



**Olchfa School Governing Body  
Minutes of the Care, Support & Guidance Committee Meeting held  
on Wednesday 25 October 2023 at 5.15 pm  
in the Conference Centre**

Present	Ms Ros Colasanto Mr James Ellis Prof Ann John Cllr Jeff Jones Mr Matthew Jones	Mr Julian Kennedy Mrs Suzi Smith Mr Ian Stewart Mrs Hannah Vincent
Apologies	Prof Tariq Butt Cllr Mike Day	Mrs Karen Holland Mr Damian Rees
In attendance	Mr Andrew Charles, Assistant Headteacher Mr Rob Williams, Assistant Headteacher, ALNCo Mrs Jan Platt, Clerk to the Governing Body	

		<b>ACTION</b>
<b>CSG23.01</b>	<b>Apologies for Absence</b>	
1	Apologies were received and accepted from those named above.	
<b>CSG23.02</b>	<b>Elect Chair of the Committee for Academic Year 2023-2024</b>	
2	Mr Ellis was elected Chair of the Committee.	
<b>CSG23.03</b>	<b>Terms of Reference</b>	
3	The Terms of Reference were agreed when: <ul style="list-style-type: none"><li>• the fourth bullet point on page 2 under 'attendance targets are agreed' was removed and a bullet point was added under 'Members of the committee will monitor and evaluate' - 'attendance';</li><li>• following the discussion on ALN, Governors agreed that 'ALN' should be followed by 'and associated vulnerabilities'.</li></ul>	
<b>CSG23.04</b>	<b>Minutes of the last meeting (7 February 2023)</b>	
4	The minutes of the meeting were agreed to be a true record when one typo had been rectified. There were no matters arising.	
<b>CSG23.05</b>	<b>Pastoral Update</b>	
5	Mr Charles reported that the attendance headline figure was 93.11% (this time last year it had been 92.94%). Data from other schools would be published later in the year so it was difficult to make comparisons at this point. Individual	Clerk

- pupil expectation at Olchfa was 96% and the school was working with families where attendance was low.
- 6 A Family Engagement Worker had been appointed, and her role was to engage with specific pupils and families. She had not been in post long and the role would be evaluated as it evolved and the committee would be updated in due course.
- 7 There was a renewed focus on punctuality which was resulting in an improvement (800 fewer lates now than this time last year).
- 8 The Chair commented that the benefits of having a Family Engagement Worker were significant in terms of safeguarding but also because the role operated outside teaching staff. He hoped that it would be transformational for the school. Mr Kennedy said that, although most of the cluster primaries had their own member of staff to do this work, they were also able to request help from Olchfa's FEW if needed.
- 9 Fixed Term Exclusions: Mr Charles said that this time last year FTEs had been issued to 23 pupils totalling 36 days. This year that figure was 5 pupils and 5.5 days.
- 10 In terms of pupil support during these times of global conflict, there was the usual support of Form Tutors, PGWs etc but staff were also being pro-active in identifying students who might be directly affected by world events. Information had been shared with staff to help them deal with questions in an informed and neutral way. The school was also looking at appropriate ways of raising money for a registered charity. Links were also being re-built with EYST.
- 11 In terms of parent support, there was a new initiative called 'Mind of their Own' which helped parents to support young people's mental and emotional health. Hannah's parenting sessions (Time Out for Parents) were also well attended and appreciated.
- CSG23.06 Anti-bullying Policy**
- 12 Governors discussed the policy, much of the wording of which was taken from WG guidance. They could agree the policy when the amendments below had been made:
- page 2: include explanations for all behaviours listed not just for 'Insults and banter';
  - it was made explicit that the school would act on any incidents which they were aware of which had occurred outside school;

- any mention of ‘victim and perpetrator’ be changed to ‘those involved in bullying’.

**ACTION**

Versions of the policy appropriate for parents and pupils would be produced and disseminated.

Mrs Vincent left the meeting at 6.05 pm.

**CSG23.07 Additional Learning Needs Provision – Update**

- 13 Mr Williams ran through the document provided. The following points arose in addition.
- 14 Mr Williams said that the advice from WG was not to have an **ALN policy** within schools but to ensure that the wider ALN Code was signposted to parents and the wider school community. Currently there was a certain amount of confusion with schools doing different things. He proposed to bring to the spring meeting a handbook which would replace the current policy, primarily signposting the Code but which would give people more of an idea about what was offered in Olchfa.
- 15 He was not bringing any statistics to this meeting as nationally these were not coherent while two different systems were running.
- 16 Mr Williams explained that the threshold to have a statutory entitlement to an IDP was fairly high. Currently there were 52 IDPs (traditional statements had been approx. 30) across the school but 282 Learning Plans. In terms of the percentage suggested by the LA, he would be looking at increasing the number of IDPs, taking into account possible multiple needs currently covered by Learning Plans.
- 17 Mr Williams said that he had embarked upon a review of Learning Plans which involved looking at pupils on a case by case basis, speaking to parents etc. When the review was complete he hoped that Provision Map would enable parents to access them on-line. He would update Governors on progress and provide statistics at the spring term meeting. Governors reiterated the importance of having good data to back up the information they were receiving.
- 18 Mr Williams said that a living document existed for those Year 10 students he felt needed **access arrangements**. The information in this document would need to be communicated with parents. Teachers continued to be upskilled and he hoped that part of the January INSET would focus on universal provision.

- 19 In terms of the STF, Governors were aware that County were working on a new plan for STFs across the county. Mr Kennedy would update Governors in due course.
- CSG23.08 EAL Update**
- 20 Mr Williams made Governors aware that the school had a specialist teacher for EAL who primarily supported pupils at the early stage of English acquisition. She worked bilingually in Arabic. There was also a bilingual Mandarin TA one day a week. It was a small team but with a lot of expertise. Inconsistencies in data and recording (some historic) had been identified so a data cleanse would be undertaken and the children reassessed. He would bring statistics to Governors in the spring term.
- CSG23.09 To note the date of the next meeting**
- 21 Governors noted that the next meeting of the committee would take place on Wednesday 21 February 2024.
- 22 The chair asked about staff wellbeing. Mr Kennedy said that this was being pursued successfully in school but that the LA did not believe delegated funds should be spent on staff. The school did, however, offer subsidised healthcare. He would ask Mr Salmon, as staff wellbeing lead, to attend the next meeting to feed back on this.
- 23 He would also update Governors on the multi-faith zone plans at the next meeting.
- 24 There being no further business, the meeting concluded at 6.52 pm.