

**WOODLANDS MEED
LEARNING & WELLBEING COMMITTEE MEETING**

Wednesday, 7th October 2020 at 4.00pm

Meeting held on TEAMS due to covid 19 restrictions

COMMITTEE PRESENT: Simon Virgo (SV), Sandra Boyd (SB), Marion Wilcock (MGW), Heather Trott (HT), Rose Griffiths (RG)

Associate Members present: Gillian Barton (GB), Chris Carter (CC), Vikki Macrae (VM), Thomas Brown (TB)

Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

As per Ofsted recommendation (2018) all reports submitted are concise and focused allowing detailed analysis from Committee

MINUTES		
1.	Welcome, Introductions and Apologies Apologies were received and accepted from Adam Rowland.	
2.	Declaration of Interests None to declare in the meeting.	
3.	Election of Chairman & Vice Chair Sandra Boyd was re-elected as chair and Simon Virgo as vice-chair, both for the period of one year.	
4.	Review and approve committee Terms of Reference (attached) SB highlighted the importance of ensuring the terms of reference were up to date and guided the work of the committee. SB went through each point and used the expertise of governors and staff to make amendments and to clarify how the committee carried out their responsibilities. <i>Point 1:</i> Checked by viewing long term plans, curriculum offer and overview. No change. <i>Point 2:</i> No change <i>Point 3:</i> Targets were those set by WM. <i>Point 4:</i> All pupils are special needs. Suggest amend to reflect SEN needs. <i>Point 5:</i> Curriculum policies were not statutory but the committee had an effective overview of policies through the tracker and were informed as policies were reviewed. No change. <i>Point 6:</i> Change to reflect there were no statutory/non statutory targets and reporting to the LA as appropriate. <i>Point 9:</i> Remove. No annual categorization. <i>Point 10:</i> The committee raised the issues regarding comparison data with similar schools. They understood Ofsted were no longer focusing on data but the importance of qualitative data for WM pupils was well known. It was agreed that the small year groups and the very different cohorts from year to year made comparisons difficult. Learning from other schools was seen as effective and VM discussed the Moderation visits and the valuable insights gained. It was agreed committee member/s should be invited to the next Moderation visit to see an example of how good practice was shared between local similar schools. The committee discussed how target setting needed to be aspirational and suggested inserting a sentence requiring monitor and review of aspirational	Invitation to cttee members

	<p>target setting by using school data and comparing with other schools best practice.</p> <p><i>Point 11:</i> The committee believed the school self-evaluation needed to be scrutinized but were wary of using aggressive language. A column in the SIP showed the evidence of school evaluation. Change to monitor and review the SEF.</p> <p><i>Point 12:</i> There was no hard copy of the prospectus. The committee questioned what they should review and which committee would have responsibility. Currently, the FGB was responsible for ensuring the website contained the accurate and up to date information. MGW to follow up with AFR at meeting on 9/10/20.</p> <p><i>Point 13:</i> Add 'and monitor' to approve the final action plan.</p> <p><i>Point 14:</i> Add how parents are kept informed through communication channels.</p> <p><i>Point 15:</i> CC provided a comprehensive report at each meeting and suggested adding and monitor progress of EHP caseload. SB used this opportunity to remind governors of the excellent WSCC training for governors' role in safeguarding.</p> <p><i>Point 16:</i> It was noted the recent Friday afternoon time change had been taken direct to FGB. It was agreed to keep under L&WB with FGB oversight.</p> <p><i>Point 17:</i> The committee established nutrition standards were a governor responsibility. As WSCC provided the catering service, SB to ask Helen Turner at WSCC for a report.</p> <p><i>Point 18, 19 and 20:</i> No change.</p> <p>LR was asked to make the change to the ToR and get committee feedback for recommendation to the FGB for approval on 30/11/20.</p>	<p>MGW/AFR 9/10/20</p> <p>All</p> <p>SB 23/2/20</p> <p>LR 30/11/20</p>
5.	<p>Approval of last minutes dated 15th June 2020</p> <p>The minutes were approved and electronically signed as a true record. LR confirmed the procedures in place whilst hard signatures were not possible.</p>	
6.	<p>Matters Arising/Action Grid</p> <p>a) <u>Relationships & Sex Education & Health Education (RSHE) – implementation date moved to April 2021</u></p> <p>TB reported on the changes to the policy and implementation. To be sent to the next policy meeting for approval.</p> <p>b) <u>Pupil Premium Governor</u></p> <p>Rob Landauer had been suggested as pupil premium and sports premium governor to monitor the value for money and effectiveness of the funding. VM would continue to give a full report on the pupil premium interventions and impact at termly L&WB meetings.</p>	<p>Policy 30/11/20</p> <p>MGW 30/11/20</p>
7.	<p>Notice of AOB</p> <p>None.</p>	
8.	<p>Commissioned by FGB</p> <p>a) <u>Report on use and impact of SALT funding</u></p> <p>GB enthusiastically reported on the impact of online training post covid 19 and the ability to train a large number of staff in one session. She highlighted the Picture Exchange training scheduled for the January Inset and Friday afternoons using the extra funding. By training in this way, it would give a much more consistent approach on communication across the school. GB commented on the wide range of opportunities available, such as extending Makaton use within</p>	

	<p>school and taking it out into the community. The committee were excited by the range of possibilities and understood GB would continue to investigate opportunities for a three-year plan, and a good start had been made.</p> <p>b) <u>Use and benefit from improved practice learned during lockdown/covid restrictions relating to L&WB</u></p> <p>The committee were determined that any positive effects of working under covid 19 restrictions were integrated into normal procedure.</p> <p>HT confirmed the benefits of home working, home learning and training. TB commented on the value of virtual annual reviews and CC noted that recording training sessions ensured all staff received the training efficiently. One member of staff had effectively managed to teach his class in school from home while he was off for two weeks. VM reported on the successful interactive assemblies currently taking place. There had also been improvements to the use of the common room and some pupils had benefited from lunch in the classroom. The committee were pleased to learn that when the school had to close because there was no water staff and pupils had easily switched to home learning.</p> <p>RG checked if all families had accessed and embraced online contact. TB confirmed that contact was maintained with all families and that options were given for phone contacts and in exceptional circumstances visits to site. All staff members present commented on the ease of transition this year. GB did wonder if less transition work had lessened anxiety for some pupils. VM also stressed the work carried out to prepare for the return to school had ensured pupils settled in quickly, were happy to be back and grateful for the routine. The committee thanked the leadership team for their interesting insights and were confident that lessons learned during covid were being introduced into school practice. They all though believed in the real benefits of face to face interaction.</p>	
9.	<p>Reports for Summer Term</p> <p>a) <u>End of year results - college</u></p> <p>TB had reported on the qualification data for 2019/20 which the committee had studied. The committee noted the small year 11 size and impact on percentages. The committee applauded the successes. They discussed the drop in performance due to attendance but recognized the benefits for pupils of being offered alternative provision where appropriate. The committee noted the value of individualized learning and the importance of the flexible curriculum pupils were given at WM.</p> <p>MGW commented on the planned closure of the 16-19 offer, except for PMLD at Oakgrove and the committee, as a foundation school, were determined WM's 16-19 provision would continue to support their pupils and should not be impacted by the closure at Oakgrove or changes in WSCC's provision. They noted the value of providing the right offer and ensuring pupils left when they were ready.</p>	
10	<p>SEND Review</p> <p>a) <u>National data for special needs schools' achievements</u></p> <p>The committee had discussed the challenges of comparison data under the terms of reference. TB was investigating ways to work with local similar schools to compare and learn from best practice.</p>	
11	<p>Are there any barriers to a broad and balanced curriculum?(constant agenda item)</p> <p>Covid 19 had had an inevitable impact on therapies provided and the curriculum had been altered to allow pupils/staff to work in pods.</p>	
12	Verbal report on current pupil and staff well being	

	Staff had reported on the enthusiasm of pupils to be back in school. Only one member of staff was not back due to shielding. The pod system was working well to protect staff but it did mean staff cover could not be shared which had left the school very close to closing on a few occasions. However, VM noted how positive staff were being and were always on the lookout for solutions. SB said governors had been thanking staff since the beginning of lockdown and the committee highlighted the amazing work teachers were continually doing in challenging circumstances and asked for their thanks to be recorded again.	
13 Safeguarding	<p>The committee had received CC's report. They appreciated the level of support the safeguarding team had given families and the close contact maintained. They discussed the Operation Encompass referrals and were concerned there had been no follow up with the school. However, CC explained it was a system WM signed up for and they had no recourse for action. The committee appreciated there may have been extenuating circumstances but agreed it was something to monitor.</p> <p>a) <u>Number of Mash referrals - new and ongoing – impact following Inspection on WSCC Care Services</u></p> <p>1 referral. CC confirmed most concerns were going direct to social workers rather than via MASH as part of the good practice and ongoing dialogue between WM, the family and social care.</p> <p>b) <u>LADO referrals new and ongoing</u></p> <p>1.</p>	
14 Anything to add to the Risk Register	The committee were aware of the risk of tightening government restrictions.	
15 What impact has the meeting had on pupils Wellbeing of children and staff. Review of lessons learned from Covid Lockdown which are now being integrated long term. Looking forward to how best to make comparisons with local & national data and seeking best practice models. Review of ToR to ensure they remain current. Accepting feedback on efficacy of the use of additional SALT funding.		
16 Date of Next Meeting	LR asked to move the meeting from 8/2/21 and the new date was confirmed as Wednesday, 3 rd March 2021 at 4pm on TEAMS.	

SIGNED.....*Sandra Boyd*..... DATE.....3rd March 2021

ACTION GRID October 2020		
4	Committee members to be invited to attend joint school moderation when appropriate.	VM/TB
4	Check how governors should monitor school prospectus.	MGW/AFR
4	Governors to sign up for short online safeguarding training run by WSCC.	All
4	Contact Helen Turner for information on nutrition standards in school.	SB
4	Amend terms of reference for final review and then approval at FGB	✓
6	RSHE policy to policy committee.	Policy
6	Ask Rob Landauer to monitor pupil premium & sports premium expenditure	MGW
14	Add risk of tightening covid restrictions to register.	✓

