**Holly Park School – S&PW Committee Meeting Agenda Date :** 14.01.19

Present:- Ann Pelham, Maria Michael, Sally Thomas, Diana Kelly, Fiona Quinton, Clare Wischhussen, Nicky Eimer, Gael Birtill, Kate Tress, Clare Hegarty

Apologies:- Tim Graveney, Fiona Vettiankal

Minutes:- Janis Hassan

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| **AGENDA ITEMS** | **KEY DISCUSSION POINTS** | **ACTION (who? /timescale?)** |
| 1. Actions from last meeting
* Educo and tendering of school meals to full govs
 | School Meals Tendering process carried out by EDUCO. European tender. 9 companies interested. 5 shortlisted. Presentations and tasting sessions from the 5 companies on 1st March. To be held at Holly Park in front of a panel of 4A governor asked -Had notice been given to ISS? HT has given notice. They are one of the companies shortlisted.A new governor queried if the change of caterer due to financial reasons Main reason was quality and quantity of food. However, under new system school will make between £8000and £9000 per year | **1st March - Catering interviews at HPS** |
| 1. SIP priorities 2018 – 19 relating to this committee
* Restorative approach
* Resillience
* Anti-Bullying
* Rights respecting schools
 | **Restorative Approach – Maria Michael.**Behaviour alerts down. Workshop has been held for parents and pupils in Yr 4. Year 5 will have workshop this week and Yr 3 next term. Parents meeting last term.I governor asked if parents understand the approach? Not fully but they understand the ethos.A governor asked how many parents attended meeting and workshop Between 20 and 25.Kate Tress to attend workshop on Thursday at 9.00 a.m.**Resillience - Maria Michael**Holly Park pilot school. Now in Wave 2. 16 schools involved. Through this programme Kathy Puzey has been trained as a Mental Health First Aider. The DfE would like this in all schools. Mental Health Week coming up. Lessons will be based around this during that week. We have a student therapist working with 4 children 1 day per week.Maria and Kathy to do more training.**Anti-Bullying - Maria Michael**Anti-Bullying Week – report on this in Head’s Governor Report.We have pupil Anti-Bullying AmbassadorsWhich year groups are involved and what do they do. They are School Council members. They wear badges and their peers know them. They will write to the Anti-Bullying campaign.We will be introducing Feel Good Friday one a month throughout the school to help everyone feel better about themselves.A governor asked what will happen on this day Pupils will be encouraged to say nice things to each other and have a positive attitude.There were 2 alert forms last term which are being monitored.A governor queried which year group these pupils are from - Years 3 and 6**Rights Respecting Schools - Maria Michael**We will be applying for silver award this term.  | Gael Birtill to send link to Ann Pelham re UCL student as a possible placement at Holly Park.Kate Tress to meet with Maria Michael re her role as governor responsible for bullying.Maria Michael to attend course. |
| 1. Policies to be reviewed:
* Wellbeing – NEW POLICY
* Positive Handling
* SEN Inclusion
* Food
* Personal Care
* Staff code of conduct
* Appraisal
 | Governors to contact the Headteacher with any issues concerning the policies. |  |
| 1. Attendance
 | Autumn Term Attendance 96% This is the highest over 3 years. This term Andrea and Ann to send letters to parents with pupils attendance below 95%Nearer to parents evening all parents will get a letter regarding their child’s attendance. At parents evening parents will be shown a print out of their child’s attendance.A governor queried ifwe still send postcards home - No due to the cost of postage.Children receive a 100% attendance sticker each half term. Termly there is a Bronze, Silver and Gold certificate for attendance between 96% and 100%A governor asked if we count pupils under 5 - Yes. Parents cannot be fined for unauthorised absence but a letter is sent to parents.A governor asked if Reception are counted in our attendance figures Yes If a child is late more than 3 times in a week a letter will be sent. If no improvement the parent will be asked to come into school to discuss this.Persistent late pick up at the end of the day will result in a letter being sent to parents. We may inform Social Services and Educational Welfare Officer |  |
| 1. Safeguarding
 | **Safeguarding - Sally Thomas**Ofsted went well. Single Central Record fine. Case files thoroughKathy Puzey and Ann Pelham have had Level 3 training. Maria Michael to do training next week. This has to be repeated every 2 years.Sally attended half termly Breakfast Meeting re Prevent4 pupils have been referred to Social Care – 2 physical abuse, 1 emotional abuse, 1 other1 child on Child Protection Plan, 3 children on Child in Need Plan, 0 CAF’s4 Looked After Children, 2 previously Looked After Children5 children registered with BYCASA new governor queried if all staff have Safeguarding Training - Staff trained every 3 years with top up training every term.What is the response time to referrals and monitoring? Initial response timely but actual action takes longer. Pupils are always monitored and put on the Pastoral ListAnother governor asked if we would challenge if no action is taken Yes if we felt decision was wrong. We can re-refer.A governor asked if we use Barnet MASH and the service for escalating referrals if we are not happy with the initial response Yes we refer to MASH to make referals regularly but we have not needed to use the escalation policy so farHT reminded Clare W to meet with Janis re SCR this term.  | Clare will meet with Sally Thomas every half term re safeguarding. |
| 1. Young Carers
 | **Young Carers - Sally Thomas**5 pupils registered with BYCAS. Sally attended course on Young Carers. School has bronze award. We are one of the first schools in Barnet to achieve this. |  |
| 1. SEN
 | **SEN - Diana Kelly**61 pupils on SEN Register. 10 pupils have EHCP. We are applying for EHCP this term for 2 children in Reception. Ed Psych and HIST have been involved.1 pupil in Year 1 has been diagnosed with Autism. Applying for EHCP6 pupils are attending HEWS. 3 referrals have been made to CAHMSTA interventions last term were successful.Jennie Owen and Diana Kelly attended course re new style of intervention where the teacher will carry out interventions. Jennie will pilot this in her class until May. If successful will introduce to other classes.A governor asked if a TA will be running class while interventions taking place No. Children will be working independently i.e. readingHigh Needs emergency funding for child in Reception has finished. We have been informed that there will be no more Emergency Funding other than top-up funding for one term. Diana to contact head of SEN to try to secure additional funding for this chid. If this is not successful we will have to cover the cost of support for this child from contingency.Getting an EHCP takes at least 20 weeks but can take up to 1 year.A governor queried if we the school would go through the process for a child in Nursery YesAnother governor asked if there are parental cultural barriers/stigmas regarding SEN Not at the moment.A governor queried if we have an Assistant SENCO No as the budget cannot sustain this.The governor then asked if Diana picks up the work previously done by the Assistant SENCO This is not done now. |  |
| 1. AOB
 | **Behaviour - Maria Michael**Breakdown of behaviour issues attached.Ofsted rating for behaviour would have been outstanding for the way we deal with behaviour but issues with presentation in books prevented this.Alerts have gone down. Maria tracks by boys and girls and by term.Kathy Puzey has a positive effect on behaviour as she picks things up and prevent issues from escalating. She runs a lunchtime club.Ann would like to employ a second Learning Mentor as there are more children with problems as well as parents needing support.A governor queried how many children repeat unacceptable behaviour and what happensSome do. They attend lunch time club and are monitored. They may be referred to CAHMS or Social Care. |  |
| 1. To take to full governors
 | Policies |  |