

Minutes

Westfield School

Children, Families & Community Committee

10 October 2016

5pm

Westfield School

Chair: Andy James (AJ)
Minute taker: Jenni Hicks (JH)
Attendees: Ceri Hibbert (CH)
Nicki Gilbert (NG)- Headteacher
Eric Williams (EW)
Richard Binnersley (RB)
Sam Bell (SB)
Steve Wall (SW)
Nicky Morris (NM)
Apologies: None

Agenda item 1:	Welcome & apologies for absence
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No apologies. AP has resigned from the Governors. EW has done a letter on behalf of the governors to thank her for her contribution. AJ welcomed all to the meeting.

Agenda item 2:	Review and agree TOR
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EW proposed reducing the number of governors per committee to 4. This was agreed for all committees. Action: JH to amend.
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Agenda item 3:	Minutes of last meeting and matters arising
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AJ acknowledged that attendance has improved. NG will send out a letter and noted that parents are now returning their children to school following medical appointments, although noted that some parents have brought their children into school whilst ill. It was agreed by all that the DfE 95% target is too high for a special school due to the needs and vulnerability of the children.
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CH advised that she spent some time in the admin office and offered to do this again as the team are changing and it seemed poor timing to focus on SIMs with the staff at this time. NG advised that the school have appointed a new member of staff. The Census was completed last week. This is linked to school funding. NG explained that Julie Newcombe and Caroline (new member of administrative staff) will attend SIMs training. AJ asked when she would attend and NG advised that she believed it to be within the next 4 weeks.
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NM and LF looked at Barred by Association. This needs to be completed every 5 years and LF has put into place a flagging system. It also needs completing for all new staff. NG asked if this should also be completed by all governors. Action: NM to ask Lynne to circulate the form to Governors.

Freedom of Information Policy. NG asked who the Data Controller would be. EW advised it is likely to be the Headteacher. NG asked the Simon Eades (IT Officer) who considered it would sit with the School Business Manager. Action: EW will follow up to confirm that the school are registered with the Information Commissioners Office.
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NG advised that with the DfE's Keeping Children Safe in Education, there are new requirements which the school will be required to adhere to.

EW advised that the website is now up to date, including policies. This is being managed by Bea May.
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Minutes were agreed and signed.

that they know information and during committee and governors meetings where training occurs, this is clearly captured in the agenda or minutes. For example NG today provided a focus on MyConcern.

NG advised that the Safeguarding Profile of the school was mentioned during the SEND Inspection of the LA. NG considers that this means how many children are on a CP Plan, LAC etc. NG advised that the school staff need to be aware of the key factors which fall under categories of abuse/neglect.

Agenda item 8: Policies for Review

Complaints Procedure

This is ongoing. No changes have been made.

Child Protection Policy

This has been updated (Safeguarding and Child Protection Policy).

Social Media Policy

This will be updated to reflect keeping children safe in education. CH advised that there was a recommendation in the summer term that this ought to be updated. CH has some examples from other educational settings and will share these with NG. NG advised that this will need to be discussed with the whole staff group.

EW asked when these are due to be signed off. NG advised that Child Protection has already been done and is on the website, but the others will be done.

Agenda item 9: Date of next meeting

Agreed as Monday 23 January at 5pm.

Item	Action	By whom	Deadline
2 terms of reference	JH to amend the number of governors per committee to 4.	JH	Half term.
3 minutes of last meeting	NM to ask Lynne to circulate Barred by Association form to Governors for completion.	NM All governors to complete.	Half term.
	EW will follow up to confirm that the school are registered with the Information Commissioners Office.	EW	Half term.
4 update from leadership team	NG to update Code of Conduct and recirculate to all staff.	NG	End of term.