverend Young would need to find out what the protocol was for candidates.</p> <p>The Governors thanked Reverend Young for her input.</p>	
207.	<p><b><u>SUCCESSION PLANNING</u></b></p> <p><b>RESOLVED:</b> That Succession Planning be taken off the agenda as a standing item, as a new Chair was now in place, and the committee membership agreed.</p>	<b>Governing Clerking Service</b>
208.	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p><b>RESOLVED:</b> That Friends of Headlands be moved up the agenda as a standing Item after Safeguarding.</p> <p>(a) <b><u>Absence Trends</u></b></p> <p>The recent Ofsted visit had highlighted the need for school to continue the focus on reducing absenteeism, and persistent absentees. The Governing Body has agreed that CFC committee is the appropriate place to monitor absenteeism level and trends.</p> <p>Mrs Drummond stated that below 95% pupils were looked at and parents contacted. Below 90% was classed as persistent absenteeism. Data had been looked at, run off and scrutinised regularly.</p> <p><b>RESOLVED:</b> That school will provide absence figures and trend data to governors on a termly basis for each CFC committee, using already available report data produced for existing termly meetings with the Local Authority.</p> <p>(b) <b><u>Pupil Premium</u></b></p> <p>Increased Governor awareness of the impact of Pupil Premium funding on the children was a key recommendation from the recent Ofsted visit.</p> <p>Mrs Drummond has spent a little time comparing Headlands pupil premium strategy to strategies produced by other schools in the local community.</p>	<p><b>Governing Clerking Service</b></p> <p><b>Mrs Drummond</b></p>

	<p>She concluded that the strategy written by Headlands is already sufficiently detailed and provides governors with an increasing amount of information regarding actions and outcomes.</p> <p>Whilst the Resources Committee will continue to look at the overarching PP strategy and appropriate allocation of funding, CFC will now look at the impact of that funding on the children.</p> <p>In addition to a general progress discussion at each meeting, CFC will include a termly spotlight on one of the three key PP target areas, using case studies to bring this to life.</p> <p>Pupil Premium will therefore become a standing agenda from the Spring term to enable verbal celebrations of positive outcomes/case studies to be presented regularly. This will reduce the need for further paperwork to be produced.</p> <p><b>RESOLVED:</b> That Pupil Premium Spotlight be added to the agenda as a standing item.</p> <p>(c) <u>Terms of Reference</u></p> <p>The ToR will be reviewed by the Chair to ensure that the new focus areas for the committee are included i.e. SIAMS, Pupil Premium, Absence data, social media.</p> <p>(d) <u>Policy review scope and schedule</u></p> <p>The Chair will design a Policy Review schedule similar to that used at the Achievement &amp; Curriculum Committee to ensure that the policy scope of the committee is clear, and all policies are reviewed at the appropriate times.</p> <p>(e) <u>Social Media</u></p> <p>Mrs Drummond explained that the school had been looking at Twitter and Facebook and how one of these could be used effectively.</p> <p>The School would need to be clear about who the audience would be and how comments could be dealt with.</p>	<p><b>Governor Clerking Service</b></p>
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	<p>Mrs Drummond reported that the school would aim to use social media as a platform for sharing positive news and promoting exciting events taking place at Headlands.</p> <p><b>Comment: More parents use Facebook than Twitter. Wouldn't it be better to use Facebook?</b></p> <p>A discussion took place among the Governors regarding Facebook and Twitter and what should be included on Social Media.</p> <p>Mrs Drummond explained that the Headlands Highlights newsletter is no longer printed because of cost. Social media will be used to promote the positive highlights instead</p> <p>Mrs Drummond added that initially she would be putting photographs/news/comments on Social Media but eventually other members of staff could too.</p> <p>Mrs Drummond would report back regarding Social Media shortly.</p> <p>Governors asked if/how they could support school in accelerating the rollout of social media as they saw it as important in promoting the school and communicating positively with parents. Governors would also like to be a regular source of content.</p> <p><b>RESOLVED:</b> That Social Media to be a standing agenda item for CFC from spring onwards</p>	<p><b>Governor Clerking Service</b></p>
209.	<p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p> <p><b>RESOLVED:</b> That the next meetings be held at the school on:</p> <p style="padding-left: 40px;">Monday, 2 March 2020. Monday, 8 June 2020.</p>	
210.	<p><u>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u></p> <p><b>RESOLVED:</b> 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>	

The Meeting finished at 3.15pm.

Chair

2/3/20