



Olchfa School Governing Body
Minutes of the Care, Support & Guidance Committee Meeting held
on Wednesday 16 October 2024 at 5.15 pm
in the Conference Centre

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

		ACTION
CS&G24.01	Apologies for Absence	
1	Apologies were received and accepted from those named above.	
CS&G24.02	Elect Chair of the Committee for Academic Year 2024-2025	
2	Mr Rees was elected Chair of the Committee for the academic year.	
CS&G24.03	Terms of Reference 2024-2025	
3	The Terms of Reference were agreed.	
CS&G24.04	Minutes of the last meeting (5 June 2024)	
4	<ul style="list-style-type: none">The minutes were agreed to be a true record when the wording in 6.1 was changed to 'Mr Williams said that the Welsh Government had moved the timescales for implementation of the new ALN code to 2024-2025. Olchfa, however, would be fully migrated by July 2024.Action point: 4.3 extra data around absences: Mr Charles said this would be picked up as part of his report.	
CS&G24.05	Additional Learning Needs Provision – Update	
5	Mr Williams presented his update to Governors (document attached). Key points were: <ul style="list-style-type: none">There had been an increase in number of IDPs (Individual Development Plans).Consistent approach to TA support in year groups.Importance of student independence.Financial concerns about sustainability of current support model.Exploring AI to supplement TA provision.	

	<ul style="list-style-type: none"> • Challenges with behaviour support for ADHD and ASD students. • Collaboration with specialists and NHS services. • Focus on targeted interventions for social, emotional, and mental health (SEMH). • Interventions: Existing programmes for numeracy, literacy, dyslexia, and SEMH. • Olchfa Learning Plans: Need for quality improvement and consistency. • EAL (English as an Additional Language): This is a separate support system from ALN. • Challenges in identifying and assessing needs for students with both EAL and ALN. • New STF: Concerns about space, funding, and timelines. 	ACTION
6	<p>Mr Rees thanked Mr Williams for his presentation and looked forward to seeing progress. Mr Williams said that Mrs Smith would be coming into school soon to see how things were going and he hoped Prof John would be able to come in too. Mr Williams left the meeting at 6.05 pm.</p>	
<p>CS&G24.06 7</p>	<p>Promoting Core Values and Positive Behaviour – Policy Review</p> <p>Governors discussed revisions to the behaviour policy, including:</p> <ul style="list-style-type: none"> • Increased focus on recognizing positive behaviours. • Clarification of expectations around attendance and achievement. • Revisions to graduated sanctions procedures. • Dissemination plan for sharing the updated policy with students and staff. <p>The final report would be re-formatted and distributed to Governors for information.</p>	
<p>CS&G25.07 8</p>	<p>Pastoral Update</p> <p>Mr Charles ran through his absences information which Governors had received in advance. The key points are below:</p> <ul style="list-style-type: none"> • Growth in number of students with attendance concerns, particularly in Years 9 and 10. • Possible explanations include mental health, day illnesses, holidays, and cultural shifts. • Need for more forensic data analysis to identify specific causes. • Tracking attendance trends across year groups. • Collaboration between LLs and PGWs (Pastoral Guidance Workers) on attendance improvement strategies. • No current concerns about safeguarding or exploitation linked to absences. • There had been positive feedback on recent staff safeguarding training and parent support programmes. • The second Wellbeing Fayre would take place that Friday. 	ADC

		ACTION
	Mrs Vincent left the meeting at 6.25 pm.	
9	Mrs Smith said she had recently met with Swansea Young Carers whose support provision had been enhanced. She recommended that the school get in touch with them if they had not already done so.	
CS&G25.08	To note the date of the next meeting - Wednesday 12 February 2025	
10	Governors noted the date of the next meeting.	
11	There being no further business, the meeting concluded at 6.50 pm.	