

# MEETING MINUTES FOR THE PUPIL WELL BEING COMMITTEE

## SWANMORE COLLEGE OF TECHNOLOGY 2009 - 2010

Date	Start Time	End Time
30 <sup>th</sup> November 2009	5pm	6.30pm

Darren Bailey Tracy Baldwin Ellie Bolton (Vice Chair) Lesley Collier (Chair) Sue Dewhirst Kathy Frost Annette Hillier	In Attendance: Elizabeth Billingham (Clerk) Carol Chadderton
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Item	Subject	Action	By Whom
1	<p><b>Welcome and apologies</b>                      Lesley Collier welcomed the committee members to the meeting.                      Election of the Chair and Vice Chair.  <b>RESOLVED: To elect Lesley Collier as Chair and Ellie Bolton as Vice Chair. All Governors agreed.</b>                      Annette Hillier explained that she would not normally attend this committee but Carol Chadderton would be her representative.</p>		
2	<p><b>Terms of Reference</b>                      Annette Hillier distributed a draft template of the terms of reference. It was agreed that the main opening paragraph would state that "The committee is responsible for advising the Governing Body on all aspects of college pupil well being including arrangements for safeguarding."                      It was agreed to add "equality and diversity – eg: vulnerable groups and special needs, with liaison between school and pupils." It was also agreed to add "Pupil voice."                      There was much discussion on what areas needed to be included within this committees remit.</p>	<p><b>AH to make changes and distribute to committee</b></p>	<p><b>AH</b></p>
3	<p><b>Brief update on Healthy Schools</b>                      Sue Dewhirst gave a brief update of Healthy Schools:                      Originally there had been a requirement for redesignation</p>		

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	<p>of Healthy Schools this term however this has now been deferred under new requirements. Swanmore holds enhanced healthy Schools Status. In order to obtain the enhanced status a school needs to fulfil the criteria in four areas. The new style tracking of status will take place over three years. There will be an annual review tool which is similar to the current process. The new approach also will look at health targets, one for the college and one relating to a local priority which would be selected by HCC. Annette Hillier explained that the four assessment areas were constantly being reviewed and the college hoped it could become involved in a research project looking at emotional well being and learning. It was suggested that Governors look at the national and county Healthy Schools websites for more information.</p>		
4	<p><b>Safeguarding</b></p> <p>Carol Chadderton distributed a detailed report and copy of the power point presentation to the committee. (Filed with minutes)</p> <p>Carol Chadderton wanted the Governors to understand the college and Governors' role in safeguarding. It was important that all policies were reviewed and that all areas were covered. The policies were regularly reviewed as a matter of course but it was important that more explicit details might be needed to be added. CC and AH would meet to go through all pertinent policies before the end of term.</p> <p>The role of Governors was emphasised throughout the presentation. The Single Central Record was explained to the Governors and there was some discussion about what details were required. This document needed to be immediately available to an Ofsted inspector. Non compliance meant a school being placed in Special Measures. The college's documentation associated with appointments would be checked at audit. This was a</p>	<p><b>TO go through all policies and make sure compliant.</b></p>	<p><b>AH and CC</b></p>

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	requirement of FMSIS.		AH
	New legislation would mean that bus drivers must also be vetted by the college on special college arranged routes.	<b>Add to Terms of Reference</b>	EB
	The college already has a procedure in place for documenting any concerns re pupil and driver behaviour on buses and actions taken are in line with policy requirements.	<b>Safer recruitment training</b>	
	Child protection needed Governor involvement.		
	Whole Governing training in Safeguarding was being arranged and Ellie Bolton would take the Safer recruiting training. Patrick Horwood already trained.		
	Annette Hillier explained that she had asked Children's Services for legislation on exchange visits. There was currently no county led guidance and it was felt that this was important. Nationally the recommendation was "at the head teacher's discretion". It was felt important that HCC develop a countywide policy.		AH
	All Governors would need to be vetted when new child protection legislation comes into effect in 2010.	<b>Document for next Governors meeting</b>	
	It was agreed that senior staff were working a lot of hours on safeguarding and it was a great responsibility.		
	Carol Chadderton is the Child Protection Officer with full safe guard training. Adrian Middleton and Mandy Miller are also fully safe guarding trained. Julia Clockworthy is the Pupil Support Officer (emotional well being) and Liz Brothers is the Family Support Advisor – this latter post serves the whole pyramid. It is important that these roles work well together and evidence shows that they do.		
	Annette Hillier is considering alternative structures to lead and manage the support for vulnerable children.		
	Some Governors asked how counselling could help pupils and whether internal training might assist. Annette Hillier explained that there was a need to unlock issues and support staff.		
	A Governor asked whether those children who had been		

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	<p>flagged were monitored on their progress. It was explained that increased monitoring is the purpose of 'flagging' a pupil and that all reports/files/data were in the system for scrutiny by all teachers. The flagged system showed the support and strands of support each child needed. The HT meets with appropriate staff half termly to review the progress of these pupils. It was asked how Governor could see how well the system was working and it was explained that link governors were needed to help monitor and check the safeguarding policies.</p> <p><b>RESOLVED: that Tracy Baldwin and Ellie Bolton would be the Governor links in safeguarding requirements.</b></p>		
5	<p><b>Future agendas</b></p> <ul style="list-style-type: none"><li>• Structure for support/covering roles.</li><li>• Mentoring and identity issues.</li><li>• Update on safeguarding and reviewing were the school is with policies.</li><li>• Behaviour and attendance. Ofsted style visit had been booked in the spring to assess the school.</li><li>• Pupil Voice</li></ul>		
6	<p><b>Any Other Business (to be tabled at the start of the meeting if required)</b></p> <p>None</p>		
8	<p><b>Date of next meeting – 8<sup>th</sup> March 2009 Possible date change to 15<sup>th</sup> March</b></p> <p>It was agreed to change the Pupil Well Being meeting to 15<sup>th</sup> March. Human Resources would move to 8<sup>th</sup> March.</p>		

Meeting ended at 6.30pm

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