

XXXX SCHOOL GOVERNING BOARD PUPIL SUPPORT COMMITTEE - NOTICE OF MEETING

Please find enclosed the agenda for the committee meeting to be held at school on:
DAY 00 MONTH 2019 AT 0.00PM

If you are unable to attend this meeting please inform the Clerk, Chair or Headteacher.

Schools subscribing to the Governor Support Service have access to:

- [The Key for School Governors](#) online advice and guidance on a wide range of topics
- [NGA Learning Link](#) an online governor training site and a useful source of information
- Our own guidance documents via [Leeds for Learning](#)  Denotes availability

AGENDA (Autumn term pupil support agenda for a maintained school)

Visit [school wellbeing](#) for access to over 200 resources to support health and wellbeing

1. Apologies and membership matters

2. Declarations of interest

Governors must declare any changes or potential conflicts of interest in items on the agenda.

3. Elect a committee chair (if not done in full governing board meeting)

4. Minutes of the last meeting

5. Matters arising

Ensure the status of each action recorded in the previous minutes is reviewed

6. Governor monitoring of school improvement priorities

The Chair should ensure that governors are involved in regular monitoring/visits to evaluate the progress of school improvement priorities allocated to the committee. Visit reports should be discussed. Reports received from partnerships in place (Cluster, Trust, Area Inclusion Partnership, Learning Alliance, School Improvement Advisor) which evidence the impact of provision/initiatives will allow governors to triangulate information and ask questions ensuring there is appropriate involvement in decision making (TOR 7.16)

7. Attendance, behaviour and attitudes

The behaviour and attitudes judgement in the Ofsted inspection framework considers how leaders and staff create a safe, calm, orderly and positive environment in the school and the impact this has on the behaviour and attitudes of pupils.

- **STATUTORY ITEM:** Governors should be satisfied that the following live documents are in place:
Registers of pupil admissions and pupil attendance (Term of reference 7.15)
- Attendance update (ideally including a governor monitoring report if this is a school priority) including yearly trends and rates of persistent absence. Governors should evaluate strategies to improve the attendance and punctuality of pupils so that disruption is minimised. 
- Behaviour update (Terms of reference 1.15) – Consider whether school has clear and effective behaviour and attendance policies with clearly defined consequences that are applied consistently and fairly by all staff.
NOTE: The spring term FGB agenda includes the consideration and agreement of a governing board statement of behaviour principles which the committee may wish to draft and propose.
- Report exclusions since the last meeting (Terms of reference 7.10)

8. Safeguarding

Report on child protection and safeguarding arrangements, including prevent (ideally including a governor monitoring report)

- **STATUTORY ITEM:** Ensure school has an effective Child Protection policy and safeguarding policies and procedures in place which include arrangements to keep pupils free from the dangers of radicalisation and extremism and understand how these are monitored (e.g. staff training) (TOR 7.01)
- **STATUTORY ITEM:** Ensure staff and governors are fully aware of their responsibilities regarding safer recruitment and governors who will be involved in recruitment have completed training (TOR 7.05)
- **STATUTORY ITEM:** Ensure a central record of recruitment and vetting checks is kept and updated and includes whether checks are made to establish an individual is not subject to a prohibition order. (TOR 7.04)

9. Medical conditions policy

STATUTORY ITEM: Review the arrangements and policy for Supporting Pupils at School with Medical Conditions and ensure that statutory guidance is followed (Term of reference 7.07). Statutory guidance:

Supporting pupils at school with medical conditions NOTE: The policy cannot be approved at committee level but the committee should review it and recommend approval by the full governing board. The policy should address emergency procedures, training supervision record keeping including storage and disposal. It should also name the staff member responsible for co-ordinating healthcare and liaising with parents.

10. Children looked after (CLA)

Monitor and evaluate the effectiveness of provision for children looked after (ideally including a governor monitoring report)  Governors should be satisfied that Personal Education Plans are in place (Term of reference 7.03) and be aware of the new duty to report poor attendance, exclusion and reduced timetable arrangements to the Virtual School Head.

STATUTORY: The designated CLA lead must have regard to the new SRE regulations.

11. Personal development

STATUTORY ITEM: Ensure school promotes the cultural development of pupils through spiritual, moral, cultural, mental and physical development (Term of reference 7.08). Governors may wish to look at the policy paper '[Cultural Education](#)'. Appendix A outlines the minimum levels of cultural activities that pupils should have experienced through school by age, this is voluntary but provides a benchmark for comparison.

12. Stakeholder feedback – pupils and parents

Boards should be able to demonstrate the methods used to seek views from pupils, parents and staff, how these have influenced decision making and how feedback has been shared. (Term of reference 7.06). Agree actions in response to feedback obtained since the last meeting. Suggested discussion:

- How does school listen and respond to the views of pupils and parents?
- Is there an effective method for communicating with parents so they are able to support their child?

13. Complaints policy

STATUTORY ITEM: Review and approve a policy and ensure it is published on the school website (TOR 7.14).

14. School self-evaluation (SEF)

Determine, based on discussion and evidence presented in the meeting, if the 'behaviour and attitudes' or 'personal development' sections in the SEF need to be updated:

15. Any other urgent business

16. Date and time of next meeting

Including the scheduling of governor visits to be undertaken prior to the next meeting.

Organisational note: the following items appear on the agenda for the spring term and should be a feature of reports provided and minutes for the next meeting:

- School food and milk **STATUTORY ITEM**
- Stakeholder feedback