



# Middlewich Primary School



## Minutes of the Pupil Welfare Curriculum & Partnerships Committee Thursday 14<sup>th</sup> October 2021 at 4.00pm on MS Teams.

Present: Jane Mayhead Chair  
 Sandie La Porta Headteacher  
 Amy Harding  
 David Atkinson (Arrived at 5pm)  
 Lucy Lee  
 Rob Bunn  
 Mark Edwards

Also in attendance: Louisa Moseley Clerk  
 Katie Davies (DHT) Observer  
 Kathy Spreadbury Observer  
 Bev Stephens SBM

PART 1	Action
<b>1. Apologies &amp; Additional AOB Items</b>	
<p>The apologies of Vicky Williams, Alison Sumner and Donna Webster were received and accepted by the governors. David Atkinson had sent apologies and would arrive late for the meeting.</p> <p>There were no items of other business tabled for discussion.</p>	
<b>2. Conflicts of Interest</b>	
<p>Governors were asked to declare any potential conflict of interest with the business to be discussed during the meeting.</p> <ul style="list-style-type: none"> <li>Mark Edwards declared that he is Deputy Head at Middlewich High School.</li> <li>Lucy Lee declared that she is Headteacher at Dorin Park School.</li> <li>Jane Mayhead declared she is an invigilator at Middlewich High School.</li> </ul> <p><b>ACTION:</b> All governors to ensure all Declarations of Interest and confirmations on Governor Hub are up to date for autumn 2021 prior to the next FGB meeting.</p>	Governors
<b>3. Election of Chair and Vice Chair</b>	
<p>Governors agreed to the re-appointment of Jane Mayhead as Chair of the committee until the autumn term 2022.</p> <p>Mark Edwards agreed to remain as Vice Chair, approved by the governors, also until the autumn term 2022.</p>	

<b>4. Minutes</b>	
<p>The part one minutes of the Pupil Welfare, Curriculum and Partnerships committee held on 13<sup>th</sup> May 2021 were confirmed as a true and accurate record.</p> <p><b>ACTION:</b> Chair to sign minutes of PWCP meeting when in school week beginning 18/10/21.</p>	Chair
<b>5. Matters arising</b>	
<p>The action log was reviewed and updated accordingly. It was confirmed that all actions had been completed and closed as appropriate.</p>	
<b>6. Review Committee Terms of Reference</b>	
<p>The Terms of Reference were reviewed by the governors and it was agreed to amend the number of governors required for quoracy from five to four. Governors agreed the TOR should read:</p> <p><i>Quorum: <b>Four</b> governors including two governors who are not employees of the school.</i></p> <p><b>ACTION:</b> Clerk to update the TOR and bring to the FGB for approval.</p>	Clerk
<b>7. Covid-19 Update</b>	
<p>A Covid-19 risk assessment for September 2021 had been shared with governors on Governor Hub prior to the meeting. Governors noted regular updates on the risk assessment in response to changing advice from the DFE and Cheshire East (CE). Governors noted the latest guidance for 5 days isolation for members of the same household with a positive case which will impact attendance. The school had an outbreak of positive cases of Covid-19 in the second week of term and implemented an Outbreak Management Plan. The situation remains fluid and challenging for schools.</p>	
<b>8. Curriculum Developments</b>	
<p>Due to increased cases in Covid-19 this term, the remote learning curriculum is now delivered via Zoom. Teachers are delivering live lessons to pupils working from home. This has been well received by parents.</p> <p>The school have also bought the systematic synthetic Phonics Programme (SSP) - Little Wandle letters and sounds.</p> <p>The school have focused on the science curriculum this half term to review and develop the delivery and content across the school.</p> <p>Middlewich High will be working with the school to develop curriculum areas on 8<sup>th</sup> November 2021. Subject specialists from the high school have agreed to support subject leads at Middlewich Primary.</p> <p><b>Governor Comment:</b> <i>The impact of the curriculum development by Middlewich primary and the increase in subject knowledge of pupils has been noted by the Geography lead at the Middlewich High.</i></p> <p><b>ACTION:</b> SLP to pass on the positive comment regarding curriculum development from Middlewich High to the teachers and the thanks of governors for their hard work.</p>	SLP

<b>9. Pupil Premium</b>	
<p>The school highlighted the following priorities for PP:</p> <ul style="list-style-type: none"> <li>• High quality teaching for all</li> <li>• Targeted academic support</li> <li>• Wider strategies such as enrichment</li> </ul> <p>KD is in the process of developing a PP strategy using the DFE template ready to be published by 31<sup>st</sup> December 2021. JM agreed to be the link governor for Pupil Premium and be named on the strategy.</p>	
<b>10. Sports Funding</b>	
<p>The school had approximately 24K in sports funding to carry forward last year. The school have developed long term PE planning and moved away from the external provision. Resources and equipment have been purchased to support the curriculum and enable lessons to be robust and effective. The school also used some of the funding to pay for the Year 6 residential to Snowdonia at the Arete outdoors centre. Governors noted the school have re-commenced swimming lessons this term.</p>	
<b>11. Partnership Working</b>	
<p><b>11.1 Community links including work with partner schools</b></p> <p>Middlewich Primary are collaborating with Middlewich High School subject leaders as addressed under agenda item 8.</p> <p>The school completed a wellbeing day in September- appreciating nature - which was shared across the community.</p> <p><b>11.2 Working with pupils and parent/carers</b></p> <p>Due to Covid-19, parent/ carer engagements have been minimised. Parent consultations will continue to be via the telephone this term.</p> <p><b>Governor comment:</b> The High school use 'School Cloud' – a video conferencing platform for parent consultations.</p> <p><b>ACTION:</b> SLP to consider the School Cloud video conferencing platform for parent consultations.</p> <p>At the end of the summer term, the head pupils provided a presentation on the various roles and responsibilities available to Year 6. As a result, forty pupils applied for a role and every child has been given a position of responsibility.</p> <p><b>ACTION:</b> KD to arrange with the new head pupils/ spokespeople to share a report at autumn FGB meeting 2021.</p> <p><b>11.3 Parent/carers comments, concerns and compliments</b></p> <p>Addressed under part two item 2.</p>	
<b>12. Pupils' Personal Development, Welfare and Behaviour</b>	
<p><b>12.1 PSHE/FBV/SMSC/RHE</b></p> <p>Personal, Social Health Education (PSHE), Fundamental British Values (FBV) and Spiritual, Moral, Social and Cultural Development (SMSC) are all</p>	

taught through the Relationships and Health Education curriculum (RHE) in circle time and lessons and linked to school assembly themes. Middlewich Primary have introduced a new school goal – to cherish and respect our world and everyone in it. Governors noted how pupils referred to the school goals and values and thinking time within their applications for positions of responsibility in Year 6.

### **12.2 Extra-Curricular Activities**

A timetable of extracurricular activities was shared on Governor Hub prior to the meeting for governors to review.

#### **Q: Are the activities well attended?**

**A:** *Yes. The school still need to manage groups in bubbles due to Covid-19, particularly inside the building. The effort of the staff is to be appreciated as this is an additional responsibility on top of the school day and they are managing a significant workload currently.*

Governors formally thanked the staff for their hard work and efforts in running extracurricular clubs.

**ACTION:** To pass on the thanks of the governors to staff for running extra-curricula clubs.

#### **Q: Is there a proportion of Pupil Premium children attending the extracurricular clubs?**

**A:** *The school are encouraging PP and disadvantaged pupils to attend the extracurricular clubs.*

**ACTION:** KD to provide a proportionate percentage breakdown of PP children attending extracurricular clubs in each cohort and share with governors at the FGB meeting in autumn 2021.

Additional one to one music lessons for PP and vulnerable pupils are being provided in guitar, keyboard and drums during school time. The school want to extend the provision to include group sessions with violins. This is in addition to the standard music lessons and the peripatetic sessions offered to families at a cost.

**Governor comment:** *Having an instrument to take home in Year 5 is a fantastic opportunity offered as part of the standard music provision.*

*DA joined the meeting at 5pm*

### **12.3 Behaviour**

The Behaviour report was shared on Governor Hub prior to the meeting.

Governors noted the following actions the school will be addressing:

- Continue to monitor and encourage year 6 pupils to take an active role in their leadership responsibilities.
- Planned staff meeting with a focus on behaviour strategies.
- Continue to reinforce positive behaviour.
- Team Teach.

**Governor comment:** *It is important to recognise that Team Teach promotes de-escalation strategies and a positive learning environment where physical*

<p><i>handling is used only as a last resort. There are books available that can help support and manage challenging behaviours.</i></p> <p><b>12.4 Attendance</b></p> <p>The Attendance report had been shared on Governor Hub prior to the meeting.</p> <p>Attendance for this term (as recorded in October 2021) is 95.2% compared to the national average of 92.6% as reported by the DFE on 30<sup>th</sup> September 2021.</p> <p><b>Governor comment:</b> <i>The attendance is positive considering the current situation.</i></p> <p><b>Governor comment:</b> <i>Due to the spread of Covid-19, different children are continuously missing whole or parts of a unit of work and it is incredibly challenging for teachers to address all the lost the learning.</i></p>	
<p><b>13. Review Progress of SDIP 2020/2021</b></p>	
<p>The School Development and Improvement Plan had been shared on Governor Hub prior to the meeting.</p> <p>The following points were highlighted:</p> <ul style="list-style-type: none"> <li>• Improve the teaching of reading, mathematics and science across the school.</li> <li>• Improve the teaching of the foundation subjects in the national curriculum across the school</li> <li>• Implement the new EYFS framework</li> <li>• Ensure the school meets the needs of pupils in receipt of PP grant and the needs of pupils with SEND.</li> <li>• Plan for remote learning in the event of pupils being absent due to COVID-19.</li> <li>• The relationships and health education (RHE) curriculum are implemented across the school in the autumn term 2021.</li> <li>• Senior leaders provide support to all staff regarding their well-being and mental health. Consideration is given to teacher workloads and assistance is given as required so everyone can effectively fulfil their roles and responsibilities.</li> </ul> <p><i>The situation remains very fluid. The imminent Ofsted inspection and new curriculum initiatives being introduced increase pressure on staff and impact wellbeing.</i></p> <p><b>Governor comment:</b> <i>The DFE are providing up to £1200 funding for some mental health lead training online.</i></p> <p><b>ACTION:</b> LL to send SLP the links on mental health training and grant.</p> <p><b>ACTION:</b> Governors to address the wellbeing of staff around Covid-19, Ofsted, and new initiatives at the FGB meeting in autumn 2021.</p>	<p>Governors/ Clerk LL</p>

<p><b>Governor comment:</b> It is important to monitor the wellbeing of the senior leadership team (SLT) as well as the rest of the staff.</p> <ul style="list-style-type: none"> <li>• Senior leaders support all staff to develop professionally, build their subject knowledge and continuously improve the quality of their teaching.</li> <li>• Maintain Effective safeguarding practices across the school community.</li> <li>• Maintain effective health &amp; safety practices in regard to COVID-19.</li> </ul>	
<p><b>14. Directors Report</b></p>	
<p>The clerk highlighted the following items on the Directors Report relevant to this committee and recommended governors read the document in its entirety.</p> <ul style="list-style-type: none"> <li>• DfE Updates - Direction to continue remote education. Get help with technology programme announced.</li> <li>• Covid-19 Recovery - Consider which education recovery scheme to opt for and apply for funding.</li> <li>• Wellbeing DfE guidance: 'Promoting and supporting mental health and wellbeing in schools and colleges'</li> <li>• Keeping Children Safe in Education 2021 Note the new Keeping Children Safe in Education 2021 which came into force on 1st September 2021. Best practice is that Governors sign to say they have read and understood parts one to three of Keeping Children Safe in Education.</li> <li>• Sexual Violence and Harassment in Schools OFSTED review of sexual abuse in schools and colleges. Ofsted will request that school and college leaders supply records and analysis of sexual harassment and sexual violence, including online.</li> <li>• Ofsted Restart and Curriculum Briefings Autumn 2021 - Note the revised inspection documents: Outstanding schools now subject to routine inspections under Section 5.</li> </ul> <p>Governors noted that staff members had attended these HMI subject briefings in science and Geography.</p> <ul style="list-style-type: none"> <li>• Early Years Reforms - Note the new Early Years Foundation Stage (EYFS) framework and key aims.</li> <li>• Using Pupil Premium: Guidance for School Leaders and Governing Boards - Schools must publish or update a strategy statement by 31st December every year. Use the DfE template to publish the strategy statement.</li> </ul> <p>Governors noted the school had accessed and used the DfE and EEF guidance.</p>	
<p><b>15. Policies</b></p>	
<p>Governors received the following policies and individual governors reviewed the documents on Governor Hub prior to the meeting:</p> <ul style="list-style-type: none"> <li>• EYFS policy</li> <li>• Antibullying policy</li> </ul>	

<p>The committee approved the EYFS on the recommendation of LL. The committee approved the Antibullying policy on the recommendation of JM.</p> <p>Governors agreed Individual members of the committee would review two further polices and recommend approval or amendments at the FGB meetings.</p> <p><b>ACTION:</b> School Exclusion Policy to be reviewed by ME for FGB approval. <b>ACTION:</b> LL to review the Children with Health Needs Who Cannot Attend School Policy for FGB approval.</p> <p>SLP informed governors that the assessment policy is not statutory and is not requiring review at this PWCP committee meeting.</p> <p>Governors agreed the policy cycle should include individual governor responsibility for policy review before recommendation at committee level.</p> <p><b>ACTION:</b> Policy cycle to be updated by the school and include individual governor responsibility for policy reviews before recommendation at committee level.</p>	
<p><b>16. Any Other Business</b></p>	
<p>No other business.</p>	
<p><b>17. Next Meeting</b></p>	
<p>Governors confirmed the date of the next committee meeting as Thursday 3rd February 2022 at 4pm via MS Teams.</p>	