

Minutes

Westfield School

Children, Families & Community Committee

2 October 2017

5pm

Westfield School

Chair: Andy James (AJ)
Minute taker: Jenni Hicks (JH)
Attendees: Ceri Hibbert (CH)
Nicki Gilbert (NG)- Headteacher
Sam Bell (SB)
Steve Wall (SW)
Richard Binnersley (RB)
Apologies: Eric Williams (EW)
John Hatton (JHa)

Agenda item 1:	Welcome & apologies for absence
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AJ welcomed all to the meeting. Apologies received and accepted from EW and JHa.

Agenda item 2:	Review and agree TOR
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These are unchanged from the last academic year. No changes were proposed and the TOR were agreed.
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Agenda item 3:	Minutes of last meeting and matters arising
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AJ advised that in consultation with the fire service they advised that all other local schools ring the fire service on the fire alarms alarm sounding, there is not a direct link to the fire station. NG and AJ met with Parent Pay. They liked the system but need to further consider the costings, which is annually £470 as well as a one off charge of £300, which may be too expensive. There is a potential saving as it can also send messages and the school could then cancel their current messaging contract. NG talked about the benefits of the system, but advised that some parents may struggle with the system and it is an administrative task for a person to run it. NG advised that the new administrator has changed the running of the funds coming into school and this process has now improved. NG considered that with the number of children on roll, it may be too costly at this point in time. Code of Conduct has been circulated and signed. NG advised that Health and Safety walkthroughs have taken place. RB advised that a health and safety walkthrough is taking place on 25 October by Herefordshire Council H&S Team. A full fire evacuation has not taken place yet but is planned. The minutes were agreed and signed.

Agenda item 4:	Declarations of interest
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None.

Agenda item 5:	Update from HT
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NG has requested financial support from Les Knight for a designated safeguarding officer, to enable Westfield to do more outreach work with mainstream settings. NG raised concern regarding a Looked After Child to a neighbouring authority. NG has escalated this to his home authority and raised significant concerns regarding sexualised behaviour and the lack of support provided by the local authority. AJ confirmed that this is logged in My Concern. CH asked if the young person has 1-1 in school. NG advised that this is

not required for his learning needs, but he is consistently supervised within school. The governors asked about how this is funded, it was advised that it is not funded through his EHCP due to his learning needs not requiring 1-1 support. NG advised that she has been raising his sexualised behaviours as a concern for 2 years via LAC reviews and yet the level of support is not meeting his needs. NG's concerns were noted by the Governors.

NG advised that a child has been placed in the school by Shropshire, despite NG expressing initial concerns about Westfield not being the appropriate setting. He does not have learning difficulties and his primary area of need is ADHD and Autism. NG has expressed concerns to his parents and he will not be attending tomorrow while NG reconfigures staffing to accommodate his needs. The governors expressed concern for the welfare of the other children in his class. NG agreed and advised that it is also unfair on the Shropshire child as he will be feeling rejected from 2 settings. It has been confirmed that he has been offered a place at more appropriate provision in Shropshire from October half term.

NG met with Les Knight who visited the school and agreed that it is full. NG advised that it is the responsibility of the Local Authority to fund transport to the nearest school, which would be Barrs Court for children if Westfield are full and unable to safely offer a space.

NG has been contacted by a parent of a Shropshire child who has expressed concern about the children's bus driver. NG has spoken to the young person who had reported the concerns and subsequently informed Shropshire transport.

NG stated that lots of the new pupils have settled in well and the transition into the new classes has also gone well. The new teaching staff have also had a positive start. A member of staff is currently off sick and staffing is tight, but the groups are working nicely together. There was a high level of pupil absence today. It was acknowledged that there are currently a high number of bugs going around.

Agenda item 6: Authorisation of holiday leave.

NG shared two requests.

A family have been invited to a wedding in May. This includes a flight which the young person is very anxious about and the family want to do a 'dry run' in October to reduce the young person's anxiety. This was agreed in the best interests of the young person.

A family want authorisation to take time off prior to Christmas for a Family holiday. NG proposed that this was also agreed in the interests of the child.

Agenda item 7: SDP and SEF

A number of children with sensory issues have been seen by an Occupational Therapist per the SDP. A few sensory assessments have been completed and recommendations made by the OT. The schools sensory specialist has been asked to complete a piece of work on what is being done with the recommendations and demonstrate the difference that this piece of work has made to the young people.

School behaviour has overall improved and split lunch times has made a huge difference. NG advised that she felt some staff need to remember that some children need individualised rewards and sanctions and for these children they should focus less on the zone system.

NG shared the CCG's proposed service specification for the special school nursing role. The governors questioned whether the schools were meant to have seen the version with comments in it, as it would appear to be an unfinished document.

CH advised that it had been proposed that the appropriate committees focus on the items related to their committees in the SDP which are rated red, not making good progress or delayed and that these should be the focus of governor visits. **Action:** NG to recirculate SDP.

Agenda item 8: Policies for review

Equal Opportunities Policy (to be reviewed and published every 4 years)

Reviewed in May 2016.

Child Protection Policy

No changes to previous version agreed last year. It was agreed that this could be signed off

and uploaded to the website.

Social Media Policy

No changes to previous version agreed last year. It was agreed that this could be signed off and uploaded to the website.

Agenda item 9:	Date of next meeting
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Monday 29 January 2017 at 5pm.

Agenda item 10:	Any other business
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NG advised that JN has approached a friend of the school who previously worked for MENCAP and runs his own business who has expressed an interest in becoming a Governor. He has been invited to the next committee.

The date of the Christmas concert is to be confirmed, but will probably be Tuesday 12 December. NG suggested that a rota of visits to events is organised by the Governors. NG will try to organise a calendar of events.

NG advised that Bea has been maintaining the website and the good work she has done was acknowledged.

AJ advised that he attended Scrutiny committee today on behalf of Herefordshire Special Schools. **Action:** He will collate information to share at a future meeting.

NG advised that a pupil of Blackmarston passed away on the first day of term. The chair of governors at Blackmarston son has passed away. He was also a pupil of both Blackmarston and Barrs Court. Sian Bailey's husband has also recently been diagnosed with cancer. NG has passed the condolences and well wishes to the school on behalf of the governors of Westfield.

Action: NG to circulate details of the open day for the 16-19 free school for governors who may like to attend.

Item	Action	By whom	Deadline
7 SDP and SEF	NG to recirculate SDP.	NG	Half term.
10 any other business	AJ to collate information on Scrutiny Committee to share at a future meeting.	AJ	29 January 2018
	NG to circulate details of the open day for the 16-19 free school for governors who may like to attend.	NG	6 October 2017