



Bassingbourn Community Primary School
Meeting of People and Communications Committee
APPROVED MINUTES
Tuesday 16 May 2017 at 19.40pm

Present

Dr L Maynard (LM), Chair
Mrs Claire Wright (CW), Vice Chair
Mr Stefan Mitham (SM) Parent Governor
Mrs Sue Brown (SB), Co Head Teacher
Ms Vicky Tyas (VT), Assistant Head Teacher

ACTION

1. **Apologies and welcome**
All present
2. **Declaration of Pecuniary Interest**
No interests or conflicts of interest were declared in relation to the agenda.
3. **Minutes of the meeting 7 March 2017**
The minutes of the last meeting were approved. LM to send PDF copies to SB for website.
4. **Matters arising (not covered elsewhere on the agenda)**
Action points were reviewed.

LM

Forces children update

SB reported that there had been communication from the MoD that movement into the Barracks would be delayed and that therefore children will not be present from September 2017. However, arrival date(s) are still not confirmed these are expected during the 2017/18 academic year. Governors questioned SB regarding the impact on budget and whether budget approval at recent FGB should be reviewed. SB explained that the Local Authority will honour funding promised from April 2018. School expansion plans will continue including the provision of 12 classes from September 2017.

SB will draft a letter for parents and local community to explain the delay and to inform about temporary portacabin arrival.

SB

Pupil Access Number (PAN)

In light of the fact that some year sizes are reaching the maximum allowed number (n=50 per year group) within the current PAN, SB agreed to follow up with the Local Authority about the process required to amend (increase) Bassingbourn PAN.

SB

5. **Committee Action Plan 2016-17**

5a **Attendance report**

SB presented the report prepared by Mrs Marsh. Governors noted that pupil attendance is generally in line with national averages. Mrs Nicky Marsh and Mrs Ann Bishop prepare weekly figures for SB. There continues to be persistent absenteeism by a cohort of families which has a consequence for learning on individual pupils. Further discussion is noted in the confidential minute.

5b **Surveys**

Single sex teaching discussion

This discussion was postponed until the summer term meeting to enable the teaching team to gather and present more data.

SB

Pupil safety survey

This was reviewed and approved and will be administered immediately after half

SB

term break.

Homework survey

This was successfully administered at parents evening and achieved a very high response rate. Parents were keen for KS2 pupils to try online homework which the SLT feel will improve uptake and enable staff to monitor outcomes of learning more effectively. Governors asked about catering for children without internet access at home. VT reported that she runs an ICT club every Friday where children can do their homework on line if they wish. SB explained that supported reading and spelling homework will not be issued online at present and will continue to come home with the child on an individual basis.

SB reported that 'Education City' online programme would be trialled for KS2 pupils where the class teacher can set on line homework linked to classwork. This can be timed homework if required.

SB and VT proposed that the homework survey be reissued in the Autumn term (at parents evening) to monitor views and feedback. From a staff perspective SB and VT reported that workload for teachers would decrease but importantly would improve tracking of every pupil's progress. **SB/VT**

SEND survey

VT reported that she is currently analysing data. She forecasts a good response rate as she uses feedback at individual SEND review meetings with parents. **VT**

5c Staff wellbeing poster

Governors gave very positive feedback about the poster and approved its use. SB and VT reported that it will be displayed in staff areas within the school environment. **SB**

5d Mindfulness sessions and training

Governors discussed and approved the purchase of a weekly mindfulness session delivered by a trained counsellor in the Autumn term. If the uptake is positive and well received by staff it is proposed that a staff member will be trained to carry on the sessions after the first year. Governors agreed that this strategy demonstrates a commitment to enabling and improving staff wellbeing.

5e Data protection and information governance

SB reported that training for senior leadership team is underway. RS (Headteacher is leading on this with Governor Pippa Sutcliffe).

5f Policies

Allegations of abuse against staff and volunteers policy was discussed and approved.

SB reported that there has been information from EPM (HR provider) that there are some amendments to HR policies required which will need consultation with staff. SB reported that she has asked the HR provider to confirm the process and timescales for this. **SB**

6a Class structure

The proposed class structure for September 2017 was shared. SB reported that Years 3 / 4 and 5 / 6 are not fully finalised. **SB**

6b Occupational health provision for staff

SB reported that from September 2017 the Local Authority will no longer provide occupational health provision for school staff. Governors were concerned that this information had only recently been shared with schools. From September schools will need to have in place their own arrangements. Governors reviewed the information circulated by SB prior to the meeting (brochures of services available) and asked SB to find out how much the LA has spent on occupational health provision for Bassingbourn in the last 5 years to enable Governors to look at trends and make some projection of future use and cost. For further discussion at next meeting. **SB**
LM

- 6c Off pay roll working**
SB reported that new regulations have come into effect (April 2017) which apply to schools and people in the public sector context. SB reported that she is awaiting advice and guidance from EPM (HR Provider) and has requested that a draft letter be provided which can be issued to relevant contracted workers. **SB**
- 7 Safeguarding**
SB reported that there have been three referrals made to social care since the last meeting.
- 8 Equality and Diversity**
SB reported that there has been 1 report of a prejudice linked incident which was investigated and not upheld.
- 8a Equality and diversity training**
The presentation circulated prior to the meeting and analysis of staff groups was discussed and Governors found helpful.
- 8b Equality impact assessment (MAT)**
SB reported that the template has been received although this has not yet been completed but that all information required in it is contained in the school's action plan. **SB**
- 9. Parent Forum**
The meeting is scheduled for 22 May 2017. VT is leading this meeting and the agenda will include equality and diversity discussion; communications with the parent body and a celebration of cultures. **VT**
- 10. Out of School Club**
SB reported that the club is expanding up to 45 children in the evening and will be renting the activities hall from September 2017. SB reported that she is having discussions with the club leaders about breakfast club provision.

Date of next meeting Tuesday 27 June 2017, 7pm at school

The meeting closed at 21.20

Signed:

Committee Chairperson

Date: