

# MINUTES

## WINWICK CE PRIMARY SCHOOL

### Meeting of the Personal Development, Behaviour and Welfare Committee Autumn 2022

**Tuesday 20 September 2022, 4.00pm**  
**Venue: Hybrid School/Virtual**

#### **PRESENT:**

Mr C Browning  
Mrs R Buchanan  
Miss G Allen

Mrs C Jenkinson (Committee Chair)  
Mrs J Neal

#### **IN ATTENDANCE:**

Mr N Henaghen (Observer)  
Mrs J Mills (Observer)  
Miss A Wells (LA Clerk)

#### Part One – non confidential business

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#### **1) Welcome, opening prayer, absence and apologies**

The committee chair welcomed everyone and led the opening prayer.

Apologies were received from Mrs Lacey, Mrs Dymond and Ms Duckett (deputy headteacher)

**AGREED: The committee consented to the absence of those listed above**

#### **2) Declaration of personal interests for any item on this agenda**

No interests were declared for any item on the agenda.

#### **3) Previous committee minutes, matters arising and action log**

To confirm the minutes from the meeting held on 3 May 2022.

**AGREED: The minutes from the previous meeting held on 3 May 2022 were confirmed as a correct record**

There were no matters arising.

### Action Log

- Item 3 Mrs Duckett to email Mrs Neal to ask for the updated School Council logo and banner – action completed.
- Item 5.1 Previous action log – Mr Henaghen to set up email accounts for the chair of governors and committee chairs – action completed.
- Item 5.2 Previous action log – clerk to add feedback from the Bishop's visit to school to the agenda for the next Quality of Education committee – action completed.
- Item 6 Mrs Jenkinson and Mrs Neal to put something together for the wellbeing matrix – **this action is ongoing so carry over to the next meeting.**
- Item 8.1 Mrs Neal advised that she had completed a behaviour visit in November 2021 and be doing another visit in the summer term. Mrs Neal to meet with Mr Henaghen in the summer term with a focus on behaviour – action completed.
- Item 8.2 Clerk to add Behaviour Visit report to the next Leadership & Management committee agenda – Item 8 on this agenda.
- Item 10a Clerk to add Equality Award (Stonewall School Champion Bronze Award) to the agenda for the next meeting – discussed with item 10b – action completed.
- Item 10b Clerk to add Rights Respecting Schools Award (UNICEF) to the agenda for the next meeting – Item 10 on the agenda.

## **4) Welfare of all**

### **a) Pupil Wellbeing – update from Mrs Mills and Mr Henaghen**

Mrs Mills is the new lead for pupil wellbeing and she gave a talk on what the role involves. She is using a book called 'My Hidden Chimp' which is child led and includes activities for discussion and strategies on how to manage issues such as anger, worry and anxiety etc. Some pupils have really benefited from this process and it is continuing this year. **A governor asked** if pupils are referred by staff and some are. Also parents have approached staff members asking for support for their child as they are having difficulty getting a referral to the Children & Adolescent Mental Health Services (CAMHS). **A governor asked** what the age range of the pupils are and if there are any patterns.

There are pupils from both key stages with no specific patterns. Mrs Mills stated she has been trained on 'Next Steps' which is a traffic light system for pupils to record how they are feeling. Red is bad, amber is average and green is good.

Mrs Mills explained the resources and how they are used to help pupils identify how they are feeling every week to see if there is any improvement in their wellbeing. Pupils are given the option to decide what they want to work on first and Mrs Mills meets with them every week to see if the strategies are being successful.

Mr Henaghen said as part of the School Development Plan they are looking to develop Mrs Mills' role to support pupils across the school. She will also be offered further training. Mrs Mills is currently on an Emotional Literacy Support Assistants (ELSA) intervention course. She provides interventions at present, but the future plan is for her to train some of the teaching assistants. There are now two nurture rooms in school for sensory strategies and interventions. Mrs Neal said she visited school for a behaviour visit and the nurture rooms are excellent. Mrs Mills also provides meditation sessions for staff every week after school. **A governor asked** what support is offered to staff. Mrs Mills said some colleagues come to see her for a chat which makes them happier. She is working through the 'Chimp Paradox' which is a mind management programme and she has passed some strategies onto colleagues. This is by the same author as 'My Hidden Chimp'.

Mr Henaghen said the main issues appear to be around workload and is about staff knowing when to stop and they can talk to Mrs Mills about this, she also provides staff sessions out of the school working day. **A governor said** it is very good that all staff are getting the same message so no one feels they are letting the side down. Mr Henaghen said it is important to remember that these are optional sessions and no member of staff is forced to go.

**A governor asked** how school measures the impact of this support. Monitoring staff sickness absence and staff turnover will be a good indicator, but further discussions are taking place on how to measure the impact. With pupils it is the reduction of entries on CPOMS that would be a good indicator the strategies are working in terms of behaviour management, but Mrs Mills also works with pupils who do not have any records on CPOMS. Whole school pupil surveys will be re-introduced to ask every child in an age appropriate manner to comment on their wellbeing. As part of the SDP school is also looking to raise the profile of Pupil Voice, Eco Voice etc to encourage pupils to talk confidently about their wellbeing.

Thanks to Mrs Mills and she left the meeting at 4.28pm

Mr Henaghen said he and Mrs Buchanon have carried out a considerable amount of work on staff wellbeing, looking at different

survey providers to find what would be best for this school. There will be a group of staff who will have a short survey sent to them every few weeks to see how they are feeling at that time. This will give a picture over a longer period of time to show when staff are likely to be the most stressed.

There will then be a discussion group and those who have completed the surveys will be invited to take part. Mr Henaghen said he would like to roll this out as soon as possible.

**ACTION; Mr Henaghen to circulate the staff wellbeing survey power point to all governors and submit it to the next Leadership & Management committee meeting**

**ACTION: Mrs Neal to ask the chair of the Leadership & Management committee to add the staff wellbeing survey to the agenda for the next meeting**

- b) Staff Wellbeing – update from Mr Henaghen

This was discussed in Item 4a above.

- c) SLT Wellbeing – update from Mrs Neal

Mrs Neal stated she has carried out a safeguarding visit. She also speaks informally on a regular basis with the headteacher. **A governor said** they also would like to see the impact of appointing a new business manager.

## **5) Terms of Reference**

Governors received a copy of the terms of reference prior to the meeting.

**AGREED: The committee agreed the terms of reference**

## **6) Strategic Matrix PDBW**

The matrix has been uploaded to the governors shared area and committee members were asked to feedback any comments to the chair. Mrs Neal said she will be discussing this with the headteacher as she is meeting with her shortly.

**ACTION: All governors to view the Strategic Matrix PDBW and feedback any comments to the chair**

**ACTION: Mrs Neal to discuss with the headteacher sharing the matrix with staff**

**A governor said** they are aware the Wellbeing policy that was created last year needs to be reviewed. It was said a new policy has just be made available and this could be why it is not on the agenda.

**ACTION: Chair of the committee to add 'review the Wellbeing Policy' to the agenda for the next meeting**

## **7) Pupil Premium**

**A governor said** it is a very detailed and informative report. A recommendation is that all governors update their knowledge of PP. There is an online NGA learning course that all governors should complete.

**ACTION: Chair of the committee to email all governors asking them to complete the online NGA learning course for Pupil Premium**

The chair said she has recommended to the headteacher that CPD for staff such as the latest research on metacognition provided by Mr Henaghen be included in Pupil Premium strategies as this has a direct impact on pupil progress and attainment.

## **8) Eco Team report**

Mr Henaghen said school has achieved the Eco Award with merit and he advised of the activities that have taken place including purchasing tools and seeds to grow vegetables in school, collecting provisions for food banks, helping with gardening at a local care home, recycling bins in all of the classrooms and creating bird feeders and bug hotels in the butterfly garden. Staff have also been reminded about turning off lights when rooms are not in use. **A governor said** they thought the lights have sensors and those in classrooms do, but not in the staff room. School is investigating smart meters. School has also written letters to local firms asking for support and they received a £70 voucher from IKEA. Pupils are being encouraged to have refillable water bottles and walk to school if possible. There is also a recycling uniform scheme. Mr Browning is the ECO lead in school.

## **9) Behaviour visit report**

Mrs Neal visited school on 29 June 2022 for a safeguarding visit and met with pupils, the Eco Group, Ethos Group, school ambassadors and some staff. She also met with the wellbeing lead. There are no issues regarding behaviour, but Mrs Neal said it was a good opportunity to chat with pupils. It has been discussed in previous meetings the usefulness of Pupil Voice, but anything raised by pupils must be appropriate. Thanks to Mr Henaghen for co-ordinating the visit and to staff. Mr Henaghen asked if an extra box could be added to the template so a note could be included as a reminder, for something like an exclusion.

**ACTION: Mrs Neal to review the governor visit template to look at adding a box to put a reminder for anything they specifically would like to check**

## 10) Policies

### a) First Aid

This policy was circulated during August and not all governors have seen it. The chair will arrange for the policy to be uploaded onto the shared area and governors should feedback any comments to her once they have read it.

**ACTION: Chair of the committee to upload the First Aid policy to the shared area and governors should feedback any comments to her once they have read it**

## 11) Rights Respecting Schools Award (UNICEF)

It was agreed there is insufficient time in this meeting to discuss this item as some governors have to leave shortly. It will be discussed in the Quality of Education meeting.

**ACTION: Chair of the committee to contact the chair of Quality of Education committee to add Rights Respecting Schools Award (UNICEF) to the agenda for the Quality of Education committee meeting**

**ACTION: Mr Henaghen to upload information on the Rights Respecting Schools Award (UNICEF) to the hub for governors to read prior to the next Quality of Education committee meeting**

## 12) Any Other Business

### a) LA paper for Behaviour

Mr Henaghen said the policy is due to be updated shortly. Mrs Mather is completing the NPQ and this includes behaviour and once the course has finished she will be reviewing the policy. It has been felt some of the strategies are a little outdated. Staff have received training on becoming a Trauma Informed School. They are also working on Adverse Childhood Experiences (ACEs) and this will be included in the updated policy. **A governor asked** when the policy will be submitted to governors and it should be in the spring term. **A governor asked** if they are all satisfied they have given the headteacher enough advice and guidance to have a policy in place, but have also acknowledged the need to revisit and this was agreed. There is also the behaviour report by Mrs Neal

**ACTION: Mr Henaghen to arrange for the updated Behaviour Policy to be submitted to the next meeting**

- b) Suspensions & Exclusions guidance LA paper

**A governor asked** if there is a specific policy for this and it is included in the Behaviour policy. **A governor said** it is appropriate to be an appendix in the Behaviour policy and it was unnecessary for it to be a separate document. It was said if there were behaviour issues with a looked after child the social worker and head of the virtual school should be informed immediately and this is not included. **A governor said** Mrs Neal is the link governor for suspensions and exclusions as it is included under safeguarding and behaviour.

- c) Governors using their school email address

**A governor asked** if everyone is now using their school email address and it appears the majority are.

**ACTION: Chair of the committee to send an email to ensure all governors are now using their school email address for correspondence**

- d) Skills Audit outcome

The chair of the committee has received the outcome of the skills audit from the clerk. She will be discussing the results with the headteacher on how to move forwards.

### **13) Future Meeting Dates**

Spring 2023	Thursday 12 January 2023 at 4.00pm
Summer 2023	Thursday 4 May 2023 at 4.00pm

**Part one of the meeting closed at 5.00pm**

There were no part two: confidential matters to discuss.

**The meeting closed at 5.00pm**

**Signature:** \_\_\_\_\_  
**Chair**

**Date:** \_\_\_\_\_

## Part One Challenges from Governors:

Agenda Item No	Agenda Item	Challenge
4	Welfare for all	<b>A governor asked</b> if pupils are referred by staff for wellbeing support and some are. Also parents have approached staff members asking for support for their child as they are having difficulty getting a referral to the Children & Adolescent Mental Health Services (CAMHS).
4	Welfare for all	<b>A governor asked</b> what the age range of the pupils are and if there are any patterns. There are pupils from both key stages with no specific patterns.
4	Welfare for all	<p><b>A governor asked</b> what support is offered to staff. Mrs Mills said some colleagues come to see her for a chat which makes them happier. She is working through the 'Chimp Paradox' which is a mind management programme and she has passed some strategies onto colleagues. This is by the same author as 'My Hidden Chimp'.</p> <p>Mr Henaghen said the main issues appear to be around workload and is about staff knowing when to stop and they can talk to Mrs Mills about this, she also provides staff sessions out of the school working day.</p>
4	Welfare for all	<b>A governor asked</b> how school measures the impact of this support. Monitoring staff sickness absence and staff turnover will be a good indicator, but further discussions are taking place on how to measure the impact. With pupils it is the reduction of entries on CPOMS that would be a good indicator the strategies are working in terms of behaviour management, but Mrs Mills also works with pupils who do not have any records on CPOMS. Whole school pupil surveys will be re-introduced to ask every child in an age appropriate manner to comment on their wellbeing.



		As part of the SDP school is also looking to raise the profile of Pupil Voice, Eco Voice etc to encourage pupils to talk confidently about their wellbeing.
6	Strategic Matrix PDBW	<b>A governor said</b> they are aware the Wellbeing policy that was created last year needs to be reviewed. It was said a new policy has just be made available and this could be why it is not on the agenda.
8	Eco Team report	Staff are being reminded to turn out lights when they leave a room. <b>A governor said</b> they thought the lights have sensors and those in classrooms do, but not in the staff room
12a	Any other business – Behaviour policy	<b>A governor asked</b> when the policy will be submitted to governors and it should be in the spring term
12b	Suspensions & Exclusions guidance LA paper	<b>A governor asked</b> if there is a specific policy for this and it is included in the Behaviour policy.