

Minutes

Westfield School

Children, Families & Community Committee

14 May 2018

5pm

Westfield School

Chair: Andy James (AJ)- left 6pm
Minute taker: Jenni Hicks (JH)
Attendees: Ceri Hibbert (CH)
Nicki Gilbert (NG)- Headteacher
John Hatton (JHa)
Ann Hatton (AH)
Sam Bell (SB)
Apologies: Steve Wall (SW)
Eric Williams (EW)

Agenda item 1:	Welcome & apologies for absence
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Received and accepted from SW and EW.

Agenda item 2:	Minutes of last meeting and matters arising
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Actions completed and minutes were agreed for accuracy.

Agenda item 3:	Declarations of interest
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None.

Agenda item 4:	Update from HT
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My concern update

NG advised that a couple of significant child protection related incidents had occurred. NG had escalated concerns regarding a child and no action was taken by Social Care which resulted in a traumatic incident for the child concerned. It was asked if the LA actions in this case could be referred for Serious Case Review, which it was advised it would not be possible as the referrals NG made were related to the parent rather than child being at risk.

NG advised that Val and NG were concerned about an older pupil who is emotionally vulnerable and his mental health became a concern when he was bullied online. NG has involved the school which the other young person attended in terms of initiating their own safeguarding procedures. NG advised that the school had recently done a 'stay safe, speak out' piece of work and the young man did do the right thing in terms of his actions. NG has followed up with him in terms of lessons learned and what he would do next time. His mental health will continue to be monitored by the school.

An incident occurred on the bus from Shropshire whereby a disclosure was made by the young people that a member of staff had 'slapped' a child. Social Care are taking a long time to act on this which is impacting on the member of staff. NG has escalated to transport that the minibus is overfull for the number of adults on board. NG has also escalated to the transport team the treatment of the member of staff who is clearly distressed.

Agenda item 5:	Authorisation of holiday leave.
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NG stated that EW has approved some leave between committees. Attendance is currently becoming a concern again and NG has put on the newsletter that unless individual attendance is above 90%, holiday won't be agreed.
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Agenda item 6:	SDP and SEF
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NG stated that the focus for this committee is the focus on improvement at unstructured and

social times of the school day. Pupil Premium monies will be used to support lunchtimes as lots of issues occur at these times (as the young people do not always know how to play properly). The school have invested in some training to support the midday supervisors, so that they can get to know and understand the children better. Their line management will be moved to Val who can provide pastoral support as well as ensure that the supervisors are aware that they have someone that they can go to with any concerns etc. This will include an additional 16 hour post to support the younger part of the school and unstructured times of the day. Different playground zones will be implemented to offer different forms of play and play which is structured by adults. Pupil Premium was discussed at the curriculum and achievement committee.

Agenda item 7:	Policies for review
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Admission arrangements

NG advised that the admission route is via the EHCP. NG clarified what an EHCP is for AH and JHa. NG talked through the admission policy. She has included a sentence which includes that the school can say no based on being full. NG talked through the criteria of the school. AH asked if the school take children with multisensory needs, which NG confirmed that they do, as long as the young person also has severe learning difficulties.

NG advised that a meeting took place regarding the child who was inappropriately placed in terms of his learning needs. NG advised that he is now attending full days but does not have an appropriate peer group. Parents have acknowledged that he could be supported in a small mainstream school with appropriate support, where he would have a peer group.

Freedom of information

All data protection are links being rewritten due to GDPR, therefore this policy was put on hold. NG advised that the school now have a named data protection officer at the LA. NG advised that the school have put in place procedures for this, including a new shredding company. NG stated that casefiles for children in the school are required to be retained for 30 years. NG advised that a data breach log needs to be kept as part of the GDPR. NG advised that she is aiming for a positive culture, of staff helping each other, rather than one of blame and shame.

Exclusions procedure

NG advised that school follow the national procedure, which includes informing the chair of governors and LA inclusion officer. There is no policy, just the national guidelines. NG suggested that the school may wish to put a link to this on the website. NG advised that she had to exclude a young person recently, this has been included in incident reports and an annual review has been arranged as he does not have a learning difficulty or appropriate peer group and it not considered to be appropriately placed.

Agenda item 8:	Date of next meeting
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Monday 24 September 2018 at 5pm.

Agenda item 9:	Any other business
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CH advised that she has had 2 recent interactions with people who spoke positively about the school.
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Item	Action	By whom	Deadline
None			