

Present:
Debz Allis (DA)
Sarah Fletcher (SF)
Heather Walton (HW)
Jane Walker-Smith (JWS)
Philippa Critten (PC)

MINUTES OF THE PPC COMMITTEE MEETING OF
WICKHAM COMMON PRIMARY SCHOOL
17th June 2019

		ACTION
1.	APOLOGIES OF ABSENCE 1.1 No apologies for absence	
2.	DECLARATIONS OF INTEREST & GOVERNORS REGISTER OF PECUNIARY INTEREST 2.1 No further declarations of business were declared	
3.	REVIEW ACTIONS AND MATTERS ARISING AND APPROVE PREVIOUS MINUTES 3.1 Safeguarding - DA said the safeguarding action for her to provide an update on KCSIE changes at a staff meeting had been superceded by the introduction of a new professional on-line Safeguarding System for staff called 'Safeguard'. The system provides on line training units. 3.2 New volunteers – DA and JWS had spoken about taking on more volunteers in school and looking to the wider local community. There were currently 8 new volunteers undertaking training and 2 completing refresher training. 3.3 The minutes of the previous meeting were agreed and would be presented for approval at the FGB.	

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4.	<p>GOVERNOR VISITS</p> <p>4.1 JWS had been on the Science Museum visit and was asked by DA to provide a short report for governors. This was agreed.</p> <p>4.2 SF had completed a number of governor visits and gave the committee some feedback on her recent 3 day visit to PGL (School Journey). She said it had been an excellent trip with a good mix of staff. When asked by DA if it was a good venue and offered value for money, she said that the PGL staff related very well to the children, health and safety was taken very seriously at all times, the standard of accommodation and food was high and there was a lot of new equipment in place this year. DA said she had received lots of positive feedback from parents and children upon their return.</p> <p>4.3 DA went on to say that said she had received a complaint from a Year 5 parent about the proposed cost of the PGL trip for 2020. She would be meeting to discuss this complaint with SN the next day. It was noted that the complaint should not be discussed in detail in this committee, however, the following points were made in general discussion:</p> <ul style="list-style-type: none"> • Last year the school did not take advantage of the early booking discount because it wanted some feedback from the first school group to visit PGL before committing to another booking. The school had borne the cost of the reduced savings (£744) for that year. • This year, Y5 parents had been asked to pay £40 non-refundable deposit to allow the school to secure the early booking discount. The vast majority had paid this. • The school does not make any profit from School Journey - all costs incurred by parents go to PGL and travel costs. • It was agreed that DA should make it clear at the year 6 presentation to year 5 parents next Wednesday, how PGL was selected from a range of options, that the WC school journey costs are broadly similar to other schools and that any comparisons with other schools must take into account length of stay and time of year as this will have an impact on overall cost. <p>When asked, DA said the school pays for half the cost of school journey for PP children.</p> <p>4.4 SCR – HW agreed to come in to check the SCR before the end of term. In future the Compass Central Team would be managing the staff SCR and schools would be responsible for volunteers.</p>	<p>JWS</p> <p>DA/SN</p> <p>DA</p> <p>HW to arrange with Alison Reed</p>
5.	<p>POLICIES FOR REVIEW</p> <p>DA proposed the committee adopt an interim Complaints Policy based on the one in place at Unicorn. The committee reacted favourably to the complaints form and helpful flowchart and the policy was approved as an interim measure until a Compass-wide policy was available. DA to action.</p>	DA
6.	<p>SAFEGUARDING ISSUES/EXCLUSIONS</p> <p>6.1 There were no exclusions to report.</p>	

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	<p>6.2 Key points made about safeguarding were:</p> <ul style="list-style-type: none"> • There have been few safeguarding issues raised recently but a new one today. • SF asked how many children are on a child protection plan and DA said she thought none but would check. BL has since confirmed that this is correct although we do have 3 LAC children. • Staff keep a close eye on vulnerable children and keep each other informed through staff meetings etc • Currently 100 on vulnerable children list; 40 children on the SEND list. There is some cross-over. • The number of children with speech and language and family issues has been steadily increasing. School has doubled its SaLT support for September • There is a growing need for safeguarding around vulnerability and mental health. BL leading on two initiatives - SEND4change and the Mental Health Trailblazer project (early intervention). • Resources Committee had agreed to recruit 3 additional 1:1 support staff for children with special needs. • By the end of this year three members of staff will be trained in mental health first aid. <p>In discussion:</p> <ul style="list-style-type: none"> • HW asked if BL would have additional time for this and what support was in place for staff dealing with difficult situations. DA said that BL would no longer be in class 2 days a week and both BL and NH attend supervision debriefings with trained workers once every half term. • JWS asked about the mental health issues with pupils seen in school. DA said the key issue was different types of anxiety but there was also known to be self harm among primary aged children. The Trailblazer project would be a two year programme. Eight psychology graduates will be assigned to schools across the borough working with groups of children rather than 1:1 support (similar to social skills and friendship groups). SF said that having our peer mentor system is a very good idea. • JWS asked if the school had a friendship bench. DA said this approach tended to highlight rather than help resolve issues so the school preferred to use play leaders and peer mediators, MDS staff and Rainbow staff to help ensure children were included and supported. • When asked about the number of children in different categories – e.g. LAC, CPP – DA said she will provide a full stats on this data at the FGB. 	
7.	<p>STAFF FORUM</p> <p>A forum had been set up to discuss issues and ideas arising from the Staff Survey. JWS had helped with the action plan (circulated to committee) which also included SLT actions arising from the survey. JWS said:</p> <ul style="list-style-type: none"> • the forum meeting had overall been positive • the idea was to encourage a culture and process of continuous improvement • a staff member was needed to drive this forward otherwise it might lose momentum • she was happy to continue to attend 	

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	<ul style="list-style-type: none"> there needed to be a clear process of feedback to and communication with the SLT BL had volunteered to take minutes at future staff forum meetings <p>In discussion, it was agreed that the forum was a good platform for staff to put forward ideas for improvements around the school but there needed to be clear communication and feedback mechanisms in place between the forum, staff and SLT. This had been highlighted following the circulation of a draft paper on Communication Principles for All Staff by one of the teachers in the forum, the draft had been agreed as suitable to be shared by all staff present at the forum. The intention had been for this to be consultative and generate constructive feedback from staff. Instead, there has been some very negative feedback given mainly anonymously to the teacher who sent it out on behalf of the forum.</p> <p>Going forward, JWS agreed to address these issues at the next staff forum and to ensure there was a clear communication and feedback process in place which would help to contextualise any actions or initiatives coming out of the group. It might also be a good idea for the staff forum to have a separate email address to avoid any confusion.</p> <p>DA said that support staff don't attend staff meetings but all staff receive the minutes from these and PTA meetings.</p>	JWS
8.	<p>TREE TOPS – PLANS FOR EXPANSION</p> <p>DA outlined the school's proposals to expand the Treetops wrap around care to take up to 40 children before and after school and to relocate it to the small hall that would be refurbished for this purpose at a cost of £7.5k from this year's profits. The refurbished space would also be used during school hours for up to four classes at a time. There would be an online booking system used to reduce the current administrative burden for Treetops and to make booking more effective and flexible for parents. Nourish would be providing the food after school.</p> <p>The committee noted the great success of the club this year - anticipated profit was £7k, actual profit likely to be £20k. The projected profit next year was £67k.</p> <p>When asked, DA said there was a lot of interest in Treetops and she was confident that the club would be popular. HW said it represented a very good offer to parents.</p>	
9.	<p>PTA REPORT FROM HW</p> <p>HW reported that the PTA was busy preparing for the summer fair. She suggested that governors be asked to be on the door and/or help set up in the morning. This was agreed.</p> <p>The PTA continues to be very productive and creative in its tireless fund-raising efforts. Examples of their recent donations include: the Zen Garden, Gardening Club materials and equipment, EYFS outdoor area, posh coach for BYMT music festival. The committee asked HW to pass on its thanks to the fantastic work of the PTA.</p>	HW to ask Govs
10.	<p>AOB/CONFIDENTIAL ITEMS</p> <p>There were no other items of business.</p> <p>The meeting closed at 19:35</p> <p>Next meeting – to be confirmed following outcome of governance restructure by the Trust Board.</p>	

