

MEETING MINUTES FOR THE PUPIL WELL BEING COMMITTEE

SWANMORE COLLEGE OF TECHNOLOGY 2009 - 2010

Date	Start Time	End Time
15 th March 2010	5pm	6.15pm
Present	Apologies	In attendance
Darren Bailey Tracy Baldwin Ellie Bolton (Vice Chair) Lesley Collier (Chair) Sue Dewhirst Kathy Frost Annette Hillier	Carol Chadderton	Elizabeth Billingham (Clerk) Ashleigh Arbuthnott

Item	Subject	Action	Whom
1	Welcome and apologies Carol Chadderton – apologies		
2	Register of Pecuniary Interests and other Conflicts of Interest None		
3	Minutes of the last meeting 30th November 2009 Minutes were agreed and signed as a true record on 15 th March 2010.		
4	Matters Arising from these minutes Item 2 – Terms of Reference – Lesley Collier will email the committee. There was some discussion about Governor input. Sue Dewhirst and Ellie Bolton had already done a lot of work on the Terms of Reference but this had not been forwarded to Mrs Hillier. Agreed to email the committee for comments and changes. Item 3 – Healthy Schools - Director of Attenborough House going on training. Part one of update had been completed and part two would be held on Wednesday March 17 th . It was suggested that a Governor also attend the training. The Governors asked the HT about the constant changes and training and release of staff and what impact this had on the college and staff. It was felt that it was important to link this with other college agendas. There was some concern about the	Email out TofR	LC

Signed: _____

Date: _____

MEETING MINUTES FOR THE PUPIL WELL BEING COMMITTEE

SWANMORE COLLEGE OF TECHNOLOGY 2009 - 2010

Item	Subject	Action	Whom
	<p>would only be considered under extenuating family circumstances.</p> <p>It was asked whether a Governor would be expected to do safeguarding checks? It was agreed that the Governors as the "critical friend" should come in and check the central register and other issues to challenge system.</p> <p>Governors had attended FGB Safeguarding training and had some questions.</p> <ul style="list-style-type: none">• Were references taken before interviewing? Yes but where responses are delayed institutions have to make some job offers conditionally depending on references. This was using the suggested good practice. It was asked if references before interview might give opportunity to address any concerns in the interview. Yes H T stated that by law all past employers and interviewees had to disclose any issues even if unproven.• Were pre employment checks made on staff and volunteers? HT stated that they were depending on the job status within the college and the regulation in place. The guidelines are very clear and we always adhere to these.• It had been reported at the training that 30% of sexual abuse was by older to younger children nationally. There was a marked increase in disclosed incidents of emotional abuse through social networking and may also contains sexual and racial abuse. The college were hoping to carry out more training for parents. There was further discussion over Facebook and the concerns about its safety. It was agreed it was important to educate the children and parents about security. It was important that all Governors be aware of the sensitive nature of using Facebook and to be aware that they needed to be cautious.• Were there procedures for allegations against children as well as staff and how did the college make temporary or volunteer staff aware of child protection? The HT		

Signed: _____

Date: _____

MEETING MINUTES FOR THE PUPIL WELL BEING COMMITTEE

SWANMORE COLLEGE OF TECHNOLOGY 2009 - 2010

Item	Subject	Action	Whom
	<p>explained that there was a leaflet on child protection for visiting staff. The college had been waiting for further guidance on this and it would now review as a cluster group.</p> <p>Action – TB to share Governor eight point action plan with HDT and will monitor procedures in the college.</p> <p>Further questions from the Governors were seeking clarity that the Anti bullying policy incorporated a section on cyber bullying. The HT reported that this was complete and emphasised how important it was that Governors needed to be aware of all policies. Other items clarified were:</p> <p>Child Protection training was performed annually and refreshed this taking place most recently in February.</p> <p>Keystage 4 Director is named as deputy to CPLO in policy.</p> <p>Keystage 3 Director was also fully trained.</p>		TB
7	<p>Tracking Pupil Well Being - OFSTED</p> <p>It was reported that this was an important aspect of the OFSTED criteria.</p> <p>The committee needed to take responsible aspects of tracking the pupil well being through behaviour, well being, healthy, care and support in college, discrimination and community cohesion. The committee members were required to check all aspects of this and report to the committee were it should be minuted it. There is a schedule on a rolling two year programme. Other committees would also be required to look at other aspects that were relevant to those committees.</p> <p>It was asked how the college could measure the enjoyment of learning? It was a criteria of Ofsted and could be measured through progress and attainment – good scores, behaviours, extra curriculum etc. Ofsted measure it by attainment outcomes like attendance figures, VLE, rewards, positions of responsibility.</p> <p>It was asked if there was anything where pupils could give feedback ie: pupil questionnaires? The college had taken part in a national pupil well being survey through the Tell Us survey but results had not been returned yet.</p> <p>College council also gave feedback. The HT read out the criteria</p>		

Signed: _____

Date: _____

MEETING MINUTES FOR THE PUPIL WELL BEING COMMITTEE

SWANMORE COLLEGE OF TECHNOLOGY 2009 - 2010

Item	Subject	Action	Whom
	<p>from the Ofsted guidelines.</p> <p>The committee should begin with a review to monitor vulnerable groups which covers attendance and behaviour. They would look at the strategies in place and how to tackle problems. Also how to track and what action would be needed if there were any issues. Similar actions to the Finance committee.</p> <p>Two governors were asked to come visit the college to look at the relevant areas .Agreed that the Chair and Vice chair to arrange dates. The HT would facilitate the people to meet and then the Governors can then give the report at the next meeting to show monitoring. They were asked to choose key stage 3 or 4.</p>	<p>Next agenda</p> <p>Governor visit to scrutinise the college PWB</p> <p>Report at next PWB</p>	<p>LC and EB</p>

8 HIAS Report on Behaviour

The College had had a visit from the county secondary director and SIP as part of the self evaluation exercise. The results had judged behaviour as good. Also identified some outstanding practice. The HT read out a section of comments and action. There had been a lot of work on absentees and support of staff in the class room. The inspector had observed 26 lessons and there had only been one behaviour issue. The inspector had been thorough and impressed with pupils they had met. This had been a more specific evaluation. It was noted that the house system was now strong. Attendance had been an issue in recent past but there had not been an EWO until 18 months ago and even then there has been some disruption to service. Pastoral leadership structures changed since last OFSTED There were some questions on how the college would be able to attain an outstanding and the HT read out the criteria for outstanding.

SEF – the Governors discussed the progress and how the college was evaluated at present. The HT reported that it was good with some outstanding features. Ratified judgement by SIP Criteria were clearly laid out.

9 Future agendas

Signed: _____

Date: _____

MEETING MINUTES FOR THE PUPIL WELL BEING COMMITTEE

SWANMORE COLLEGE OF TECHNOLOGY 2009 - 2010

Item	Subject	Action	Whom
	Vulnerable pupils Present physical restraint policy SEF – Single equality scheme. Terms of Reference Healthy schools feedback. Home college agreement. Review outcomes in targets – CSI committee		
10	Any Other Business (to be tabled at the start of the meeting if required) <ul style="list-style-type: none">• Uniform – consultation – working group would be arranged to look at the results of the survey. The survey had gone to Key stage 2, Primary school and also to Year 7 8 9. Pupils received theirs last week. Closing date this Friday. Date not set for working group.• PWB – asking pupils how to contribute to learning? About pupil progress and learning and pupil participation is part of the assessment.		
11	Date of next meeting – 24th May 2010		

Signed: _____

Date: _____