



Agreed Minutes of the meeting of the Whitchurch Primary School Standards and Achievements Committee, held on 14th November 2019 at 6.30pm

Present:

Kulabalasingham Sudhakar – Chair Standards & Achievement (KS)
Neil Sherman (NS)
Paul Smith (PS)
Sarah Mehrali (SM)
Maria Nickson (NS)
Joanne Daswani – Head teacher (JD)
Clerk: Seema Supeda

Apologies:

Meera Shah (MS)

Supporting documents:

Draft minutes 14th May 2019
2019 – 2020 Terms of Reference v1 Draft (ToR)
Behaviour and Behaviour Principles Policy
SEND Policy
Accessibility Plan Policy
EYFS Policy
Single Equality Plan
Online Safety Policy
Governor Visits Policy
Safeguarding Audit
Safeguarding Audit Action Plan
Post-Safeguarding Audit Governors Action Plan
Pupil Premium Strategic 2019
WPS Phonics Headline Measures 4
WPS Basic Characteristics Trends 2
WPS KS1 Headline Measures 4
WPS KS2 Headline Measures
Staffing Structure

Meeting opened at 6.31pm

	Action	Due
1. Welcome, apologies and consent for absence Apologies were received and accepted from Meera Shah		
2. Declaration of any conflicts of interests/Update of Register of Pecuniary interests/Reminder of the need for confidentiality No interests were declared		



<p>3. Arrangement of Agenda</p> <p>Policy renewals to be dealt with before item 6. AOB to include correspondence from unions</p>		
<p>4. Minutes of previous meeting</p> <p>The minutes for the meeting dated 14th May 2019 were discussed but could not be approved due to change of GB.</p> <p>Not Approved</p>		
<p>5. Matters arising</p> <p><u>5. Spring Internal Results</u> No copies of reports available</p> <p><u>Behaviour and Behaviour Principles Policy</u> Reviewed by SLT, updated in 2018 It was discussed that this policy is very positive, whereas there should be a clause added for Exclusions. It was noted that for an exclusion to be lawful, there needs to be a serious breach of the Behaviour Policy. There needs to be clearer boundaries set out within this policy.</p>	SLT	
<p>6. Terms of Reference (ToR)</p> <p>The Standards Committee are happy for the Terms of Reference to be finalised as per the draft, and subsequently published on the school website</p>	SS	
<p>7. Policy Renewal</p> <p><u>Pay Policy</u> This policy must be worded exactly the same as the School Teachers Pay and Conditions Policy. NS advised he has received a letter from the Unions due to 27 new policies having been sent out to consultation, with an end date of 27th November. The legal position is that unions can be consulted and negotiated with separately. NS makes the recommendation that the school adopts HC policies where they exist, especially ones that would need to be consulted with unions. Statutory policies which are to be adopted in full should only be those that have been subject to formal consultation and agreement with Unions, the Pay Policy being the main one. These policies should then be published on the school website. JD raised concerns that some of the policies being questioned are already HC policies. Q: Are policies updated within the school? Yes, GB are not responsible for updating policies – only to check they are in line with current regulations. Q: Who is therefore responsible for policies within the school?</p>		



<p>The Deputy Headteacher is responsible for policies – it has been requested already that all policies are checked and worked on. JD to obtain HC policies as a starting point, personalise for WPS and then update as necessary within 12 months. Look at statutory policies for schools, if other schools are using them untouched then the school should adopt them. Delegated to MR</p>	MR	
<p>Q: Are policy approvals required at meetings? Yes, no approvals should be made via email.</p>		
<p><u>SEND Policy</u> The SEND policy refers to DfE 2014, the SEN Code of Practice was updated in 2019. This needs to be updated</p>	CN	
<p>Q: Does the School have any issues with accessibility? Hidden/invisible disabilities are not seen in the Accessibility Policy.</p>		
<p>The Policy refers to 2002 rather than the most recent update – this needs to be updated</p>	CN	
<p><u>Online Safety Policy</u> A discrepancy was raised with regards to the Online Safety Policy. The draft minutes from the Standards Committee minutes dated 14th May 2019 shows the policy has been approved, however MN contests this. Policy to be reviewed again</p>	HL	Next Standard meeting
<p>Q: How does the School deal with cyber Security? LGfL look after all aspects of cyber security</p>		
<p>Q: Has there been any issues with social media/chat groups? Snapchat was an issue when it first surfaced, however this was dealt with through parent e-safety workshops, internet safety meetings and e-safety days.</p>		
<p>Q: How do you tackle pupil mobile phone usage? Mobile phones are only allowed in school with signed parental consent to walk home alone. Mobile phones are handed in and locked away in the morning until the end of the day.</p>		
<p><u>Governor Visits Policy</u> Under the heading 'Before making a visit the Governors will', an additional bulleting point should be added as the first point to read 'Contact the Headteacher to agree the reason for the visit/observation' Under the subheading 'On the day of the visit, the Governor will remember to:-' the final bullet point reads 'Be calm and enjoy the visit'. To be amended to read 'Enjoy the visit' – removal of words 'Be calm and'.</p>	MR	
<p><u>Equality Policy</u> Q: By which processes does the School obtain a diverse set of applicants– is the pool of applicants sufficiently diverse?</p>		
<p>The School offers support to candidates for printing their interview resources etc. There are currently 5 male teachers, and male teachers have been applying for the teaching post that is currently being advertised. The Equality Statement is added to every job advertisement.</p>		



<p>The Equality policy has yellow highlights which need to be removed.</p> <p>NS commented that the policies reviewed in this meeting are not fit for purpose as they stand.</p> <p>NS suggested that the Deputy Headteacher, Maureen Rafferty presents the updated policies in the next Standards meeting. The names of people in the policies also need to be updated as there are names of ex-employees/employees whose role has changed.</p> <ul style="list-style-type: none"> - Behaviour and Behaviour Principles Policy - SEND Policy - Accessibility Plan Policy - EYFS Policy - Single Equality Plan - Online Safety Policy - Governor Visits Policy 	<p>CN</p> <p>MR</p>	<p>Next Standards meeting</p>
<p>8. Safeguarding Audit Report + Action Plan</p> <p>The Safeguarding Audit took place in June. The Action Plan was developed however it was reported that the link Governor at the time had not audited as per his role.</p> <p>NS observed the DSL is responsible for the Safeguarding audit in co-operation with the Safeguarding Governor.</p> <p>Tick list of all actions from audit (including completed when & by whom) to be sent to the Governing Body.</p> <p>Safeguarding Training to be arranged for the designated Safeguarding Governor, post 6.30pm: MK</p> <p>NS confirmed he has received Safeguarding training.</p> <p>KCSIE is to be sent to the Governors to read</p> <p>Q: What is KCSIE? Keeping Children Safe in Education</p> <p>Q: Should there be appointed a Deputy Safeguarding Governor? Yes, it was suggested as part of the audit report</p> <p>Audit report to be updated: Page 5 to be updated – there is a reference to Father Paul Reece who is no longer a Governor Christina Nicola to report back to panel for next meeting</p> <p>Q: Are there any current safeguarding issues? No issues to report, the procedures set up within the School are working well.</p> <p>Q: Is there a 'Prevent' risk assessment carried out when letting, and are lettings checked – Lettings Policy? When Letting to outside organisations, the School needs to ensure they are not meeting against Prevent Duty guidance. Yes lets are checked.</p> <p>Q: Who is responsible for the risk assessments for lets? Toral Patel, Operations and Communications Manager.</p>	<p>CN</p> <p>CN</p> <p>CN</p> <p>GB</p> <p>CN</p>	<p>ASAP</p> <p>Next Standards meeting</p>
<p>9. Pupil Progress and Attainment</p>		



<p>JD tabled this part of the meeting</p> <p>Q: How does the absence data compare to Harrow borough statistics? All schools seem to be having a problem with absence, particularly persistent absence.</p> <p>JD highlighted that persistent absence mainly comes from those pupils with high needs, including medical needs, GP/hospital appointments etc.</p> <p>Q: How are you managing this? The School is now issuing fines for unauthorised absences.</p> <p>JD reported that attendance is currently 97%.</p> <p>JD to compare absence to other Harrow schools</p> <p>Q: Phonics scores show a lot of high ability and low ability, is this normal? This is generally an indication of how much children do outside of school, special needs, cohort, but it seems to follow the National Average.</p> <p>Q: When does baseline testing first take place and how do you measure progress? JD reported that FFT data and in house data are used to measure progress. An example was provided: end of KS1 data turns into prior attainment data in KS2. Data systems are used to work out the progress.</p> <p>JD to book ASP data training sessions for Governors.</p> <p>NS would like it noted that it is very pleasing to see such good results, and would like to convey thanks to the staff from the GB.</p>	<p>JD</p> <p>JD</p>	
<p>10. Staff Deployment, absence, recruitment and wellbeing</p> <p>JD spoke about staff absence and that it is currently quite high which could trigger an Ofsted inspection.</p> <p>Convert the staff absence percentage into FTE days.</p> <p>Q: Why are TA absences so high? It is mainly long term illnesses but is also dependant on yeargroup stress. This data is from last year when they were asked to do a lot of cover.</p> <p>Q: How many current employees are there? There are currently 108 staff.</p> <p>JD reported that the School has taken on a child with severe disabilities so an additional TA will be recruited for.</p> <p>It was noted that Autumn term is usually the worst for staff illness.</p> <p>Q: Is there an independent councillor which staff can use? The School has bought into HSCP (Harrow Schools Counselling Partnership) for the next 3 years. It was explained that this is a service available to be used by staff, children and parents alike.</p> <p>Q: In what context would you refer parents? It is self-referral, anything can be discussed in confidentiality.</p> <p>Q: Is there occupational health provision? Yes, this is bought in via HC.</p> <p>Q: Is there a correlation between persistent absence and pupil progress? Yes for some children. Friday Phonecall has been introduced whereby discussions re had with parents regarding persistent absence, progress,, performance. These phone calls could be for positive and negative</p>	<p>GP</p>	



<p>reasons. An example was given: it could be a pupil premium child who has been struggling with a particular subject and has made some good progress – this could initiate a Friday Phonecall.</p> <p>Q: Would there be a home visit in extreme circumstances?</p> <p>Yes. JD advised she herself has attended pupils homes before.</p>		
<p>10. Recruitment</p> <p>JD advised that a year 3 teacher will be leaving at the end of Autumn 2 so there is a vacancy which is currently being advertised.</p> <p><u>Staffing Structure</u></p> <p>The new SIP partner made a visit and commented that staff wellbeing seems to be high.</p> <p>Q: Will the staffing structure be changing?</p> <p>Yes, due to financial constraints.</p> <p>NS advised the panel about 3 year salary protection.</p> <p>Q: Does the school give employees incentives to stay if they are seeking employment elsewhere?</p> <p>Yes, however until the structure is changed, the School cannot provide progression/alternative routes for the employee to take every time.</p>		
<p>11. AOB</p> <p>JD requested that Governors provide a newsletter once per term.</p>	PS & SM	
<p>12. Date of next meeting</p> <p>The date for the next meeting is 25th March 2020, 6.30pm.</p>		
<p>Part 2 Agenda</p> <p>There was no part 2 to this meeting.</p>		

Meeting closed at 8.11pm