



DIOCESE OF CHESTER

ASTBURY ST MARY'S

CHURCH of ENGLAND PRIMARY

Date	Time	Venue
Thursday 9th March 2017	3.45pm	Astbury St Mary's CE Primary School
Committee: Behaviour and Safety and Welfare Committee		
Chair	Mrs K Moore	
Members	Mrs. K Moore Mrs. P. Worswick, Headteacher Dr. S Drage (SD) Mrs. M Amies (MA) Mrs B Cook.(BC)	
Clerk	Alison Knowlson	

MINUTES

Item	Topic	Action
1.	The meeting opened with a prayer.	
2.	The governors had no apology from: <ul style="list-style-type: none"> Mr R Goodwin 	
3.	The following items were tabled for discussion under any other business: <ul style="list-style-type: none"> Admissions Policy There were no conflicts of interests declared.	
4.	The minutes of the Behaviour and Safety meeting on the 10th November 2016 were approved and accepted by the governors and a copy signed by the Chair.	

poor attendance. Eight letters have been sent and there has been a positive effect on some of the parents.

Question: Are you going to repeat sending letters to parents for poor attendance?

Response: The school office keeps track of poor attendance and late arrivals. At the moment we are monitoring this term and if necessary we will send letters.

The Head teacher informed governors, that when Fiona Burke-Jackson visited the school on 5th March 2017, the issue of some of the pupils with a poor attitude to learning was discussed. She suggested the Head teacher contact John Fowler the Home Education adviser and discussed strategies for these children.

7. Positive Handling

The Head teacher and Mrs Armitt have attended Team Teach training. The purpose of Team-Teach training is to support adults' understanding and management of challenging behaviour, teaching physical techniques within a holistic de-escalation approach, in order to encourage the promotion of socially acceptable behaviours for all concerned.

The Headteacher has access to all the Team Teach documents and has used them for some of the following policies/procedures.

- Positive Handling Policy.
- Challenging-Behaviour Risk Assessment
- Positive Handling Plan.

The **Positive Handling Plan**, the Head teacher explained to the governors the behaviour a child experiences when they go into a crisis and the period when they come through it, and how to de-escalate the situation. It is an aid to staff for each area of behaviour types as it has common triggers to look for and ways to divert and distract.

A record of children who have been restrained is made in the school incident book.

Mrs Armitt and the Head Teacher are to keep practising the caring seizes and other different holds they have learnt at the training day.

The final document is the **Debriefing plan**; it is also an important part of the process for staff members.

The Parents are informed of any incidents and they are logged on the record of use.

The **Behaviour Policy** now reflects these documents.

Question: How many children do we have under positive handling plans?

	<p>Response: Currently two children.</p> <p>Question: Where are the Challenging-Behaviour Risk Assessment documents kept? Response: The class teachers have a copy and would re-write the risk assessment due to the incident that has happened. The Head teacher explained that she has used this plan when explaining to a parent what happened with an incident in school and felt it helped the parent understand that the school was taking the incident seriously</p> <p>Question: Do the TAs need to be taught these training techniques too? Response: The Crescent has offered positive handling training for the staff members which the Headteacher will follow up.</p> <p>Question: Are stickers as rewards in the Behaviour Policy still being used? Response: Some teachers like to use them.</p> <p>Question: There isn't any mention of the positive awards the school offers, can this be amended? Response: We will amend the policy to add certificates for positive behaviour.</p> <p>The governors agreed to accept the Behaviour Policy with the amendments.</p>	
8.	<p><u>Policies update</u> -</p> <ul style="list-style-type: none"> Safeguarding Policy Behaviour Policy Positive Handling Policy Admissions Policy <p>Action: All policies to be reviewed by SD and returned to Head teacher.</p>	SD
9.	<p><u>Director's Report</u></p> <ul style="list-style-type: none"> • Use of Personal Devices to take Pictures of Children in School – <i>This has been sent to staff members and is an action for the staff meeting to prepare a statement.</i> • Safeguarding Children and Young People affected by Domestic and Relationship Abuse – <i>This was raised in the Safeguarding staff meeting four weeks ago and is to be reviewed and incorporated into the Safeguarding Policy.</i> • Neglect – one minute guide <i>has been downloaded and is on the next safeguarding agenda. The HT has a safeguarding meeting with staff members at least once a term to go through scenarios from the SCiES team.</i> • Bully-Free Cheshire East – <i>Not a Kiva school but do use the paper work from the SCiES team.</i> • Cheshire East, Information, Advice and Support (CEIAS) – <i>will</i> 	

	<p><i>action.</i></p> <ul style="list-style-type: none"> • Permanent Exclusion Finance Re: adjustment - <i>Noted</i> • Exclusions Training – <i>another governor to be trained.</i> • Virtual School Update – <i>HT has knowledge of the Stoke-on-Trent system.</i> • Responsibility of Schools for Learning Outside the Classroom (School visits and overnight stays) - <i>Policy to be updated.</i> <p>Action: Personal Devices – staff members to sign and action. Review the Safeguarding Policy to ensure it covers domestic abuse. Another governor to be trained on exclusions. Update Policy for Learning Outside the Classroom.</p>	HT Govs
10.	<p><u>Report from Safeguarding Governors</u></p> <ul style="list-style-type: none"> • A Safeguarding meeting hasn't taken place this term. However, there has been a RAG meeting relating to Behaviour with Brian Padgett this month. • The Chair, SD and CH have completed the Safeguarding basic level 1 training • SD and Chair have completed the NSPCC safer recruitment training. The Head teacher noted the training had an effect on the recent recruitment of a staff member. • The Head teacher has attended a Safeguarding briefing. 	
11.	<p><u>Single Central Record (SCR)</u></p> <p>MA, SD and CH reviewed the SCR and checked the data. No errors were found.</p>	
12.	<p><u>Building Development</u></p> <p>The governors noted that the door handles had been raised and the doors need to be open differently, but are slower to close/open.</p> <p>Question: Are these changes keeping children safe in school?</p> <p>Response: Yes, the teachers are happier that the children can't just bolt out of the classroom and out of the school.</p> <p><u>Asbestos Survey</u></p> <p>The school has recently had an asbestos survey. Recent new guidelines from the Diocese have been issued.</p> <p>Action: Head teacher/Chair to check the new guidelines and action.</p>	Chair/ HT
13.	<p><u>Review the lunchtime arrangements</u></p>	

	The School Council are due to review healthy eating at lunchtime in the summer term.	
14.	<p><u>AOB</u></p> <p>A governor queried how children are transported to sporting events using other parents' cars. The governor noted that although the driver has to show their driver's license and insurance, do they have a DBS check too?</p> <p>Action: Head teacher to review current practise and report to governors next meeting.</p>	HT
15.	<p><u>Date of the Next Meeting</u></p> <p>29th June 2017</p>	
16.	<p><u>Impact Statement</u></p> <p>The Governors have helped move the school forward in this meeting by:</p> <p><u>Ensure clarity of vision, ethos and strategic direction</u></p> <ul style="list-style-type: none"> • Improvement of behaviour in preparation for learning. <p><u>Hold the Headteacher to account for the educational performance of the school;</u></p> <ul style="list-style-type: none"> • Challenges over behaviour and attendance. <p><u>Oversee the financial performance of the school, ensuring value for money;</u></p> <ul style="list-style-type: none"> • Teacher training for Positive Handling. <p><u>Promote the highest possible standards for Safeguarding</u></p> <ul style="list-style-type: none"> • Monitored attendance and reasons for poor/late attenders. • Governors training on Safeguarding. • Safer recruitment training. • Head teacher has updated SCiES termly training. 	

Meeting finished at 5:32pm.

Signed

Dated