

**Duddon St. Peters CE Primary School – Governors’ Meeting
Minutes – Children & Community / Safeguarding Committee
28th March 2017 7.00pm**

PART ONE AGENDA

Present:, Liz Smith, Lesley Garnham, Jackie Wilson, Susan Gregory,

John Davies, Mark Whitfield, Nicky Greaves, Paul Hudson

Apologies:, Andy Jackson, Chris Lightfoot , Adam Friend, Claire Entwistle .

Pecuniary Interest

None

Part One Minutes

To confirm the part one minutes of the last meeting held on 24th January 2017

Matters arising from the minutes.

Food Policy was deferred from last meeting but not included in tonight's agenda

Action: Governor to liaise with Head teacher and subject leader around healthy schools.

Agenda items

1. Terms of reference and Policy Review:

Use of visitors policy and Community Cohesion Policy agreed.

Use of photographs : Governors agreed there is difficulty in ensuring that photographs are not unwittingly taken of unintended children in the background etc by staff and parents at school events.

Medicines Policy: This is quite a lengthy policy that covers a lot. The Use of the Policy needs to be tightened. In particular, regard to permission given by parents should be noted each time. Medicines in the fridge should be returned to the parents at the end of every term.

The use of Ibuprofen should not be given unless prescribed by a medical practitioner.

Action : To be noted by all staff

2. Parental Questionnaire: 21 replies received. Lower response than anticipated but not all parents’ evening nights were covered by a Governor present and no cover was given to Treetops. Despite this, the responses were more positive than the last one. Issues raised were not knowing where policies could be accessed. **Action:** This was addressed by informing parents in the newsletter that policies could be found on the website.

Behaviour was brought up as an issue but with positive comments that it has improved and this was reinforced in a Governor's assembly around the subject of bullying. Thank you to Jackie Wilson for doing the assembly.

Parents only knew a few names from the Governing Body. **Action:** Governors to continue to make themselves known in school and engage with parents.

Other ways of trying to increase uptake of the surveys included use of electronic equipment such as iPads to collect the data.

3. **Camping Night:** Suggested night to bring the community together by Camping out on the school field with possible BBQ and a band. As many parents as possible to get involved. Suggested night 16th June. Hopefully involve the PTA.

Action: Governor to start organising support - possible further committee of people involved

4. PTA. Very few members actively involved. Head teacher remains Chair. PTA a vital part of school life to bring together the families in the school and are an important part of the finances for the school. Hopeful the Camping night may reignite support and involvement in the PTA. **Action:** Governors to encourage and support PTA events.

5. Defibrillator. Clotton Council has been approached by LG who suggested other sources of funding i.e.: Lottery Funding. Lesley has emailed the required forms. **Action JD will look at the forms and get the needed information from school to complete.**

6.. **SSDP/Gov Mark:** Priorities linked to committee Priority 1 covered by the questionnaires.

Behaviour continues to be good. JW attended a school assembly to focus on anti bullying.

Priority 2. Skills of the Governing Body **Action: Another governor will continue to maintain the training matrix. Need to focus courses for those with particular roles.**

Clear vision for the school: Ethos and vision shared by all governors

Ensure high level of communication: to maintain a profile in the school through Governor surgeries, class visits and assemblies.

Priority 5: To improve class transition process. Reception to Year One is written in an EYFS action plan and is working well with the buddying system.

Year 3 to 4 transition needs improvement. **Action: Class governors involved to support staff to ensure this is happening**

7. **Perimeter Walk.** Completed by a governor this term. Nothing major to report just some minor holes under the hedges, rubbish around the slides and a collection of some things to burn. Fruit trees need a cut back. Drain on car park discussed.

AOB:

1. Head teacher has just completed a 2 day first aid training course. This led to a discussion as to how many first aiders needed to be on site etc. First Aid Policy needs to be implemented at the school.
2. Many thanks offered to John Davies as he is stepping down from the Governing Body after many years at the school. Thank you John, you will be missed greatly.

Date of Next meeting: Tuesday 6th June 2017 at 7pm