

MINUTES

WINWICK CE PRIMARY SCHOOL
Meeting of the Personal Development, Behaviour and Welfare Committee –
summer 2023
Thursday 4 May 2023, 4.00pm
Venue: In School

PRESENT:

Miss G Allen
Mr C Browning
Mrs R Buchanan
Mrs L Duckett (Headteacher)

Mrs C Jenkinson (Committee Chair)
Mrs A Lacey
Mrs J Neal

IN ATTENDANCE:

Mr N Henaghen (Observer)
Miss L Hill (LA Clerk)

Miss A Platt (Observer)

Part One: Non-Confidential Business

The meeting began at 4.02pm

1) Welcome and opening prayer

The committee chair welcomed everyone to the meeting and led the opening prayer.

2) Absence and apologies

Mrs A Lacey and Mrs L Duckett are attending and are expected to be late.

3) Presentation: UN Rights Respecting Schools

Miss A Platt played a video for UN Rights Respecting Schools and Children's Charter in the meeting (link [Talking about being Rights Respecting at school - YouTube](#)).

Mr N Henaghen advised that the school started to work towards the Rights Respecting Schools Award 2 years ago, where the school have achieved the bronze award and are now moving on to the silver award. Mr N Henaghen explained that this is where the children learn the rights and the school/children then incorporate this within everything they do.

Mr N Henaghen advised that the school have developed a charter that links in with the schools ethos and this checklist was given out during the meeting.

Miss A Platt advised of the work that the school have completed already. Miss A Platt stated that the rights link in well with the schools values, picture news that the school share with the children and incorporating this in the work with the children.

Miss A Platt advised that the school are beginning to introduce explicitness of the rights to the children. Mr N Henaghen advised that the children attend an assembly rather than a worship on the learning experience that links with equality and that the school are at the beginning of this journey. The working group have a list of the rights that the school are working on currently and the working group will meet to discuss and agree the rights that the school will work on next year.

Things that the school can do to embed this and governors should be able to visually see that the school is a Rights Respecting School. **A governor asked** what a visible sign that the school is a Rights Respecting School. Mr N Henaghen advised that the rights are displayed in different areas of school and that he would want to be at the point where all of the children at the school will be able to vocalise what the Rights Respecting School rights are, which is not quite there at the moment as the school are starting to embed these throughout the school. Planning would be looked at and the rights linked/taught in various subjects.

A governor asked how the school would link the rights in with the schemes of learning. Mr N Henaghen advised that the school would be looking at them to see what subjects/areas link up to the chosen rights e.g. detective mouse and the right of law and the teachers being aware of this.

A governor asked whether there are a set number of rights. Mr N Henaghen confirmed that there are 38 rights in total of which, the children will be made aware of. Mr N Henaghen advised that if the children are asked which country have not signed up to this, the children know this and will be able to tell you that it is the USA. The school need to make the connections and be explicit with this.

A governor asked whether the rights would tie in with the schools Christian distinctiveness. Mr N Henaghen advised that this will work in the umbrella of the Christian values, as these are universal values. Picture news is used at the school and governors could be invited to view this. This weeks was about the coronation. These are topical and linked to a direct value, which can also link to the bible and the right.

A governor asked whether the Rights Respecting Schools runs throughout the value system. Yes.

A governor asked whether these types of schemes marry up with SIAMS, Ofsted etc. Mr N Henaghen confirmed that they do and that in terms of SIAMS; these link to the lessons, ethos and the personal development of the child and Ofsted will not do a PSHE deep dive, but the school can say where there are links. Ethos is intrinsically embedded being a church school.

A governor asked whether 'global neighbours' is related to the gold award. Yes.

A governor asked how many schools in Warrington/national have these awards. Mr N Henaghen explained that a lot of schools are awarded the bronze award and often don't move forwards with achieving any of the other level of the award, however, the school want to move forward and achieve the higher award.

A governor asked whether the awarding body send someone to audit the school. Mr N Henaghen confirmed that someone will visit the school each year to see where the school are at. The fee for this award is £470 per year. **A governor asked** whether this is an annual fee. Mr N Henaghen confirmed that it is and that the school receive a lot of emails about the different rights that links with topical in the news, as well as resources to use.

A governor asked what the school see as the long term impact of this scheme with the children. Mr N Henaghen stated that he would like the children to believe that they can grow up to change the world and have children leaving this school taking note of this and feels that this will really benefit the children. **A governor asked** whether this would make the children more outward looking. Yes.

A governor asked whether any high schools have this award. Unsure. A governor stated that it would be good if they do and can continue the work undertaken at primary school level with this work. **ACTION: Mr N Henaghen to ascertain whether any high schools are working towards any of the Rights Respecting School awards.** Mr N Henaghen advised that when the award was first introduced, this was more aimed at high schools, as training was featuring more high school children.

Mr N Henaghen stated that the PBDW area of the School Development Plan (SDP) have a lot of areas currently and that more work will be done of this over the term.

A governor asked whether Mr N Henaghen and Miss A Platt are the champions for this at the school. Yes.

The governors present thanked Mr N Henaghen and Miss A Platt for their hard work on this.

Miss A Platt left the meeting at 4.23pm

4) Declaration of personal interests for any item on this agenda

No interests were declared for any item on the agenda.

5) Previous committee minutes, matters arising and action log

To confirm the minutes from the meeting held on 12 January 2023.

AGREED: The minutes from the previous meeting held on 12 January 2023 were confirmed as a correct record

Action Log

- 5.1 A governor stated that clarity is needed on bringing behaviour into each of the governor's visits and whether a check point on this is done once a year. Mr N Henaghen raised his concerns on having one governor linked to a subject and not being able to come into school in the timeframe to do a governor visit. A discussion took place on the proposal to move to look at behaviour and attitudes to learning during link subject visits and then do a behaviour visit once per year.

A governor asked whether governors will need some guidance as to what they are looking for during these visits in terms of behaviour and attitudes to learning. Mrs J Neal advised that prior to Mrs S Dymond leaving, she had provided her with some guidance on this. **ACTION: Mrs J Neal to circulate the guidance for link visits linked to behaviour and attitudes to learning.**

Governors felt that it would be good to have a unified approach to governor's link subject visits.

A discussion took place on having an annual behaviour visit going forward with behaviour and attitudes to learning being covered in all subject link visits. **A governor asked** when the best time of year would be to do an annual behaviour visit. Mr N Henaghen suggested that spring 2 would be the best time to do an annual behaviour visit because September is when teachers introduce the school rules, then these are reintroduced to the children in January and that the rules should be embedded by spring 2.

A governor asked whether the annual behaviour visit report should be presented at the spring Leadership and Management meeting going forward. The committee chair advised that behaviour is the remit of the PDBW committee and should therefore come to this committee, but would prove difficult in the spring term as this committee is held early in the term. A governor suggested that the behaviour report could be presented to the summer term PDBW meeting.

A governor raised their concerns around there being a significant change in school with the change in headship and there being an need to keep an eye on behaviour as this is likely to be impacted and suggested to keep the monitoring of behaviour as it is as well as adding behaviour and attitudes to learning into all subject link visits and then go to an annual behaviour visit next year.

Mrs A Lacey joined the meeting at 4.33pm

A governor reported that behaviour at the school has been seen to be stable during behaviour visits. A governor suggested that other governors could be invited to do behaviour walks so that the governor's findings can be brought together and that this is not solely the responsibility of one governor. A governor stated that it would be good to have a refresh on behaviour and what is seen during visits, but raised their concerns on other governors being able to come into school during the day to do these visits so that the behaviour of the children can be seen independently as opposed to being reported by staff.

The governors present **agreed** to keep the behaviour visit schedule as it is for now, but rotate the governor undertaking the behaviour visit each term.

ACTION: Mrs J Neal to share the last full behaviour report to all governors as a template of governors visits going forward.

ACTION: Clerk to add Behaviour Visits to the agenda for the next Quality of Education meeting.

- 5.2 There was an update on the UNICEF Rights Respecting Schools Award earlier in the meeting. **Action Closed.**
- 6. The staff wellbeing survey will be discussed later in the meeting. **Action Closed.**
- 8a. The contact details of the staff wellbeing charities were shared. **Action Complete.**

6) Mental Health Lead Report

Anonymised parental testimonials were circulated prior to the meeting.

The committee chair advised that Mrs J Mills will provide an update to governors at this committee, rather than being asked to present to governors at each meeting. The committee chair read out an email from Mrs J Mills with regards to mental health.

"From autumn term 1 (September) I started working with 26 children. To date, I am working with 38 children. Once I have finished their sessions, I make sure I do regular check in's with them once a month, for the following 3 months after the sessions have been completed.

My timetable is extremely busy and I am full at the moment with around 5 children on the waiting list.

These are the sessions I am doing at the moment:

- ELSA
- My Hidden Chimp
- Social Skills
- Memory Skills
- Play Therapy
- Talk Therapy
- Next Steps

I am still offering support to staff when needed too.”

A governor asked what the maximum number of children that Mrs J Mills can work with at any one time. The committee chair advised that she does not know of the maximum number, but noted that Mrs J Mills as being very busy and that there are 5 children on the waiting list currently.

The governors thanked Mrs J Mills for her hard work on mental health, supporting both the children and staff.

A governor noted that the number of children having risen to 38 and **asked** whether this is a sign that mental health in the children is getting worse. Yes. Covid has had a significant impact on the children. ELSA support that Mrs J Mills can offer is different to other schemes she can deliver. Mr N Henaghen advised that My Hidden Chimp can be done with a small group of children (4) and ELSA is done on a one to one basis, which is an individualised scheme for each child. It was reported that Mrs J Mills had spent a lot of the autumn term in year 1 and is now doing the mental health role more and can therefore help more children going forward. Mr N Henaghen reflected that following the recent parents evening, he had made 4 referrals for children in year 1.

A governor asked whether there were any discrepancy in classes. It is felt that years 1, 2 and 3 were more affected by covid. A governor stated that the number of children in their high school with mental health issues has trebled since covid.

A governor asked whether there are mental health leads in all schools. Mr N Henaghen advised that this is the plan nationally and that the lead in schools need to be strategic. In this school, the person leading on this will deliver also the initiatives to support the children. **A governor asked** whether the children’s needs will continue to grow. Mr N Henaghen advised that the school are beginning to get more looked after children joining the school. Historically, this has been a small number of children at the school, therefore as this grows, the needs of the children would be more significant.

A governor asked whether this is because of the schools reputation for supporting children and their mental health now being known. Mr N Henaghen reflected that it is. The school is very forward thinking as a faith school and has a good reputation.

29 children are confirmed to join the school in September 2023, which is fantastic, especially as a much lower number was anticipated due to a low birth rate in Warrington and the impact that this is having on schools.

The committee chair reported that Mrs J Mills has moved offices from the PPA room to help with her workload and not being disturbed, which has had a positive impact on her.

7) SLT Wellbeing

Mrs J Neal advised that she has kept regular informal contact with the headteacher and that she needs to organise a formal meeting for this term. Kelly Jackson has been confirmed as the headteacher's mentor from the local authority. Kelly was confirmed as being a part of the recruitment panel, so is happy to mentor the headteacher in her new role.

Mrs J Neal confirmed that she has secured the headteacher's diocese mentor (Jane) who was also part of the recruitment, which is great. The headteacher will be supported for the first 12 months. Mr N Henaghen advised that Jane does the same role as David Thorpe's with the high schools.

Mr N Henaghen is acting up as Deputy Headteacher and the headteacher and Mrs J Neal as the chair of governors are checking in on him regularly.

Mrs L Duckett joined the meeting at 4.50pm

The headteacher advised that the Grace Cluster are also checking in on her as well as other headteacher's, which is much appreciated.

A governor asked whether the headteacher feels like she has the support needed. Yes.

8) Staff Wellbeing and Governor Survey

The staff wellbeing and governor survey will be discussed at the next meeting.
ACTION: Clerk to add the Staff Wellbeing and Governor survey to the agenda for the next meeting.

A governor asked whether the questions were finalised. The questions are on the google drive and will be reviewed again before the survey is sent out.

Mrs J Neal stepped out of the meeting at 5.54pm

A governor asked whether it had been decided whether to share this with all staff. Yes, everyone will be invited to offer their views.

A governor asked whether Mrs R Buchanan is still coming in to launch this. Yes. **A governor asked** whether it is still expected to go ahead in June 2023. A governor stated that it will be up to school as to when the best time is to circulate this to staff.

ACTION: Mrs R Buchanan and Headteacher to relook at the questions in the staff wellbeing and governor survey to ensure that they are still appropriate.

9) Pupil Premium

The committee chair advised that there is not a report on pupil premium at this meeting as the SATS results are needed to feed into this, which take place next week. The pupil premium report will be brought to the next meeting.

ACTION: Clerk to add Pupil Premium to the agenda for the next meeting.

The committee chair advised that from September 2023, teachers will be asked to record conversations with parents in terms of pupil premium and how they would like some of the pupil premium funding for their child should be spent. This was agreed with the previous headteacher. The headteacher spoke about approaching the parents for their input as to what the money could be used for e.g. uniform, trips etc. This is a quick way of gathering this information and can plan things in place for the pupil premium children can access.

A governor asked whether there is a limit that each child will get. Yes. **A governor asked** whether this amount is shared with the parents. The headteacher confirmed that schools can choose how to spend their allocated pupil premium funding, however, the school would like parental input as to what they would like their child to receive whilst at the school.

A governor asked about free school meals and eligibility for pupil premium. Mr N Henaghen advised that there are children at the school that are in receipt of free school meals and not eligible for pupil premium. **A governor asked** whether this is because the parent hasn't applied for this. No. A discussion took place on some children only being eligible for free school meals and not pupil premium.

Mrs J Neal re-joined the meeting in 6.59pm

The headteacher stated that it may be an idea for the school to do a push as to what pupil premium is and encourage parents to complete the application forms for this funding. Mr N Henaghen advised that Looked After Children's funding is also calculated differently.

10) Attitudes to Learning Visit Report

The reading, phonics and attitudes to learning visit report was circulated prior to the meeting.

Mrs J Neal advised that the report is from a recent English visit, which also covers the children's behaviour and attitudes to learning.

The committee chair recapped the discussion earlier in the meeting as to the plan moving forward in terms of overseeing behaviour. The headteacher stated that behaviour and attitudes to learning should be mentioned in all

reports, which will provide a thread through the school on different visits and that governors and staff can articulate the reason why this method of observation and reporting has been chosen to Ofsted.

A governor noted the length and quality of the report and thanked Mrs J Neal for this.

Mrs J Neal spoke of being very impressed with the children during the sessions visited, as well as the rewards given out, respect shown, the children helping their peers and the children's manners with responding to staff and each other.

Mrs J Neal then spoke of her thoughts on working with the governor's report and guidance, incorporating the behaviour and attitudes to learning aspects into all governor visits.

A governor asked how staff found this visit. Mrs J Neal reported that the staff that she met as seeming very relaxed and that they were doing what they normally would be. The headteacher attended the visit with Mrs J Neal and gave her some information during the observations of lessons throughout the school. A governor stated that they would not want staff to feel that they are being critiqued and governor visits feeling intrusive.

Behaviour was reported to be easier to see during governor visits. However, from a staff point of view, governors coming in to look at the subject in detail could make staff feel judged, which is not the case and by having the headteacher in attendance also and being able to explain to the governor as to why something is being taught and why e.g. adapting the lesson should they have a student in class and being able to deliver the lesson in groups. The headteacher advised that by doing governor visits, governors can see things being delivered, which is good from a governor and school view as governors get to see what the SLT are reporting in meetings in practice.

The headteacher stated that by having governors go into observe lessons, this is a good opportunity for subject leaders to have experience of something during governor visits that they would experience during an Ofsted inspection, which would give them more confidence in their subject and be able to articulate this to someone who has been in to observe their lesson.

A governor suggested that a question could be asked in the staff survey about how staff feel about governors observing their lessons and is hopeful that they do not feel that it is 'them' and 'us' e.g. feel anxious about governors visits. A governor stated that governors need to be aware of their behaviour during visits and that these should be led by the school so that governors do not over step their strategic role.

Mrs C Jenkinson stepped out of the meeting at 5.17pm

The headteacher reflected that the more that governor's come into school, the easier this will be for staff and working together going forward. The school

would want to build up to where staff would be comfortable with anyone being able to observe lessons.

Mrs C Jenkinson re-joined the meeting at 5.19pm

The headteacher spoke of a walk around with her research mentor visit and how positive this was.

Mrs J Neal stated that if any governors would like to have a conversation with her or the headteacher for advice before attending a planned governor visit, then this option is there to support governors in their role.

11) Policies

a. PSHE and RSE Policy

The PSHE Policy and the RSE Policy were circulated prior to the meeting.

The headteacher advised that there had been no changes made to the previously approved policies.

A governor noted that on page 14 of the RSE Policy states that the school are working towards the bronze Rights Respecting Schools Award and that this needs changing as the school have been awarded this. **ACTION: Mr N Henaghen to amend this in the RSE Policy.**

The PSHE Policy was **accepted** by the governors present.

The RSE Policy was **accepted** by the governors present, subject to the amendments above.

b. Update on the drafting of the new Behaviour Policy

It was reported that Kelly has completed her NPQ in Behaviour and Culture and the governors congratulated her for this.

Kelly was reported to have completed the first session of restorative practice and it is recommend that all 3 sections are completed.

The headteacher advised that an active listening session has been booked, which links in with the Behaviour Policy, which will be taken forward over the summer. This also allows Kelly to attend all relevant training needed.

The headteacher advised that the new Behaviour Policy will be ready to go from September 2023.

A governor asked whether it is too short a timeframe for the training to be attended. The headteacher advised that the school can refine the policy as things come through, but the main policy will be in place for September 2023.

12) Any Other Business

A governor asked that with Miss A Platt changing role, should they not do the PE visit this term. A governor stated that they would always do a PE visit before the report comes out in July. The headteacher advised that this still needs to go ahead. **A governor asked** whether the governor had already done a PE visit this year. Yes. **ACTION: Mrs A Lacey to arrange to do a PE governor visit this term.**

A governor asked whether there is a table confirming the link governors and subject leads. Yes and this is on the google drive.

Governor Away Day

The headteacher advised that the Grace Cluster meeting is scheduled to take place on 16 June 2023, starting at 1pm that both the headteacher and deputy headteacher need to attend. The headteacher advised that the cluster are also looking at other opportunities to bring the chair's together.

A discussion took place on whether the headteacher and deputy headteacher attend the governor away day in the morning where the priorities could be agreed and then governors could continue in the afternoon.

Mr N Henaghen suggested that governors could look at the Equality Strategy and equality action plan. **A governor asked** whether this is something that should have the input of all governors. Mr N Henaghen stated that the school would want governors to discuss how the school should strategically move equality forward.

A governor noted that the school are due SIAMS and Ofsted and that it may be worth looking at what information is needed e.g. implications of having a new headteacher.

A governor stated that the Ofsted team of governors needs tightening up and that the governing body could do some work in the Ofsted and SIAMS teams, which can then be built upon with the SLT during the governor away day.

13) Future Meeting Dates

Autumn 2023 to be arranged

Part one of the meeting closed at 5.39pm

There were no part two: confidential business to discuss.

The meeting closed at 5.39pm

Part One Challenges from Governors:

Agenda Item No.	Agenda Item	Challenge
3	Presentation: UN Rights Respecting Schools	A governor asked what a visible sign that the school is a Rights Respecting School. Mr N Henaghen advised that the rights are displayed in different areas of school and that he would want to be at the point where all of the children at the school will be able to vocalise what the Rights Respecting School rights are, which is not quite there at the moment as the school are starting to embed these throughout the school.
3	Presentation: UN Rights Respecting Schools	A governor asked how the school would link the rights in with the schemes of learning. Mr N Henaghen advised that the school would be looking at them to see what subjects/areas link up to the chosen rights e.g. detective mouse and the right of law and the teachers being aware of this.
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3	Presentation: UN Rights Respecting Schools	A governor asked whether the Rights Respecting Schools runs throughout the value system. Yes.
3	Presentation: UN Rights Respecting Schools	A governor asked whether these types of schemes marry up with SIAMS, Ofsted etc. Mr N Henaghen confirmed that they do and that in terms of SIAMS; these link to the lessons, ethos and the personal development of the child and Ofsted will not do a PSHE deep dive, but the school can say where there are links. Ethos is intrinsically embedded being a church school.
3	Presentation: UN Rights Respecting Schools	A governor asked whether 'global neighbours' is related to the gold award. Yes.
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		of emails about the different rights that links with topical in the news, as well as resources to use.
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3	Presentation: UN Rights Respecting Schools	A governor asked whether any high schools have this award. Unsure. A governor stated that it would be good if they do and can continue the work undertaken at primary school level with this work.
3	Presentation: UN Rights Respecting Schools	A governor asked whether Mr N Henaghen and Miss A Platt are the champions for this at the school. Yes.
5	Previous Action Log	A governor asked whether governors will need some guidance as to what they are looking for during these visits in terms of behaviour and attitudes to learning. Mrs J Neal advised that prior to Mrs S Dymond leaving, she had provided her with some guidance on this.
5	Previous Action Log	A governor asked when the best time of year would be to do an annual behaviour visit. Mr N Henaghen suggested that spring 2 would be the best time to do an annual behaviour visit because September is when teachers introduce the school rules, then these are reintroduced to the children in January and that the rules should be embedded by spring 2.
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6	Mental Health Report	A governor noted that the number of children having risen to 38 and asked whether this is a sign that mental health in the children is getting worse. Yes.
6	Mental Health Report	A governor asked whether there were any discrepancy in classes. It is felt that years 1, 2 and 3 were more affected by covid. A governor stated that the number of children in their high school with mental health issues has trebled since covid.

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7	SLT Wellbeing	A governor asked whether the headteacher feels like she has the support needed. Yes.
8	Staff Wellbeing and Governor Survey	A governor asked whether the questions were finalised. The questions are on the google drive and will be reviewed again before the survey is sent out.
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8	Staff Wellbeing and Governor Survey	A governor asked whether Mrs R Buchanan is still coming in to launch this. Yes.
8	Staff Wellbeing and Governor Survey	A governor asked whether it is still expected to go ahead in June 2023. A governor stated that it will be up to school as to when the best time is to circulate this to staff.
9	Pupil Premium	A governor asked whether there is a limit that each child will get. Yes.
9	Pupil Premium	A governor asked whether this amount is shared with the parents. The headteacher confirmed that schools can choose how to spend their allocated pupil premium funding, however, the school would like parental input as to what they would like their child to receive whilst at the school.
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9	Pupil Premium	A governor asked whether this is because the parent hasn't applied for this. No. A discussion took place on some children only being eligible for free school meals and not pupil premium.
10	Attitudes to Learning Visit Report	A governor asked how staff found this visit. Mrs J Neal reported that the staff that she met as seeming very relaxed and that they were doing what they normally would be. The
11b	Update on Behaviour Policy	A governor asked whether it is too short a timeframe for the training to be attended. The headteacher advised that the school can refine the policy as things come through, but the main policy will be in place for September 2023.
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		that they would always do a PE visit before the report comes out in July. The headteacher advised that this still needs to go ahead.
12	Any Other Business	A governor asked whether the governor had already done a PE visit this year. Yes.
12	Any Other Business	A governor asked whether this is something that should have the input of all governors. Mr N Henaghen stated that the school would want governors to discuss how the school should strategically move equality forward.