

**MINUTES OF P&SD COMMITTEE MEETING**  
**Held on Wednesday, 14<sup>th</sup> September 2022, via Teams**

Present: Sander Tiel (Chair of Governors), Caroline Marlow, Beatrice Smith, Stephen Marshall (Chair of P&SD), Adrian Bath

In Attendance: Sarah Ledward (Minutes)

Action

**1. Apologies**

None.

**2. Declaration of interests/Registration of business interests**

None.

**3. Minutes of the previous meeting**

The Minutes of the previous meeting held on 11<sup>th</sup> May 2022 had been emailed to all members, approved and uploaded to the website. SM clarified that so long as approval has been received from at least 3 members then it is quorate, can be approved and put on website.

**4. Actions and Matters Arising**

All actions from previous Minutes have been dealt with.

No. 10 from last Minutes: BS said that ABs list of policies with review dates is working really well. AB mentioned:

- Capability of Staff – Don't think this is necessary.
- Dealing with Abuse against staff – AB will look into this
- Supporting pupils with medical conditions - Should we have a policy for this?
- First Aid – This is dealt with under Health & Safety
- BS confirmed that the Willoughby 10-Step Indicator is being replaced with a simpler version from now. This will next be sent to parents in December.
- Link Governors Monitoring Visits: CM will do History

AB

**5. Safeguarding Children in Education**

BS reported that all staff are up-to-date with Safeguarding. School has a New Starter Checklist to ensure all new staff are up to date with safeguarding too. ST reported that all governors are expected to do safeguarding training along with new governors. AB to check.

AB

A query was raised regarding external providers' safeguarding checks. BS confirmed that external providers who are employed by another company, i.e, Rattle and Roll, then Rattle and Roll carry out DBS checks and provide us with a copy of the DBS Certificate. If an outside provider is self-employed, e.g, Vicky Hall, we do our own DBS checks. BS confirmed that we carry out DBS checks on all parent volunteers.

**Complaints**

There were two complaints last term. One has been concluded, the other is ongoing. ST and CM are due to have a meeting with the parents involved next week via Teams. BS has meeting with the parents on 21<sup>st</sup> September. There is a 'Control Plan' in place. Two items from policy have been identified which necessitates records being kept digitally. Records will be shared with ST and CM. Every minor incident is being recorded. BS stated for the record that the team take their duties extremely seriously – they are upset that a child and their parents have concerns regarding bullying, and the team look forward to supporting a resolution.

ST/CM

BS

**Exclusions:**

None.

**LAC:**

None

**6. Reports from the Corporate Director**

AB advised that the Corporate Director should make a statement every term which should be relayed at full governor meetings.

**7. Progress on School Self-Evaluation and Improvement Plan**

AB gave an update on the Vision meeting which was held in May. 2 parents and 3 teachers attended. AB had previously circulated to governors notes following that meeting. Advertising school in local and wider area was discussed with governors. BS and AB said this had been discussed in the F&P meeting too. AB and BS will take this forward. ST suggested this be discussed at the full governor meeting.

AB/BS

**SIP**

AB wanted it noted that Alison Barker has made fantastic progress with EYFS. BS will pass on governors' thanks. Alison Barker will make a visit to a future governor meeting.

**SEF**

Ofsted set out some priorities following their visit including a focus on phonics and early reading. There is an outline policy set out by DfE on Academisation. ST said we will discuss this at full governors. The Schools' Bill is still to be approved by DfE but has been delayed. The due date for academisation is 2030, depending on the approval of the Bill.

It was noted that 2 new governors need to be appointed and that, following approval, SM will become a LA governor.

**8. Pupil Performance Data and Assessment**

BS reported that we achieved 100% in Reading, Writing and Maths. National data is 59%. ST asked if we can use this to advertise school? BS thought we could but we must ensure that each year it is kept up to date. ST asked for thanks to be passed to all staff for great results.

**9. Link Governor Monitoring Visits**

AB had sent out revised objectives to all governors. There are no overdue visits and three upcoming visits: Maths, MFL and Art, Design & Tech. BS will liaise with each governor to set a date for each visit.

BS/AB/  
SM/ST

When new governors are appointed a Skills Audit will be carried out. It was last done less than a year ago so felt we can leave this until mid-2023.

**10. Policy Reviews, Prospectus and Website**

School Employee Code of Conduct Policy: All staff have been given a copy and are reading through this. It was noted that this is a NCC policy.  
Anti-Bullying Policy: A question was asked as to whether we need a governor and staff anti-bullying ambassador  
Appraisal Policy: BS carries out appraisals every year before October with a six monthly review. AB will peruse the HT appraisal again to ensure all is ok.

AB

Policies will be agreed at full governor meeting.

**11. EYFS**

**Changes for 2022/23 year**

Supersonic Phonic Friends has recently been purchased. Staff had an online course on 13<sup>th</sup> September for 2 hours. We may need to purchase more books, but they are expensive. It was felt that staff would monitor how this is going before investing too much money.

White Rose Maths is popular with a lot of primary schools. Alison Barker is looking into this to ascertain cost vs benefit.

**12. School SEND Policy**

Following Celia Dyson's departure as governor a new SEND governor will be appointed. ST will add this to full governor meeting.

ST

Alice Smith has signed up SENCO course which is due to start this term.

**HLN Funding:** Schools bid for funding depending on need. Funding may then be allocated for support. We currently do not have any HLN pupils. We have one pupil with an EHCP. This pupil has funding for this current year from Leicestershire County Council. NCC have asked that we apply for HLN for this child in case we do not receive funding from Leicestershire next year. One other family are applying privately for their child to have an EHCP.

**Accessibility Plan:** BS will find this.

BS

13. **Date of next meeting:** 11<sup>th</sup> January 2023

14. **Any Other Business**

There was no other business and so the meeting closed at 6:05pm