



**MIDDLEWICH PRIMARY SCHOOL**  
**Minutes of the Safeguarding, Finance and Staffing Committee**  
**Friday 4<sup>th</sup> March 2022 at 8am via Teams**



Present: Sandie La Porta (SLP)                      Headteacher  
David Atkinson (DA)                                  Chair  
Rob Bunn (RB)  
Cheryl Bertoni (CB)

Also in attendance:    Louisa Moseley                      Clerk to Governors  
                                  Beverley Stephens                  Bursar  
                                  Gemma Reynolds                  Observer  
                                  Louise Jennings                  Observer

<b>PART 1 -</b>	<b>Action</b>
<b>1. Apologies and Additional AOB Item</b>	
Governors received and accepted the apologies of Alison Sumner. Governors welcomed the prospective new governor, Louise Jennings, as an observer to the meeting for Part one.  There was one other item of business to be reported under Part 2 item 3.	
<b>2. Conflict of Interest</b>	
All declarations of interest had been recorded on Governor Hub. There was no expected conflict for the business of this meeting.	
<b>3. Minutes of the previous meeting</b>	
The part one minutes of the meeting held on Friday 12th November 2021 were <b>approved</b> as a correct record, to be signed by the Chair and retained by the school. <b>ACTION:</b> Chair to sign two sets of previous minutes when next in school. Summer SFS 2021 and Autumn SFS 2021.	<b>DA</b>
<b>4. Actions &amp; Matters Arising</b>	
All actions not addressed within this meeting agenda were confirmed as completed and closed as appropriate.	
<b>5. Covid-19 update</b>	
Governors noted there have been no significant changes to the risk assessment and outbreak management plan. There are still ongoing staff absences due to Covid. Numbers are sent to DfE. The five-day rule for testing still applies, with most people returning to school after ten days. There have not been many children off school due to Covid this term. <b>Q: When will the measures be reviewed again?</b> <b>A:</b> They will be reviewed in line with government guidance. The revised expectations are under constant review by a team of staff. <b>Q: Is there any guidance from Cheshire East (CE) as to what will happen when LFT or PCR tests are no longer mandatory?</b> <b>A:</b> Not yet, but it is expected to mean that any staff or pupils that are ill with symptoms and unable to attend school, will stay at home like any other illness. The school will continue to follow Public Health England and government guidance.	
<b>6. Safeguarding</b>	
<b>6.1 Safeguarding update including DSL report.</b>	

A detailed DSL report had been shared on Governor Hub prior to the meeting. VW and CB had attended regular Child Protection meetings and conferences and supported individual families. All the necessary policies and safeguarding material has been read by all staff and everyone has attended at least level one safeguarding training. Following on from a governor recommendation, the school had selected ten staff members with less experience of using CPOMS. They were given scenarios and timeframes for responses. The answers were then reviewed one to one as part of their CPD. This had been a successful exercise and will be continued.

VM and CB will be attending SCiES training in two weeks' time.

There have been two Operation Encompass emails for the school to follow up. Governors noted that the individual wellbeing plans in place have been effective. The pupils have someone to talk to for emotional support and strong evidence of pupil voice. This has been further improved by moving one more member of staff into the pastoral support team.

**Q: Is any further work required around safeguarding or is it all on track?**

**A:** *It is all on track. Reports are always submitted in good time. The school have agreed to use one of the rooms for family support to run parenting classes. This will build relationships with social care, parents and other external agencies. It is important to try and protect this good practise within the budget.*

Governors noted the good work the school have invested in safeguarding and wellbeing.

## **6.2 Attendance**

The attendance data had been shared on Governor Hub prior to the meeting. The school had a CE attendance review on Wednesday 2nd March via Teams. All relevant documentation had been submitted before the 14<sup>th</sup> February. CB had to produce and upload a thick file of evidence to send off. The meeting had been very positive, and CB agreed to share the finalised report with governors by Friday 11<sup>th</sup> March.

Overall, attendance was deemed very good in the current climate with 94.1% until 2<sup>nd</sup> March. Above the national average. CE were impressed with the swift process of dealing with absences and how these were followed up. They were also impressed with how the school managed children not wanting to come into school. Due to Covid-19, attendance has been lower than normal and recently there have been more leave of absence requests, but the school have taken a hard line as well as being open and honest and are not authorising requests unless there are exceptional circumstances.

**Governor comment:** *The pressure on teachers to make sure pupils catch-up on lost learning due to Covid-19 is challenging enough without adding additional stress with holiday absences.*

**Q: If the school are not authorising requests, are families still taking children out of school?**

**A:** *Yes. It has deterred a few but most are still going on holiday. It is important however that the school are taking a stance against term time leave as this has a significant impact on children's academic and social development.*

**Q: Are the council issuing fines?**

**A:** *Not currently due to Covid-19, but this will most likely change in September.*

**ACTION:** CB to share the final attendance report by CE on Governor Hub by 11<sup>th</sup> March 2022.

**CB**

Governors noted attendance at Middlewich Primary during Covid-19 has been higher than most schools in the area.





<p><i>classes have significant behaviour issues that can affect wellbeing, but the staff work as a team and support one another by taking the burden off the class teacher.</i></p> <p><b>Q: Does the school suggest new ways of working to help staff?</b></p> <p><b>A: The teachers share best practise, and the school promotes a culture of support by talking to one another, but it is not a formal process.</b></p>	
<b>11. Governor Monitoring Visits</b>	
<p>AS has completed a safeguarding monitoring visit and LL completed a SEND visit in school. The reports will be shared at the Spring FGB meeting.</p> <p>All other governors have been asked to complete link visits and reports this term and in the summer term.</p> <p><b>ACTION:</b> Clerk to ensure the safeguarding and SEND reports are on the spring FGB agenda and all governors are reminded to complete visits and reports.</p> <p>Visits were further discussed under agenda item 10.</p>	<b>Clerk</b>
<b>12. Governor Training</b>	
<p>The following training had been completed:</p> <p>RB - The strategic role of the Governor</p> <p>RB - Headteacher Performance Management training.</p> <p>DA - SFVS training</p> <p>DA - Leading the Board training.</p> <p>Governors had been reminded to complete Safeguarding and Prevent training this year at the PWCP committee meeting.</p>	
<b>13. Policies</b>	
<p>All polices for review were CE model policies.</p> <p>The following policies were reviewed and <b>approved</b>:</p> <ul style="list-style-type: none"> <li>• Charging and remissions (DA)</li> <li>• Child Protection Policy and Procedures (AS) at the Autumn FGB.</li> </ul> <p>Governors agreed to review and approve the following policies on Governor Hub this term:</p> <ul style="list-style-type: none"> <li>• Data protection (updated version) (DA)</li> <li>• School Complaints (RB)</li> <li>• Staff discipline, conduct and grievance (RB)</li> </ul> <p><b>ACTION:</b> SLP to add the premises management documents (LA visit) to GH for the FGB to note. Spring FGB. Clerk to add to agenda.</p> <p><b>ACTION:</b> RB to review the school complaints and staff discipline, conduct and grievance policies and approve them via Governor Hub.</p> <p><b>ACTION:</b> SLP to check if there is a more recent version of the data protection policy for DA to review and approve on Governor Hub this term.</p> <p>Governors noted the recommendation on the Directors report to review the uniform policy and ensure a second-hand provision is indicated to parents.</p> <p><b>Q: Do the school have a uniform policy?</b></p> <p><b>A: Not a formal policy but a uniform list is shared on the school website. The school have provided second-hand uniform to families before. Badged uniform is not an expectation of the school.</b></p> <p>Governors agreed the following actions:</p>	<b>SLP</b>  <b>RB</b>  <b>SLP/DA</b>

<b>ACTION:</b> SLP to add the second-hand uniform provision and clarify the school's expectations on school uniform and dress code on the website and in packs that are sent out to new starters.	<b>SLP</b>
<b>ACTION:</b> GR to liaise with PTA and ask if a second-hand clothes stall could be set up to sell branded uniform to parents.	<b>GR</b>
<b>14. Spring Directors Report</b>	
<p>The Directors Report had been circulated on Governor Hub at the start of the Spring term. The Clerk recommended governors read the full report.</p> <p>The following items were highlighted in this meeting:</p> <ul style="list-style-type: none"> <li>1.1 Natasha's law – ingredients to be labelled on food.</li> <li>1.2 Safeguarding update in light of Arthur Labinjo-Hughes</li> <li>1.3 Prevent Radicalisation and Extremism - ensure training is up to date.</li> <li>1.4: Cheshire East Neglect strategy – Check DSL has been informed.</li> <li>1.5 CEIAS link to be added to SEN section of school website.</li> <li>3.1 schools block funding – NFF to be confirmed at schools' forum on 17th Feb.</li> <li>3.2 SFVS – one change - reporting on related party transactions (RPT'S).</li> <li>3.4 school uniform costs – second-hand uniform provision (addressed under agenda item 13).</li> <li>3.6 The governing board and Cyber security (addressed under agenda item 6.5).</li> <li>3.7 flexible working in schools – contact HR for further information.</li> </ul> <p>Governors noted the school have bought back the new advertising programme – Jobs Go Public.</p>	
<b>14. Any Other Business</b>	
There were no items of other business under Part one to address.	
<b>16. Next meeting</b>	
The next meeting will be held on Friday 10 <sup>th</sup> June 2022, at 8am to be held virtually via MS Teams.	

Moved to part 2.