



**MINUTES OF PUPIL, CURRICULUM AND STANDARDS COMMITTEE MEETING**  
**TUESDAY 12<sup>th</sup> FEBRUARY 2019 – 11.30am**

**IN ATTENDANCE**

Paul Main (Chair)  
Shaun Jukes (Headteacher)  
Ian Fazackerley  
Gail Beaton  
Sally Collins  
Dorothy Jones  
Laura Jolliffe (Governor Elect – in observance)

**1. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING**

No matters arising.

**2. ADMISSION AND LEAVERS UPDATE**

- 2.1 The Headteacher gave an update on admission figures for September 2019. There is 19 Year 7s – 11 confirmed from Acorns, 1 possible going to Pear Tree, 1 from Astley Park, 1 from Royal Cross and an additional student with a possible place relocating from Italy. These will be divided into Year 7, Semi-formal and Experiential, to be determined due to needs.
- 2.2 Year 14 – 14 leavers
- 2.3 Year 11 – 18 leavers – 16 potentially applying to join our Further Education department.
- 2.4 Post 16 – would be Sept 2019 -56 students in total (funding will be for 53 students based on Census) – with 1 x student from out of area (current Year 11) and payment is required from Sefton Council before a place is offered in FE. 1 x student is home-educated due to medical issues and the local authority may put measures in place for this to continue but not on our roll.
- 2.5 Therefore, potentially 172 students on roll. 69 in KS3, 47 in KS4 and 56 FE. It will mean additional pressure for KS4 as student numbers increase from 34 to 47.

**3. POLICY UPDATE – SAFEGUARDING**

Policy updated by BBI (Deputy Head/SENCO/DSL), meets with statutory requirements and available on school website.

**4. ONLINE SAFETY WEEK FEEDBACK**

Online Safety Week introduced through Assembly on Monday and concluded on Friday, where work was showcased. The Headteacher showed paragraph about online safety

and the internet written by a KS4 student - excellent work. Governors suggested framing it and putting it up somewhere in school.

## **5. CURRICULUM UPDATES**

- 5.1 The Headteacher highlighted how our curriculum does not stand still, it changes or is updated based upon needs/aspirations and requirements of the students year on year. We continue with staff training both courses and bitesize activity in staff meetings to support curriculum developments. The new lesson study programme introduced by DR (Deputy Head/Teaching and Learning) is very popular with staff. It involves a triad of staff implementing and observing each other's lessons and improving on this.
- 5.2 Post 16 curriculum has developed due to an increase in higher ability students.
- 5.3 Options will need revamping next year.
- 5.4 PSHE/Sex and Relationships education becomes a statutory requirement in 2020 but recommended to be introduced by 2019.
- 5.5 Governors would like subject leaders to present about their subjects at future meetings  
**(Head to add to agendas)**

## **6. OVERVIEW OF USE OF BEHAVIOUR SUPPORT ROOM, SAFE SPACES AND EXCLUSION**

- 6.1 DJ had asked for information regarding the behaviour support room, safe spaces, etc. The Headteacher has produced a report/summary to illustrate practices in school. Report attached. **(Appendix 1)**
- 6.2 Policies are in place for these practices. Team Teach is regularly updated for each staff member. Safe spaces are monitored and there is a paper trail to support the use of these. Paul Main asked if Governors could look at the analysis.  
**(Head to ask AD to report to Governors at next meeting)**
- 6.3 LJ asked how many students had been excluded? The Headteacher informed three children had been permanently excluded in ten years, and between 1-3 fixed term exclusions annually in general, fixed term exclusions varied length of time due to the seriousness of the incident.
- 6.4 A behaviour support room is available, positioned away from the main body of the school. It is used for a fixed period of time e.g. Over a lunchtime or one lesson to a few days, and an individual works away from other students, with a member of staff (a key worker for that student).
- 6.5 SC asked if there is a process for informing parents about this sanction? The Headteacher explained that parents would usually have signed Individual behaviour plans with this as one of the strategies in place if needed. However, parents would still be informed around the severity of behaviour. SC asked if this is the same for a looked after child, as a foster carer has a duty to advise social services of any incidents. The individual behaviour Plan would also be known through the Personal Education Plan or meetings with Social worker.
- 6.6 Safe spaces are soft space areas where a student can either take his or herself to, or be taken to if having a crisis, it is a place of safety.
- 6.7 LJ asked how is the support from parents regarding exclusions? The Headteacher said it has always been positive so far.

- 6.8 The Headteacher said that exclusion was not widely used as it is not the preferred option, but it is available and there are statutory requirements in place for reporting exclusions to the local authority and governors.
- 6.9 DJ asked whether it was a good thing that the behaviour support room and safe space areas have no windows? The Headteacher explained that areas are operated with 'an open door' policy and students in behaviour support room always have a staff member with them. Windows could potentially be a distraction.
- 6.10 DJ asked what is the incident book like? The Headteacher advised that there are three incident books and that he checks these each week. The serious incident is a bound book and it is a statutory requirement for schools. There is also a minor incident book and an accident book. Laura Jolliffe asked are they statutory? The Headteacher said no, but felt they are good practise. They are reported in the Headteacher's report. **(Head will include comparisons in next HT report).**

## **7. SELF-EVALUATION SUMMARY FEEDBACK**

- 7.1 The Headteacher reminded Governors of the self-evaluation summary request for feedback.
- 7.2 SC felt that stating that *Governors could challenge and are given many opportunities to do so* would be useful and was there a way of setting targets for challenging. Also noted a typing error to be corrected.
- 7.3 DJ asked IF THE Head was 'happy' with were school was at currently? The Headteacher informed that he was 'happy'; school is operating well; staff appear to have for the most part a positive outlook about getting on with things and students are making progress and achieving across all sorts of aspects.
- 7.4 IF, DB and GB both spoke positively about their respective lesson visits to Post 16 and Semi-formal. DJ had been in a ks4 revision class.

## **8. PARENT QUESTIONNAIRE FEEDBACK**

- 8.1 The Headteacher advised information from LCC parental questionnaire had only been received this week. Disappointed with only 22% return rate. Statistically does not give much information, therefore, has collated parents' anecdotal views/comments to share with Governors. Details attached. **(Appendix 2)**
- 8.2 The Headteacher is looking at alternatives to increase response rate? GB suggested school do own questionnaire, and hand out at Parents' Evening or other events for responses?
- 8.3 The Headteacher mentioned that Class Dojo gave +99% positive feedback and also shared positive/feel good comments from parental comments in student planners.

## **9. COMMITTEE MEMBERSHIP**

Changes to the following committees as follows; MR to step down from Finance Committee to take up role on Curriculum and Standards, allowing LJ to take her place on the Finance Committee.

## **10. WEBSITE UPDATE**

- 10.1 The Headteacher displayed the new-look website for the Governors. It is now live and easy to use, with one-click throughout. All areas have been updated and are compliant with Ofsted. The subject area section continues to be updated and subject leaders will be given pro-forma to complete before the end of July to enable

this to be up and running for September 2019, showing a detailed plan for the curriculum of each subject for the next three years.

10.2 LJ had previously questioned the writing and colours and this feedback will be passed on.

#### **11. DATES FOR DIARY**

The Headteacher invited Governors to the meeting with SLT/HOD – Thursday 28<sup>th</sup> February at 1.30pm. It is the introductory planning meeting for the 2019-20 school year, to look at planning, staffing, etc.

#### **12. GOVERNOR 'STFCH' EMAIL**

The Headteacher asked have all Governors signed up to their new 'STFCH' email as this must be used from here forward to comply with GDPR. – cutoff date to comply Friday 22<sup>nd</sup> Feb.

#### **13. ANY OTHER BUSINESS**

13.1 The Headteacher informed Governors that LCC are currently consulting on whether to continue the Lancashire Breaktime Funding. It is probable that this will cease altogether, and school uses this funding for all after school activities/trips/staffing and premises. It will decimate all of this if no funding is received. He explained that he had sent out to parents' information regarding this via the school's website/Facebook. Head will also follow up with paper letter version to parents as requested at previous committee.

13.2 The Headteacher also informed Governors that the school has achieved the Silver Arts Award and thank you to all staff and DR (Deputy Headteacher) for work to help the school achieve this.

13.3 The Headteacher shared a paragraph written by a KS4 student for the Online Safety Week, he thought Governors should see it. DJ provided a list of dates for meetings/courses available for all Governors: -

- Chair of Governors at Royal Cross Primary School has invited members of STFCHS and Acorns GB's to an INSET DAY on 25th February which is encompassing presentations on 'PREVENT', Wellbeing' and Maths.
- The invitation also includes sessions to be held on 27th February re 'Encompass' and 'SEND Assessment'. DJ is able to attend the latter date.
- The next LCC Chairs Forum is taking place at 6.30pm on 28th February at St. Oswald's School, Langton and DJ is booked in to attend.
- LASGB Spring Workshop is taking place at 6.30pm on 20th March at The Tickled Trout Hotel, Salmesbury. Joanne Ollson, Senior HMI Inspector with responsibility for Lancashire School will be addressing the audience about OFSTED: The New Framework. NB: STFCHS Governors May access workshops or conferences via the LASGB website. This event will be popular, so early booking is essential.
- LASGB 25th Annual Conference is due to take place from 9.30am on 11th May at The Hallmark Hotel, Leyland.
- DJ is booked into attend LCC Governor Training on Safeguarding at 6.30pm on 2nd May at Ribby Hall.

Please contact Dorothy Jones if you want to attend any of the above.

**DATE OF NEXT FGB MEETING – TUESDAY 26<sup>th</sup> MARCH 2019 at 9.30am**

**DATE OF NEXT COMMITTEE MEETING – TUESDAY 7<sup>th</sup> MAY at 11.30am**

Gail Beaton gave apologies as she will not be able to attend this meeting as it is Inset Day at Acorns School.

**Appendices**

Appendix 1 – Behaviour Support Room, Safe Spaces and Exclusion – Headteacher’s report

Appendix 2 - Parent Anecdotal Response from Questionnaire - February 2019