



Bevendean Primary School and Nursery
Curriculum, Standards and Welfare Committee
Thursday 14 November 2024 at 5.00pm [Hybrid meeting]

Name	Type of Governor	Link Governor Roles	Present	Apologies
Mark Dally	Headteacher	N/A	Yes	
Lydia Majic	Co-Opted	Safeguarding	No	Yes
Shahima Mohammed	Co-Opted	Inclusion (Equality & Diversity)	Yes (Items 1 – 8)	
Eugene Arnold	Co-Opted		No	No
Alice Johnson (CSW Co-Chair)	Co-Opted	Curriculum & Pupil Wellbeing	Yes	
Olumide Olorunfemi	Co-Opted		No	No
Katharine Winks (CSW Co-Chair)	Staff	N/A	Yes	
Kate Danvers-Wright	Parent	Inclusion (SEND)	No	Yes
Sarah Miller	Associate member	N/A	Yes	
Tom Way	Clerk	N/A	Yes	
Laura Corsini	Phonics Lead	N/A	No	Yes
Rhiannon Jones	SENCO	N/A	Yes (Items 1-6)	

Quorum: 4 out of 8 governors were present. The meeting was quorate (at least 3 governors attending).

Questions from the governors to the HT and Staff are highlighted in **bold**.

1. Subject update - Phonics

MD advised that LC is unable to attend this meeting to present on this item as she is currently ill. There was a discussion around alternatives, and MD agreed to ask LC if she can create and share a PowerPoint presentation to send to governors online – **ACTION MD**

2. Quoracy of meeting

The meeting was confirmed as quorate.

3. Apologies for absence/Declarations of Interest

Apologies and attendance were noted as above.



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MD advised that RJ is in attendance for the safeguarding item. SMO advised that she needs to leave the meeting slightly earlier.

There were no declarations of interest.

4. Notification of AOB

MD confirmed that the school door code was changed immediately when it was required and gave an overview of this.

5. Election of Chairs/Vice-Chair

MD nominated AJ and KW to continue as the CSW Co-Chairs again, and SMO seconded this.

Governors voted in favour of AJ and KW continuing as the CSW Co-Chairs.

6. Safeguarding

A) Report

RJ gave an overview of the safeguarding report and advised that it changed at the end of last year, and that this is for the summer term at the end of last year. RJ provided highlights of the report and monitoring and reviewing taking place.

SMi advised that we still need a governor to check the single central record for this term, and AJ agreed to contact KT to check this as soon as possible – **ACTION AJ**

RJ advised that the monitoring visit with LM had been cancelled and will be rearranged soon.

RJ advised that we conduct a safeguarding audit every year, and we also look at the key strengths and key developments, and there are a lots of “green points” in the report, and she gave an overview of this. An area for development is that for all staff in the context of safeguarding and child protection who encounter young children should have regular documented supervision and case management opportunities to learn from this, and we currently have an amber grading in this. RJ gave a summary of supervisions and advised that they are not statutory for teachers nationally but probably should be, particularly if they are dealing with challenging circumstances. We do supervisions in some areas, and Elaine Soudain (Senior Learning Mentor) has undertaken supervision training, but there is no other training for this available for staff. One of our targets is for DSLs to have regular



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supervisions, but Elaine Soudain (Senior Learning Mentor) can't have this for herself. We have informal chats, but we are looking at ways to develop this further. Elaine conducts regular supervisions for staff working in the HIVE. We are thinking about what the training should look like for staff and how can fit it in. KW suggested that this is really important, as schools are changing across the city and country, there are expectations and pressures for things needed from staff, it can look very varied in one day and can be very stressful, and it important for them to have some kind of outlet. It is positive that we have recognised that everyone who is a DSL needs to have a supervision and that we are doing this already. MD advised that it is very difficult in terms of time management for this too though, and it is challenging finding protected time for this.

RJ advised that she and MD have completed DSL training in-person, and there is other safeguarding training coming up too. We have completed annual safeguarding training for staff, and the Prevent training is happening next Tuesday. TAs undertake both of these courses too, and DSLs undertake a higher-level training for Prevent. RJ provided a further overview of the training that staff have undertaken.

RJ confirmed that all of our statutory policies up to date, and that the Online Safety policy will be reviewed in January. TW agreed to add an item to next FGB agenda to check the list of policies and what is statutory or not and if there is anything that needs adding etc -

ACTION TW

RJ provided an overview of safeguarding incidents. There have been 9 incidents logged relating to online safety, and RJ explained that they are not all actual incidents (e.g., a child types 'Tudor beheading' in the search engine and this gets flagged). RJ provided a further explanation of different incidents. There are 6 children under discussion at the mental health triage, and she gave a summary of this and how the triage process works, and that referrals are sent on to be considered for family support. Other referrals involve multi-agency work, and RJ gave a further overview of this. RJ advised that Operation Compass is a service that the school works with when there is an incident of domestic violence at home where the police are involved, and the school gets alerted when a pupil has witnessed this and then puts in additional support for the child relating to this (support conversations etc.). RJ advised that there have been 2 instances of this that have involved social worker assessments, and she gave a further summary. RJ advised that she has attended 4 strategy meetings looking at the current safeguarding caseloads and gave a summary of this.

RJ advised that in terms of attendance, there was a one-day suspension last term, and no permanent exclusions. We were at 93.13% attendance last term, and MD commented that this is very positive.

Q: What has changed?

MD advised that fines for absence have gone up, and this information has been sent to the community in various forms.



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RJ advised that there were 71 persistent absentees last term.

Q: With these, when you calculate the attendance as a whole are these included?

MD advised that we can't take them out of the figures, and they are a core group to target with attendance, and he gave summary of what we can do to help with this and the provision that we can make for children, and he gave one particular example of where the school is working with a child to help them return from being a school-refuser.

Q: If we were asked what we are doing to help the 71 children, would we be able to answer this?

MD advised that these persistent absentee figures are from last term, and this term has been a shorter period for the figures, so if they have a holiday in term time it has a bigger impact on attendance statistics, and currently it only takes 5 days of absence for a pupil to be classified as a persistent absentee. SMi advised that we know which children are persistent absentees and RJ engages with them, and there is also other support from the attendance team and Educational Welfare Officer (EWO), as well as the SLT and class teachers. There is also the Team Around the Family (TAF) who support pupils too.

RJ advised that there were 2 children classified as Children Missing in Education (CMIE) last term and she gave an overview of these situations and advised that we still have a duty to ensure that safeguarding is taking place. We made referrals to the CMIE panel, and they suggested steps to take and an attendance framework/questionnaire, and they support conversations with parents, and RJ gave a further overview of the things that have been put in place and how we are dealing with this. Home visits are undertaken, alternative placements are being looked into, and the Local Authority (LA) safeguarding officers have confirmed that they have no concerns over our practice. AJ commented that this is very positive.

RJ gave an overview of Children in Care/Previously in Care and the attendance figures, and advised that we still have good figures for this. In terms of their progress, they have all achieved their expected progress at least, and one has achieved over-expected progress. RJ provided an overview of the actions taken to safeguard children in care, and advised that we meet with the child and the social worker and discuss what the child needs to succeed e.g., learning mentors, and Pupil Passports are implemented for these children.

Governors thanked RJ for the report and confirmed that there were no further questions.

SMo suggested that RJ lets governors know when the safeguarding day takes place, as it would be good to come to this and helpful with in-person discussions.

B) Governor training log



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Governors confirmed that this had been circulated in advance and that there were no questions on it.

TW agreed to forward the log of governor safeguarding training to RJ and to also complete safeguarding training at the first chance – **ACTION TW**

There was a broader discussion around safeguarding training for governors.

TW agreed to forward the KCSIE governors' log to RJ – **ACTION TW**

All governors thanked RJ for attending.

RJ left the meeting.

7. Policies for agreement

A) Register of pupils' admission to school and attendance

MD advised that this isn't a policy as such but that we are required as a governing body to confirm annually that this is in place. MD confirmed that this is the case and that governors can view this any time on visits. MD advised that he has also included the Attendance and Absence policy in the documents for governors' information.

B) Sex & Relationships Education

Q: How many parents have said that they don't want their child to attend full classes for this because they don't understand the policy?

MD advised that there are 2 or 3 and also gave a summary of their particular circumstances, and there was a further discussion around this.

AJ commented that it appears that the policy is working, and MD agreed that it is very clear and generally everyone seems to understand it, and there was a further discussion around this. AJ advised upon a grammatical error within the policy ("parents/carers have the right to withdraw" is repeated/copied), and MD agreed to edit this – **ACTION MD**

All governors confirmed their approval of this policy.

C) Single Central Record of recruitment and vettings checks

[Discussed above in item 6a].

8. Minutes of previous committee meeting



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Governors confirmed that the draft minutes had been circulated in advance.

A) Approval of CSW minutes 27th June 2024

The GB agreed that the minutes were an accurate representation of the meeting.

SMo left the meeting.

B) Matters arising / Action points

The following actions have been met:

- MD has separated out the measurement of Good Level of Development (GLD) for children in reception who have come from nursery versus children coming from elsewhere, and advised that for the children who went to our Nursery, 73.4% did achieve GLD, 26.6% did not, and for the children who didn't go to our Nursery, 70% did achieve GLD, 30% did not

The following actions are ongoing:

- LM to undertake Safeguarding monitoring check following appointment of new Business Manager (AJ agreed to email LM to follow this up) – **ACTION LM/AJ**

9. Educational progress – School update

A) Ofsted Preparation

MD advised that it will be 5 years since our last Ofsted visit at the beginning of December, and other schools' recent visits have come at an interval of approximately 5 years and 4 months, so we are looking to be ready for this at the start of next term. We are looking to have case studies ready e.g., attendance for a particular child, and we are currently building these with SMi working on data-tracking evidence. The previous Ofsted visit focused on Reading, and we've done huge amounts to improve this and it has been transformative this year. We have all of the required policies on the school website. TW agreed to check if we are required to include our FGB and committees' terms of reference on the school website and upload if required – **ACTION TW**

MD advised that he will share the SEF with all governors as this is a key document that Ofsted will look at it and it shows how we judge ourselves, and they will look to see how this measures up with the school. The SPA visits have been conducted, and they agree with our SEF view that we are sustaining improvements, also the SPA thought that there were two areas that should be graded as outstanding rather than good. SMi advised that the SPA also visited the classrooms and spoke to the subject leads and checked their preparedness.



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MD advised that he is conscious of being ready for Ofsted, but also not having everyone on edge for 6 months potentially, and also of not giving a message of doing things just for Ofsted but ensuring that we are doing things for the sake of good practice and for the children's benefit.

TW agreed to put the SEF in the Ofsted OneDrive folder when available and highlight it to governors – **ACTION TW**

B) School Development Plan (SDP)

MD confirmed that this was circulated to governors. The targets are termly and live for the autumn term, and we have applied Red/Amber/Green (RAG) rating to where we currently are as an SLT, and MD provided further clarification of the colour-coding system. MD advised that we have looked at foundation books for science and other topics and the expense of these, and the science books have already been ordered, and we have now got the line topic books.

AJ confirmed that there are no other questions, and that each section has a decent amount of green-grading which is very good. KW commented that compared to this time last year this is very positive. SMi commented that we attempted a lot last year and were very enthusiastic about what we were aiming for, but this year we have chosen very specific things that are achievable.

Governors agreed that this looks very positive and thanked MD and SMi for their work on this.

10. Link monitoring visits

A) Schedule of visits/Reports

There was a discussion around governor visits and current priorities. It was confirmed that LoA, AS and KSM have booked visits in, KDW has completed one recently, and AJ has completed one today. TW agreed to email governors reminding them to send their visit reports as soon as they have completed them – **ACTION TW**

There was a further discussion around safeguarding visits.

AJ advised that she will have her report ready for the next meeting following her visit today. AJ further advised that she also attended KDW's visit and this was good and a very positive experience, and she gave a brief overview of the visit.

11. AOB



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N/A

12. Date of next meeting

Thursday 20th March 5:00pm

13. Close of meeting

Thanks were expressed to those in attending.

The meeting closed at 16:57pm

***** Please see Action Points and Decisions from this meeting below**

Action points from CSW meeting held on 14th November 2024

Item/Action	By	Person responsible
1.1 MD to ask LC if she can create and share a PowerPoint presentation on Phonics to send to governors online	March CSW meeting	MD
6.1 AJ to contact KT to check the single central record as soon as possible	ASAP	AJ
6.2 TW to add an item to the next FGB agenda to check the list of policies and what is statutory or not and if there is anything that needs adding etc	February FGB meeting	TW
6.3 TW to forward the log of governor safeguarding training to RJ and to also complete safeguarding training at the first chance	ASAP	TW
6.4 TW to forward the KCSIE governors' log	ASAP	TW



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to RJ		
7.1 MD to edit the grammatical error within the SRE policy ("parents/carers have the right to withdraw" is repeated/copied)	ASAP	MD
8.1 LM to undertake Safeguarding monitoring check following appointment of new Business Manager (AJ to email LM to follow this up) – Ongoing	In due course	LM/AJ
9.1 TW to check if we are required to include our FGB and committees' terms of reference on the school website and upload if required	ASAP	TW
9.2 TW to put the SEF in the Ofsted OneDrive folder when available and highlight it to governors	ASAP	TW
10.1 TW to email governors reminding them to send their visit reports as soon as they have completed them	ASAP	TW

Decisions made at CSW meeting held on 14th November 2024

Item/Decision
5.1 <i>Governors voted in favour of AJ and KW continuing as the CSW Co-Chairs.</i>
7.1 <i>All governors confirmed their approval of the Sex & Relationships Education policy.</i>
8.1 <i>Governors approved of the CSW minutes 27th June 2024</i>