



**Minutes of the Wellbeing Committee Meeting held on Thursday 22<sup>nd</sup> March 2018, which commenced at 1630hrs in the Sleaford base.**

Serial No	Item	Comments	Action
1.	Members Present	Mrs Jo O'Neill (Chair) JO Mr John Gibson JG Mrs Sue Morrison SM Mr Steve Barnes SB Mrs Bev Lee BL	
2.	Apologies	Mr Tony McCarthy Mr Neil Blackwell NB	
3.	Declaration of Pecuniary Interests	All Governors confirmed, verbally in this instance, that they did not have any pecuniary interests.	All
4.	Minutes of previous meeting	The minutes of the previous meeting held 16 <sup>th</sup> November 2017 were accepted as a true record and signed by the Chair.	JO
5.	Matters arising from last minutes	<p>Para 5 – School Trips – The school trip to London on Wednesday 13<sup>th</sup> December 2017 had been a tour-de-force. Permission for use of photos from the event is being sought from parents. In future school might consider splitting requests to publish between 'parents only' and 'general'.</p> <p>Para 5 – HLTA Role – resolved that in this case it should have been assessed (for CPD purposes) against ordinary role and not HLTA.</p> <p>Para 6 – Much of the safeguarding training is now done on-line. SB/BL to email link to Governors and coordinate necessary training. Governors to forward completion certificates to BL.</p> <p>Para 6 – Staff should have completed all three safeguarding units by Easter.</p> <p>Para 6 – Procedural information has been added to the safeguarding policy and SM has looked at three different case studies, all different but well explained. SM commends actions taken so far but would like to follow them up at a future meeting with BL. Files stored on Governors shared drive by BL. Staff congratulated on comprehensive reports and reporting.</p> <p>Para 12 – Transition plans perused/acknowledged as comprehensive – now stored on shared drive. Transition arrangements involving change in personnel (staff) are eased if new staff can start early, otherwise other staff are used as a 'bridge'.</p>	<p>All</p> <p>SB</p> <p>SB/BL</p> <p>BL</p> <p>SM/BL</p> <p>All</p> <p>All</p>



		<p>embedded and our follow-up checks on case studies etc are awaited before full assurance can be agreed. In regard to EE17 the Governors are assured that the monitoring and reporting of safeguarding issues is both thorough and robust.</p>	
7.	Pupil Discipline Report (EE19)	<p>BL provided Governors with a pupil discipline report with the following commentary (a full copy of the report is available):</p> <p style="text-align: center;"><b>Total 17/18:    Poor behaviour – 3 Fixed term Exclusions – 2 Internal exclusions/isolation – 5 Bullying – 4 Discriminatory – 1</b></p> <p>Any instances relating to minor, low level behavior are recorded on pupil files. Those of a more serious nature (requiring SLT involvement/advice) are logged centrally. This is a new process this year, hence an increase in numbers.</p> <p>There have been no internal or fixed term exclusions since the last Wellbeing Committee.</p> <p>One incident of suspected discriminatory language was promptly followed by a tutor time in base about diversity. There have been no further issues.</p> <p>There have been five allegations of bullying across the school since September. One is ongoing. The difficulties have arisen mostly due to pupil's perception of events rather than anything targeted or personal. CAMHS have been involved where relevant to offer support in this area. Pupils have been supported back in to school and measures taken to enable them to feel safe. Pupils know who to talk to if feeling vulnerable, as evidenced by pupil voice.</p> <p>Due to the complex health needs of the cohort, we are unable to adopt a "one size fits all" approach and as such pupils displaying challenging behavior are subject to an individual support plan which identifies what they need in order to be successful in school. 6 pupils currently have such a plan.</p> <p>In one instance this year, where pupil behavior has potentially put others at risk, in liaison with CAMHS, tuition has been offered in the home as an alternative.</p> <p>A reward system is in place with events in each base at the end of each term.</p>	All

		<p>An updated behavior policy is awaiting the Head Teacher's approval as it has been amended to mirror training days at the beginning of the year (in response to a spike in behavioural incidents).</p> <p>In regard to EE19, whilst data related to pupil discipline is routinely collected, the school's discipline policy needs updating, formally signing off and further embedding. A report to the next meeting of the committee was requested, recording numbers of <b>pupils</b> involved as well as numbers of incidents.</p>	
8.	Pupil Attendance Report (EE20)	<p>BL presented an updated attendance report (a full copy of the report is available):</p> <p>Governors noted figures on upward trajectory despite increase in pupil numbers. Also noted use of spot checks (recorded on shared drive), and that school provision in the wider sense is being challenged.</p> <p>Key groups are generally in line with whole school figures.</p> <p>RSO's and case managers know their cases – key relationships.</p> <p>Regular data collection helps earlier intervention.</p> <p>Holistic progress checks mean attendance is everyone's business.</p> <p>Calls made home once register closed – safeguarding.</p> <p>1:1 attendance recorded more effectively.</p> <p>CIN/CP pupils attend regularly – school viewed as 'safe.'</p> <p>Spot checks have been started to ensure procedures are followed.</p> <p>Pupils are generally in school more – whole school figures are impacted by those persistently absent.</p> <p>In Progress Check 3, pupils excelling have been identified so that interventions may be implemented. This may mean more time in school.</p> <p>Certificates and raffle have been re-established including an award for 'most improved' attendance.</p> <p>Increase in blended learning offers (NPQSL project).</p> <p><b><u>Ongoing challenges.</u></b></p> <p>Hard to engage pupils. Persistent absence before Pilgrim – how to hook them in. ASD pupils in particular become 'stuck'.</p>	All

		<p>Health impacts attendance.</p> <p>Increased curriculum pressures – increased provision and pressure on all.</p> <p>Involving mainstream schools in progress and areas of concern.</p> <p>Lack of external agencies – pupils not receiving support for needs other than education meaning they make limited progress.</p> <p>Restrictions of timetable and group numbers – increase in timetable not always possible.</p> <p><b><u>Current focus</u></b></p> <p>Setting whole school target/success criteria – to look at % of pupils who make increase rather than an actual figure.</p> <p>Inconsistent use of transition plans for hard to engage pupils.</p> <p>Persistent absentees – identifying alternative provision/strategies (NPQSL project).</p> <p>Creating a ‘what next’ approach for those performing well.</p> <p>In regard to EE20, Governors agreed that we had further progressed from the last meeting. Pupil attendance is systematically monitored and followed up but checking/auditing of these arrangements and further steps to tackle persistent absence was required (if indeed such further steps are feasible within existing resources).</p> <p>Governors noted the high quality in presentation of data across all reports/areas and thanked BL.</p>	BL
9.	Progress Check 3 – Track and Act	Report presented by BL made available for Governors to view. All really positive. 82% show improvement since PC1, across all areas. Of 22 featured on first Track and Act, 66% have made good/outstanding progress. Small numbers for minority groups makes meaningful conclusions invalid in certain cases. Governors wished to thank everyone for their efforts and achievements,	BL  All
10.	Progress on Wellbeing Award	Information on this award had been sent to Governors ahead of the meeting. Governors were pleased to note that this award covers staff as well as pupils.	All
11.	Progress on Careers Mark	YP is working on this. To complete by December 2018. All RSOs doing level 3 qualification as careers advisors. Governors hugely impressed and supportive of this initiative. Discussed benefit of Destination Surveys and data 3 years post exit. Further discussed difficulties for pupils who leave in good state but then struggle. In Governors opinion there is a strong case for campaigning for the Pilgrim School having a 6 <sup>th</sup> Form.	All  JG / NB

		As bottom line, would need 7 pupils with EHC plan wanting place before LA might be supportive. Current offer too narrow at KS3, never mind post 16. Discussed breadth of curriculum and need to meet statutory requirements  Thanks to JG and NB for assistance with Interviews and CVs at Careers Fayre on 19 <sup>th</sup> March 2018 in Lincoln. Next due in Boston on 23 <sup>rd</sup> April 2018 – SM to attend.	SM
12.	Progress on Autism Mark	Delete from agenda	NB
13.	Progress with LSCB online audit tool	Few minor sections to be completed by BL and HG. SM and BL to meet in June to discuss. Needs consideration at next Wellbeing Committee meeting in July, before submission to LA (just) ahead of deadline.	BL/HG/SM  All
14.	Progress on Easter Club	Currently there are 14 applicants. One problem has emerged in that Rotary can't transport the children as had been hoped. YMCA to apply for additional funding to cover this but in the interim school (HG) will be booking usual taxis to transport pupils to and from venue. School to be refunded in arrears, assuming funding application is successful. Focus will be on English and Maths as no science teacher identified as yet. Ongoing discussions with pupils about what topics to cover. This is a pilot, very much YMCA led. Three members of staff are engaged to assist.	All
15.	Items for next agenda	Governors requested items/reports on <ul style="list-style-type: none"> <li>• Pupil Voice</li> <li>• Destination Data</li> <li>• Allocation / attachment of Governors to Bases</li> <li>• Appointment of Curriculum Governor</li> </ul>	SB SB NB/JG NB/JG
16.	Date and time of next meeting	Thursday 12 <sup>th</sup> July 2018 at 9am at the Louth Base, ahead of the Governors away day.	All

Minutes compiled by

Minutes agreed as true record

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J Gibson for N Blackwell

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J O'Neill / Chair

Date: 22 March 2018

Date: