

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Round Hill Primary
Meeting title: Meeting of the Pupils and Personnel Committee
Date and time: Tuesday, 10 June, 2014 at 5.00pm
Location: At the school

Membership
'A' denotes absence

Ms J Marshall (chair)
Mr G Harvey (vice-chair)
Mrs J Miller
Ms J Munro
Mr B Taylor
Ms S Yates
Mrs H Williams
Mr A Nash (headteacher)

In attendance

Miss J Hewitt (associate member)
Miss J Waldrom (minuting secretary)

P&P/09/14 Welcome, introductions and apologies for absence Action

Ms Marshall welcomed governors to the meeting.

There were no apologies for absence.

P&P/10/14 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

P&P/11/14 Minutes of the last meeting

The minutes of the last meeting held on Thursday, 27 February, 2014 were received and accepted at the last meeting of the full governing body and were confirmed as an accurate record.

P&P/12/14 Matters arising

Matters arising from Pupils and Personnel Committee

4c New pay progression policy

The headteacher reported that the pay policy had been completed, was now in place and that staff had been informed.

Matters arising from full governing body

GB/28/14 Improving governance – 10 key questions for link visits

Ms Marshall tabled the document outlining ten key questions for link visits and reported that the following questions were relevant for the committee:

Question 3 – Have we got the right staff, and the right development and reward arrangements?

Question 9 – How is pupil behaviour? Do we tackle the root causes of poor behaviour?

Mrs Williams proposed that question 9 was addressed during autumn term 2014 and question 3 in spring term 2015 after appraisals had been completed and the Pay Committee had met.

The proposals were

agreed

by governors.

GB/26/14 Policies and information relevant to the Pupils and Personnel Committee

Ms Marshall suggested that she and the headteacher review all policies and allocate them to committees.

The headteacher reported that he and the deputy headteacher had intended to undertake this but due to a child protection issue in school during the previous week, this had not yet been done.

He and Miss Hewitt would complete this during the summer term.

HT/JH

Policies relevant to the committee would then be forwarded to the chair who would circulate them to members of the committee.

HT

GB/25/14 Implementation of the school SEND Code of Practice

The headteacher reported that there was still no official Code of Practice as it was still being updated.

Emma had reviewed the draft Local Authority policy and would alter highlighted items within the document.

The headteacher added that the new document would be in place for September 2014 to ensure the school was compliant, and the new Code of Practice would be presented to governors in the autumn term for retrospective approval.

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Mr Taylor stated that school action and school action plus would no longer be referred to from September, and enquired what terminology would be used instead.

The headteacher reported that Emma delivered a staff meeting to inform staff of EHA and EHB categories.

There would be a reduction in the number of SEN pupils as the criteria for children to be considered to be on the SEN was changing.

The headteacher added that school would work on the criteria SEN with other schools.

Ms Marshall enquired if there were any funding implications for the school, and the headteacher reported that pupils with the most complex needs would continue to receive AFN from the family of schools.

The headteacher explained that potentially pupils would receive more funding although there would be less of them, and he added that TAs were now deployed in a different way and were targeted towards interventions.

From September 2014 the school must deliver 9½ hours of support before any funding was received for a pupil.

P&P/13/14 UIFSM (Universal Infant Free School Meals)

Miss Hewitt reported that until the school expanded it was thought possible to manage the increased number of pupils having a school meal without the need for an additional sitting.

A questionnaire had been sent to all key stage 1 parents to gauge the uptake of Infant Free School Meals, and parents were asked to state which day(s) pupils would be taking a hot meal on.

Miss Hewitt reported that the dining hall could seat 240 pupils and if all key stage 1 pupils had a hot meal there would be 280 pupils.

It was noted that only four Reception pupils currently took a packed lunch to school.

Miss Hewitt informed governors of the plan for September 2014 in that years 5 and 6 pupils who had a school meal would possibly be in charge of an overflow area with mid-day supervisors.

All key stage 1 and 2 pupils would be seated for meals at 12.00 o'clock, with all pupils taking a packed lunch being seated afterwards, and that this would be trialled before the summer break.

The headteacher added that extra mid-day supervisors had been employed to cope with the increased number of pupils if needed.

A letter would be sent to parents explaining the new system, with information to ensure parental awareness of the extent to which funding was tied to free school meals.

A report on the trial would be given to governors in the autumn term.

JH

It was noted that the number of pupils having a school meal may alter every six weeks as menus changed.

P&P/14/14 Support for pupils with medical conditions

The headteacher reported that the guidance was released in April 2014 and this would form part of the SEN policy.

Support was already offered to pupils in school with medical conditions and the headteacher gave details of what this entailed.

A model policy was awaited from the Local Authority.

P&P/15/14 Support during SATs

Mrs Miller had asked how the school assessed the effect of SATs on pupil confidence, self-esteem and behaviour, and what the school did to support pupils emotionally during SATs.

The headteacher suggested a survey of year 6 pupils after SATs or asking parents of year 6 pupils if they were aware of the support available, and then action points would be produced from the recommendations received.

Miss Hewitt added that although Amy and Sam had supported a number of pupils before SATs were taken, most pupils experienced no problems.

This, she believed, was due to year 6 teachers knowing individual children and also because the pupils concerned were used to assessments being carried out every six weeks.

Miss Hewitt stated that the school did intend to send a questionnaire to parents, and the headteacher added that year 6 parents were normally surveyed just prior to their children leaving the school, and that questions regarding SATs as outlined above would be appended to this.

A detailed discussion followed and Ms Yates stated that year 6 pupils were 'fully aware' of SATs and many other issues within their final year at the school.

Miss Hewitt suggested that Mrs Miller could assist with the production of a survey for year 6 parents, with feedback being given to the next meeting of the committee.

Ms Marshall enquired regarding support for staff during SATs, and Miss Hewitt and Ms Yates reported that all staff assisted year 6 staff during this time.

P&P/16/14 Staffing update

The headteacher reported that all staffing had been organised for September 2014 and that all staff had been updated in relation to this.

The Inclusion Leader and teachers were about to meet with the parents of Looked After Children as part of the transition arrangements. Newly appointed staff were going into school before the end of the summer term to work with the pupils concerned.

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Mrs Williams enquired regarding changes and updates to TAs following appraisals, and the headteacher replied that some TAs would be deployed to support vulnerable learners with the aim of closing the gap.

The headteacher added that all TAs were aware of their changes for next year and that from September 2014 the senior TA would be monitoring interventions.

Pupil Premium funding was discussed, and Mrs Miller reported that she had looked at Pupil Premium Plus funding. Information regarding this (spending and impact) would be added to the school website.

HT

P&P/17/14 School Admission Arrangements changes

The headteacher informed governors that the Local Authority was consulting until 27 June, 2014 regarding admission arrangements.

The Local Authority was consulting on in-year waiting lists which was the same system as that used for Foundation Stage during the in the autumn term.

Mr Taylor enquired regarding the criteria to be on the waiting list, and the headteacher replied that this was the same as the admission criteria to the school.

P&P/18/14 Determination of confidentiality of business

Governors considered whether anything discussed during the meeting should be deemed confidential. It was

resolved

that nothing discussed was of a confidential nature.

P&P/19/14 Date of next meeting

Future meetings would be held as follows:

- Tuesday, 14 October, 2014 at 5.30pm
- Tuesday, 24 February, 2015 at 6.00pm
- Tuesday, 9 June, 2015 at 5.00pm

Miss Hewitt offered apologies for the next meeting as she would be unable to attend.

The meeting closed at 6.15pm.

Signed(chair) Date

JW/jag