

MINUTES OF A PPC-COMMITTEE MEETING OF
WICKHAM COMMON PRIMARY SCHOOL
Thursday 9th November 2017 at 5pm

Bonita Guntrip (BG) - Chair
Debz Smith (DS) – Head Teacher
Barbara Minto (BM)
Heather Walton (HW)

In Attendance:
Sarah Broad (SB) – *Clerk*
Bethan Liston (BL)
Anita Dowdell (AD)

		ACTION
1.	<p>APOLOGIES OF ABSENCE</p> <p><u>1.1</u> There were no authorised apologies of absence. All Governors were present and the meeting was quorate.</p>	
2.	<p>DECLARATIONS OF INTEREST & GOVERNORS REGISTER OF PECUNIARY INTEREST</p> <p><u>2.1</u> No further declarations of business were declared.</p>	
3.	<p>REVIEW ACTIONS AND MATTERS ARISING AND APPROVE PREVIOUS MINUTES</p> <p><u>3.1</u> Point 3.1 BG did make changes to the 'distribution and endorsement' statement and sent it to ST. BG to send email to Tracey Ludlow to ensure changes have been updated and added.</p> <p><u>3.2</u> Point 3.4 Sex & Relationship policy – refer to section 4.</p> <p><u>3.3</u> Point 4.1 Minor changes have been made to the Behaviour policy. DS to distribute to the committee for email approval before the LGB on the 30th November.</p> <p><u>3.4</u> Point 4.2 Separated Parents Policy has been updated. DS to distribute to the committee for email approval before the LGB on the 30th November.</p> <p><u>3.5</u> Point 4.3 Medical Policy has been updated. DS to distribute to the committee for email approval before the LGB on the 30th November.</p> <p><u>3.6</u> All policies will be approved and ratified by the LGB on the 30th November.</p> <p><u>3.7</u> Point 4.4 E-safety Policy changes have been made and added to the Website. DS will circulate to this committee again for approval at FGB</p> <p><u>3.8</u> The Compass Trust link has been added to the Website. The Trust is working on developing and updating the Website.</p>	<p>BG to send email to TL for action</p> <p>DS to distribute policies for approval before 30th November</p> <p>As above</p> <p>As above</p> <p>DS to circulate to committee for approval</p>

		ACTION
	<u>3.9</u> Governors agreed and approved the minutes of 29 th June 2017 and were signed by BG.	
4.	POLICIES FOR REVIEW <u>4.1</u> Sex & Relationship Policy has been agreed and approved at the PPC committee. PPC committee recommends it is taken to the LGB meeting on the 30 th November for ratification.	Add Sex & Relationship Policy to LGB agenda (completed)
5.	SCHOOL COUNCIL <u>5.1</u> The last set of minutes were received in October. There are no areas for concern. The PPC members would still like to continue receiving the minutes of the School Council meetings as it was interesting to see the sort of topics the children discussed and their thoughts on various issues.	
6.	SCHOOL IMPROVEMENT PLAN <u>6.1</u> Governors asked DS to give them an update on Mindfulness training. It was undertaken on the 30 th October for the whole school. It also involved de-cluttering shared areas, which was really useful as it reminded the staff of what resources are in the school. Everyone enjoyed the taster session. Staff were asked if they would like to continue with the training and DS has had 20 people who would like to do the course. The training is likely to take place on Friday evenings after school for 5-8 weeks. This is a big commitment and will take investment. The Resources committee will make the final decision. Beth Liston had been trained in mindfulness and felt very strongly about the positive impact it would have on both teaching staff and pupils. <u>6.2</u> Governors asked if it would be enough to have Beth Liston trained in Mindfulness? No. Teachers are under increasing amount of stress, making lots of decisions and 'Mindfulness' is a tool to help with the decisions, prioritise workload and it impacts on productivity. Any benefits to the staff will have a positive impact on the children. If we can teach children these strategies, we are giving them a gift for long-term practices. This training has been delivered to previous Year 6 and the benefits could be seen across the whole school. To make this successful and really have an impact whole school buy-in is needed. If some classes have access and others don't it will not be successful and if each teacher is consistently delivering it, it will become part of every day practice. <u>6.3</u> Governors asked Is this just a nice to have? Yes and No. We need to look after our teachers. The cost of this training versus a teacher off sick is very little. This training empowers teachers and reduces absenteeism as well as supporting their decision-making, productivity etc. If we didn't apply the schools e.g. golden rules consistently across the whole school it would not work and this is the same. <u>6.4</u> Governors expressed their support for the initiative but were worried parents would think the school monies should be used elsewhere. Ds explained that the training of the staff is not for discussion by the parents. It is the HT decision to spend funds on developing the teachers. It will also impact the children positively for a relatively low investment. It is however, the Resources committee who will decide if the training will go ahead and whether the school has the funds.	

		ACTION
	<p><u>6.5</u> The Restorative Justice Programme has had excellent results and the school has decided to invest the money again. It is school wide initiative and can be used to solve issues between children. It gives each child a voice. Year 5 and Year 6 mediators were previously trained and have significantly reduced incidents and supported children in gaining a resolution. The mediators have a lanyard so the children know who they are. The school will now train the new Year 5s, which costs £750. Year 6 will have some refresher lessons along with the mid-day supervisors.</p> <p><u>6.6</u> Governors asked for an update on the Arts Mark. The requirements for the Arts Mark have changed which will make it harder for Primary schools to achieve Gold, as they do not have the facilities or the resources for specialist areas as they do in Secondary schools. We do not have specialised teachers partly due to pay issues relating to the anti-avoidance Tax Legislation (IR35) and partly due to budget restrictions.</p> <p><u>6.7</u> To support the Arts Mark, the Compass Trust is getting together to hold a concert. It will be a 4-school event performed at Langley Performance Centre. Each school will share the cost and there will be ticket sales, which will hopefully raise some funds for each school.</p> <p><u>6.8</u> Governors asked how the school is focusing on Creativity? In the summer, the creativity team will show teachers how to reorganise their planning and curriculum to give it a creativity focus. This is already on the action plan.</p>	
7.	<p>MATTERS FOR DISCUSSION</p> <p><i>Governors training needs and its impact</i></p> <p><u>7.1</u> Governors asked what is expected of them in their role on this Committee? DS recommended HW to attend Safeguarding and Safer recruitment training. Also for all Governors to attend PREVENT / WRAP training.</p> <p><u>7.1.1</u> DS will organise a Safeguarding update for the Committee Members on 24th November and will see if Ann Debono is free that morning too. Ann Debono recently carried out a safeguarding audit. BL and HW have completed the local authority safeguarding audit in the summer. BL to send this audit to the Governors.</p> <p><u>7.1.2</u> DS recommended all Governors to use Modern Governor / The Key.</p> <p><u>7.1.3</u> DS asked all Governors to have attended some training before the next committee meeting and to be prepared to feedback to the PPC committee.</p> <p><u>7.1.4</u> BG has completed the following training modules and thought they were extremely good. SB to add to the Governors training spreadsheet (completed).</p> <ul style="list-style-type: none"> • Special Education Needs training course on Modern Governor undertaken on November 9th 2017 This training assists governors with understanding the role of the SENCO, the SEN governor and the governing body in relation to the school's arrangements for SEN and disability. • Prevent and Channel General Awareness training undertaken on the Home Office Counter Terrorism website on 17 October 2017. Channel is a process which is a multi-agency approach to identify and provide support to 	<p>HW to attend Safeguarding / Safer recruitment</p> <p>DS to organise meetings / training 24th November</p> <p>BL to send Safeguarding audit</p> <p>Governors to attend training before next meeting</p>

		ACTION
	<p>individuals who are at risk of being drawn into terrorism.</p> <p><u>7.1.5</u> BG recommended The Key, which is good for corporate Governance structure etc.</p> <p><i>The Bug Club</i></p> <p><u>7.2</u> Governors asked DS for an update. There were concerns that the take up of the Bug Club had declined. Some classes there is 100% take up and for others there is little take up. BG suggested that many children read books so reading online is extra and isn't sustainable for all children when they are reading books. DS re-informed Governors of the new Reading Taskforce. There are enough volunteers to have a volunteer in each classroom every afternoon. They have been fully inducted and trained. They are starting on Monday 13th November.</p> <p><u>7.2.1</u> DS to speak to the teachers about how many online books they are adding regularly to the Bug Club.</p> <p><i>Send4Change</i></p> <p><u>7.3</u> BG distributed an email from Michelle Graynor.</p> <p><u>7.3.1</u> Send4change, is a big focus at the LA. The LA has been given some money to commission an independent audit of their SEND provision and to analyse its effectiveness. The LA has had a group running since the summer and there are sub groups e.g. parental engagement, SEN support (which is the one BL attends). They are trying to get a sense of what is working well within the Borough and not so well. They have representatives from parents, SENCOs, Governors, 3rd party orgs, independent advisory service, health service etc. Everyone who has a stake in SEN has been invited. Bromley spends a large amount of budget on specialist provision for high needs children and often out of the borough. If they put some of this money in mainstream schools could some of these children be looked after and reduce exclusions. Sadly in Bromley there has been no central support for ASD, speech and language, health etc. Any SEN support has to come out of the schools' budget as most Bromley schools are Academies.</p> <p><u>7.3.2</u> Governors agreed to get their basic training in order before taking on extra responsibilities plus BL is already attending and can feedback to the Governors.</p> <p><i>Attendance figures and policy</i></p> <p><u>7.4</u> 96.3% very slightly down mainly due to the changes to Hayes half term which differs to Wickham Common, so if Hayes students have a sibling in Wickham Common it is likely they may be taken out of school at the same time.</p> <p><i>Parking update</i></p> <p><u>7.5</u> DS talks about parking in her newsletter each week, wears a high vis jacket and patrols the area, there are also cones to try and ease pick up congestion. People do say there are improvements. A Blue Badge holder has been offered a parking space (the child has a disability) in the staff car park but they have declined the offer. DS has also suggested to all parents 'park and stride'.</p>	<p>DS to ask teachers how many books</p>

		ACTION
	<p>9) Do you want the school to opt for a 2-week half term in October from 2018?</p> <p>10) Does the school communicate well with you?</p> <p>11) Are you happy with the level of home learning set for your child?</p> <p>12) Do you feel that your views are listened to and respected?</p> <p>13) Do you feel you are able to come into the school to discuss issues and concerns?</p> <p>14) Do you think your child's voice is heard?</p> <p>15) What do you understand about the Governing Body?</p> <p><u>7.8.1</u> The questionnaire to be reviewed, analysed and distributed before Christmas.</p>	<p>Add parents questionnaire to next agenda</p>
8.	<p>A.O.B & CONFIDENTIAL ITEMS</p> <p><u>8.1</u> Governors asked to send DS a short bio, 3 or 4 sentences by the LGB meeting on the 30th November.</p>	<p>Governors to send DS short bio</p>
8.	<p>AGREE FUTURE DATE FOR NEXT GOVERNING BODY MEETING</p> <p>The date of the next Governing Body meeting will be 1st March 2018 at 5pm.</p> <p>The meeting closed at 7p.m.</p> <p>Chair</p> <p>Date</p>	
	<p>APPENDICES</p> <p>1) Relationships & Sex Education Policy</p>	