



**Olchfa School Governing Body
Minutes of the Care, Support & Guidance Committee Meeting held
on Wednesday 11 June 2025 at 5.15 pm
in the Conference Centre**

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

The Chair welcomed all present and the meeting commenced at 5.15 pm.

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CS&G24.14	Apologies	
1	Apologies were received and accepted from those named above.	
CS&G24.15	Minutes of the last meeting (2 April 2025)	
2	The minutes were agreed to be a true record.	
CS&G24.16	ALN Update	
3	Mr Williams circulated some notes for Governors' information. He highlighted the following points:	
3.1	<u>STF</u> Mr Williams said that the new STF would be opening on 1 September and, as Governors were aware, would be for pupils with severe learning difficulties. He was now in the process of meeting with the pupils which was going well. The new STF teacher, David James, had been appointed and had been in to school to meet one of the children already. An advert for a Level 3 Teaching Assistant for the STF had gone out that afternoon. The LA was funding a half day of Occupational Therapist consultancy to advise and support the school on the set-up for the new STF. He was hoping this could be done in September.	
3.2	<u>Migration to the national ALN system</u> Olchfa had met its statutory requirement for migrating from the old SEN system to the new ALN system and had, in fact been over a year ahead of the deadline. The school	

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3.3	<p>had fully migrated to the IDP system which had been embedded for some years.</p> <p><u>Annual Reviews of IDPs</u></p> <p>Mr Williams said that the number of IDPs was increasing and currently he was undertaking a significant number of annual reviews of IDPs. It was a lengthy process but it had to be done thoroughly. Pupils on an IDP generally had very high achievement, lots of achievement points and were motivated pupils who wanted to be in school. This indicated that the school was providing an environment which pupils wanted to be in. Parents were positive about the structural change of having shared TA support across KS3. The support could still be accessed but in mixed ability classes. There was now an online booking system for Annual Reviews and this was more efficient in terms of making appointments. Rhodri Cadwalladr (TA) was singled out for praise from Mrs Vincent for the way he was taking the lead, in conjunction with the pastoral team, on running friendship building sessions with pupils from his form.</p>	
3.4	<p><u>Access Arrangements and Examinations</u></p> <p>Mr Williams said there continued to be a growing number of access arrangements and this was part of a national trend. The school was now better at identifying needs early on. The amount of admin required was significant and only Katherine Johnson and he were trained assessors. Katherine would be leaving at the end of term so there would be a gap. The school was looking at the possibility of outsourcing or training a current member of staff. It took almost a year to complete the qualification so it was possible that outsourcing would happen while a member of staff undertook the training. Ideally this would be a suitable member of support staff (no teaching commitment) with a degree.</p>	
3.5	<p><u>Transition</u></p> <p>Transition was going well and very positive links had been forged with partner primaries and informal partner schools too. Mr Williams said he had attended five partner schools, and a further five non-partner primaries, to review IDPs. There was time pressure on resourcing these meetings to ensure everything was in place when children joined the school. Unlike the statement system, there was no formal way of obtaining this information and a couple of placements for the next year involved very complex IDPs.</p>	

- 3.6 Learning Centre Review/Interventions Review
Mr Williams said that a review had been undertaken by Matt Salmon on literacy and numeracy interventions. As a result of that, they were piloting a new structured literacy programme called Lexonic. Mr Salmon had also almost completed a review of the Learning Centre more widely. Mr Williams would update Governors on both in due course.
- 3.7 The chair thanked Mr Williams for a thorough and detailed update.
- CS&G24.17 Pastoral Update**
- 4.1 Mr Charles said that he would be brief as Governors had looked at data in detail at the last meeting. In terms of attendance, the headline figure was 92.2% which was 1.4% ahead of the last academic year.
- 4.2 A Pupil and Family Engagement Worker – Tara Harris - had been employed and had hit the ground running. Her key focus was tracking vulnerable learners and investigating what could be done in terms of constructing bespoke packages for disengaged learners.
- 4.3 Mr Charles said that his action point from the last meeting was to publicise the student support email address on pupil computers. This had been done. The banner would change throughout the year but the support details would be the main information displayed.
- 4.4 The SAB Pupil Voice Wellbeing video was being played for pupils that Friday. It talked about some of the stands at the Wellbeing Fayre and the support mechanisms that pupils could access both in school and externally. Two members of the pastoral team were now able to refer pupils directly to CAHMS and two more would be trained.
- 4.5 Regarding transition – Year 6 into Year 7 – Matt Salmon had been leading a parent focus group since the previous academic year and was building it up slowly. They came in during parents’ evenings and a coffee morning for Year 6 parents was being organised which would be fronted by parents involved in the group. Year 11 into Year 12 transition plans were in place to support the incoming cohort. Numbers were very healthy and a good proportion of new Year 12 were coming from other schools.
- 4.6 Mr Charles said that, currently, the school had 0.6 FTE EWO cover. The LA had problems with the EWO service and were looking to do a pilot with Olchfa and some other

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- schools which took into account the fact that issues could be familial and early intervention could help. Mr Kennedy explained that although the service would be working in the cluster it would not be dealing with all Olchfa pupils. Also, the funding would be ring-fenced for one year and then absorbed into the school's budget. Eventually, they would also want the school to recruit and directly employ the EWO. Mr Kennedy said he thought they should decline and asked for Governors' thoughts. Mr Rees said he did not think a pilot model was necessary, the LA could just build this in. Governors said that the school had assisted in various initiatives over the years but agreed that the school should not be involved in this pilot at this time.
- 4.7 The Chair said it was positive to see the results of the hard work done with pupils and families. It was paying dividends in terms of engagement. Mr Kennedy said the specialist teams did a great job but the whole-school environment also contributed.
- CS&G24.18 To note the next meeting would take place in October (date to be confirmed)**
- 5 Governors noted that the Clerk would send out details of the next year's meetings in due course.
- 6 There being no further business, the Chair thanked everyone for attending and the meeting ended at 5.46 pm.