

SPRING TERM 2019 GOVERNING BOARD MINUTES

**MINUTES OF A MEETING OF THE GOVERNORS OF
SACRED HEART RC PRIMARY SCHOOL**

HELD AT THE SCHOOL ON THURSDAY 14TH MARCH 2019 at 6.00 P.M.

PRESENT: Mrs C Kierans – Chair of Governors
Mrs P Dungworth – Headteacher
Mrs J Bannon
Mrs S Brown
Mrs D Chadwick
Mrs R Taylor

IN ATTENDANCE: Mrs L James – For Clerk to Governors
Mrs N Ashworth – Associate Member
Mrs L Price – Observer (Deputy Headteacher)

PROCEDURAL ITEMS

The Chair opened the meeting at 6.10 p.m. and confirmed that the Governing Board meeting was quorate.

233 **OPENING PRAYER**

The Governing Board meeting opened with a prayer.

234 **APOLOGIES**

Apologies and reasons for absence were received as follows:

Governor name	Reason for absence
Mr P Vundule	Not recorded

Apologies for absence were not received from Fr K Murphy.

RESOLVED:

Governors give their consent to the absence of Mr P Vundule and Fr K Murphy.

AGREED ACTION BY:

Governor Support.

235 **DECLARATION OF INTEREST**

Governors were advised that individuals must withdraw from any discussion where a conflict of interest (pecuniary interest or conflict of loyalty) would arise between that individual and the Governing Board or where a fair hearing is required and there is reasonable doubt about the impartiality.

Approved by FGB/
Signed by Chair: _____
Date: _____

RESOLVED:

No declarations were made.

236	<u>NOMINATION OF / APPOINTMENT OF LOCAL AUTHORITY GOVERNOR</u>
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There were no nominations for a Local Authority (LA) Governor for Governors to consider.

A conversation took place in relation to Mrs J Bannon; initially she had been appointed as a LA Governor but more recently it had been agreed that she should be appointed as a Foundation Governor, and this had since been confirmed by the Diocese. Governors were advised that, therefore, the vacancy for a LA Governor remains, and the Headteacher advised Governors that she would take further direction from the LA in relation to receiving a nomination.

RESOLVED:

- i) **Governors note that there is a vacancy for the LA Governor role.**
- ii) **Governors await further details on a nomination for a Local Authority Governor.**

AGREED ACTION BY:

Governor Support.

237	<u>APPOINTMENT OF ASSOCIATE MEMBER</u>
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There were no nominations for an Associate Member for Governors to consider.

238	<u>REVIEW OF COMMITTEE STRUCTURE</u>
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Governors reviewed their delegation decisions and Link Governor appointments. Governors received a briefing note reminding them of their Committee structures and Governors eligibility for Committees. Governors also received details of current Committee structures and membership as appended to the minutes of the previous meeting and agreed that the Committees remain as previously discussed with the removal of Mrs E Stefanska-Domin due to her resignation, and the addition of Mrs Bannon to each Committee.

RESOLVED:

That, Governors confirm their delegation to the Committees and Committee Membership as previously agreed, with the following amendments:

- i) **That, Mrs J Bannon is added to each of the Committees.**
- ii) **That, Mrs E Stefanska-Domin's resignation be processed by Governor Support Service, and she is removed from the Committee structure due to her resignation.**

AGREED ACTION BY:

Governor Support.

Approved by Governing Board Signed by Chair: _____ Date: _____

239	<u>LINK GOVERNOR ROLES</u>
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Governors had requested the item 'Link Governor Roles' at the autumn term full Governing Board meeting (minute 213ii refers).

Governors also received details of current Link Governor details as appended to the minutes of the previous meeting. The Headteacher advised that there is a need to review the Link Governors roles and that this will take place at the next Curriculum and Standards Committee meeting.

RESOLVED:

- i) **That, there will be a review of the delegation to Link Governor roles at the next Curriculum and Standards Committee meeting on Thursday 28th March 2019.**
- ii) **Any decisions regarding Link Governor roles will be ratified at the next full Governing Board meeting.**

AGREED ACTION BY:

Governor Support.

240	<u>MINUTES OF THE PREVIOUS GOVERNING BOARD MEETING</u>
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Governors received the minutes of the previous meeting held on Thursday 22nd November 2018 and reviewed the content to ensure they were a true and correct record.

RESOLVED:

That, the minutes of the previous meeting held on Thursday 22nd November 2018 be confirmed and signed as a correct record.

AGREED ACTION BY:

Governor Support.

241	<u>MATTERS ARISING FROM THE PREVIOUS GOVERNING BOARD MEETING</u>
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a) GOVERNOR CODE OF CONDUCT (MINUTE 225 REFERS)

The Headteacher advised that the Governor Code of Conduct will be discussed in further detail at the Curriculum and Standards Committee meeting on Thursday 28th March 2019.

RESOLVED:

That Governors refer the Governor Code of Conduct to the Curriculum and Standards Committee of the Governing Board for detailed consideration and report back to the next meeting of the Governing Board for final consideration and adoption.

AGREED ACTION BY:

Governor Support.

Approved by Governing Board Signed by Chair: _____ Date: _____

b) CORPORATE SAFETY POLICY (MINUTE 228 REFERS)

The Headteacher advised that the Corporate Safety Policy will be reviewed at the next meeting of the Curriculum and Standards Committee on Thursday 28th March 2019; the Headteacher explained that there has been no meeting of the Committee since the last full Governing Board meeting on Thursday 22nd November 2018.

RESOLVED:

That Governors refer the Corporate Safety Policy to the Curriculum and Standards Committee of the Governing Board for detailed consideration and report back to the next meeting of the Governing Board for final consideration and adoption.

AGREED ACTION BY:

Governor Support.

242	<u>COMMITTEE MINUTES</u>
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Governors received minutes from the following Committees, as previously circulated:

- a) Curriculum and Standards Committee – 8th November 2018
- b) Resources Committee – 14th February 2019

RESOLVED:

That, the minutes of the above Committees were received with thanks.

243	<u>MATTERS ARISING FROM COMMITTEE MINUTES</u>
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a) CURRICULUM AND STANDARDS COMMITTEE – 8TH NOVEMBER 2018

There were no matters arising

b) RESOURCES COMMITTEE – 14TH FEBRUARY 2019

There were no matters arising

244	<u>DECISIONS MADE UNDER “CHAIR’S ACTION”</u>
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The Chair advised Governors of any actions taken under “Chair’s Action” powers. The Chair explained the following to the Governing Board:

The decision taken:	Disciplinary hearing
The reason for the decision being taken:	Procedural
The impact of any delay:	N/A
Who would have been impacted:	School, pupil, employee

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RESOLVED:

That Governors note the decision made by the Chair under “Chair’s Action” powers.

SCHOOL ITEMS FOR CONSIDERATION

245	<u>HEADTEACHER REPORT</u>
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Governors had received the Headteacher’s Report in advance of the meeting. The Headteacher advised that she had received questions from Governors in advance of the meeting, and that these would be addressed when discussing the report. The following discussion took place in relation to the report:

a) TEACHING

A Governor asked in which year groups can we see the best example of embedded Assessment for Learning (AfL). The Headteacher advised that AfL is embedded across all year groups, with good practice evident in Years 3 and 6. Governors were advised that the good practice in AfL will be used to grow the other Teachers’ development and learning; Teachers will plan together, teach together and evaluate together.

A Governor asked how is AfL practice shared across the Year groups. The Headteacher advised that AfL practice is shared across the year groups by teaching in groups of three, and that the focus has been developing AfL in Writing across the wider curriculum. Governors were advised that good practice has been observed in books and lesson evaluations, and that this has been shared with the wider Teaching staff, in particular the development of ‘Steps to Success’, to support the more-able learners.

b) STAFFING

A Governor asked what the impact, financial and/or otherwise, was in regards to the level of Teaching Assistant (TA) absence. The Headteacher advised that the impact of TA absence has been the increased workload on colleagues, particularly around those children requiring one-to-one support. Governors were advised that the school initially tried to avoid using supply staff, due to the expense; however it quickly became apparent that this approach could not be maintained long-term, as more TA staff became absent. Governors were informed that the supply budget had been set in April 2018 for £13,000 but was reviewed and reset for £17,000 in September 2018; however in actuality £27,000 has been spent. The Headteacher recognised that there were inconsistencies in the quality of provision for pupils and TA’s had to be reorganised to support those with SEND.

A Governor asked what the Governing Board can do to support staff and prevent further periods of prolonged absence. The Headteacher advised that Governors have offered Counselling and support but that, in some instances of absences, there is little that Governors can do to reduce this. The Headteacher informed Governors that purchasing insurance cover for TA’s this year has been money well invested.

A Governor asked what the outcomes of the flexible working requests have been. The Headteacher advised that she had received a flexible working request from a TA to reduce hours due to ill health, and that this request had been accommodated as there was no direct impact on the quality of provision for pupils. Governors were advised that a separate flexible working request had unfortunately had to be declined as the Headteacher felt it would have significant impact on

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the quality of provision, finances and workload. Governors were advised that an appeal has been lodged and that the Personnel Appeal Committee will therefore meet to assess the situation.

c) SAFEGUARDING AND WELFARE OF PUPILS

A Governor asked about the parenting workshop, and whether it was well attended and/or as successful as initially hoped. The Headteacher advised that the parenting workshop had not been as successful or well attended as the school had initially hoped. Governors were advised that, as this had been identified as an area for development, the failure to secure parental interest was disappointing. Governors were informed that CARITAS has tried to run a parenting workshop but needed a minimum of 10 participants. The Headteacher commented that the school will now try to market and advertise the course to run again in the summer term. Governors discussed suggestions on how parents may be encouraged to attend parenting events.

d) OUTCOMES FOR KS1

A Governor questioned the current proportion of pupils achieving the higher standard or Greater Depth. The Headteacher advised of the percentages of pupils achieving the higher standard or Greater Depth. The Deputy Headteacher provided an update on the outcomes for SEND, and tabled a document with target tracker details, for Governors information.

e) DATA

A Governor asked how the progress of advantaged and disadvantaged pupils compare. The Headteacher advised Governors that the data presented differentiated Pupil Premium and non-Pupil Premium progress; the comparative percentages can be seen and are more in-line with non-Pupil Premium than in the past. The Headteacher informed Governors that Pupil Premium pupils may have multiple barriers to learning; they may be SEND or have safeguarding issues.

Governors noted that the Pupil Premium cohort are doing very well in Reading in Year 4, Maths in Year 3, and Writing and Maths in Year 1; a Governor asked whether this is due to the intervention strategies in place. The Headteacher advised the Pupil Premium successes outlined were due to the intervention strategies in place.

A Governor questioned the attainment in Writing in Year 4, commenting that it is lower than other Year groups. The Headteacher advised that the lower attainment in Writing in Year 4 is due to the inconsistency in Teaching and that the gap is proving difficult to close; Governors were advised that the cohort is now catching-up, currently standing at 57% with a target of 62%.

A Governor commented on a National Competition for Writing 500 words and asked whether this could be adapted to run in school. The Headteacher agreed that it would be a good idea and would look further into the possibilities of the National Writing Competition.

A Governor asked when the Progress and Attainment Action Plan for boys would be implemented. The Headteacher advised that the Progress and Attainment Action Plan for boys has been written, and the documents will be shared with Governors at the next Curriculum and Standards Committee meeting.

Governors discussed the AfL techniques that staff had recently trained in. Governors were informed that the school have now subscribed to the STEM online learning tool, establishing pupil's starting points and adapting teaching to these points throughout a lesson.

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A Governor asked about the school's level of tracking for Reading, Writing and Maths. The Headteacher explained that Reaching, Writing and Maths outcomes are set at the end of the Foundation Stage and then set for the class at the end of Key Stage 1 (KS1).

A Governor questioned how the school has promoted British Values and asked for more information on the 'Sacred Heart Diploma'. The Headteacher advised that the whole school had attended the British Values show, and that the values are promoted through the election of School Council members, pupil voice and through the staff and parent questionnaires. Governors were informed that the Diploma is awarded to those who consistently promote and recognise school life.

The Headteacher advised Governors that she will be working with Pivotal Education to look at a Behaviour Health Check; they will be looking for development areas, these will be outlined and will then assist in rewriting the Behaviour Policy. Governors were informed that there needs to be a change in how staff deal with issues, with a requirement to develop a consistency in approach from all staff.

The Headteacher informed Governors that the Review of the Teachers Pay Policy and Appraisal Report will be presented at the next Curriculum and Standards Committee meeting.

RESOLVED:

- i) **Governors thanked the Headteacher for the report.**
- ii) **The Headteacher will look into the possibilities of the National Writing Competition for the school.**
- iii) **The Progress and Attainment Action Plan for boys will be shared with Governors at the next Curriculum and Standards Committee meeting on Thursday 28th March 2019.**
- iv) **The Review of Teachers Pay Policy and Appraisal Report will be an agenda item for the next meeting Curriculum and Standards meeting on Thursday 28th March 2019.**
- v) **The Review of Teachers Pay Policy Report will be an agenda item for the next meeting of the full Governing Board.**

AGREED ACTION BY:

Governor Support.

246	<u>DESIGNATED SAFEGUARDING LEAD REPORT</u>
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Governors received a briefing note and a report from the School's Designated Safeguarding Lead in advance of the meeting (report can be found at Appendix A). The Headteacher confirmed that a Safeguarding visit had recently taken place with the Safeguarding Link Governor.

RESOLVED:

Governors received the Designated Safeguarding Lead report (see Appendix A) with thanks.

AGREED ACTION BY:

Governor Support.

Approved by Governing Board Signed by Chair: _____ Date: _____

247	<u>REPORT OF VISIT (ROV) FROM IMPROVEMENT PROFESSIONALS</u>
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Governors received a copy of the school's Report(s) of Visit (ROV) from Improvement Professionals, dated 30th November 2018.

The Headteacher commented that the visit from the LA School Improvement Officer was data driven. Governors were advised that the LA School Improvement Officer had agreed with the school's Self-Evaluation Summary, and confirmed that a good outcome should be expected.

RESOLVED:

Governors received a copy of their ROV, dated 30th November 2018.

248	<u>LINK GOVERNOR REPORT/S</u>
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There were no Link Governor Reports for Governors consideration.

The Safeguarding Link Governor confirmed that she had recently undertaken a Link Governor visit and that a written Link Governor report will be shared at the next Curriculum and Standards Committee meeting. The Safeguarding Link Governor commented that during her visit she interviewed six pupils, along with un-expecting staff. The Safeguarding Link Governor advised Governors that she had asked pertinent questions and that all staff answered positively, and the pupils were also knowledgeable in the area. The Safeguarding Link Governor informed Governors that she had also observed the Single Central Record (SCR), and CPOMS. Governors were advised that the only negative observed at the visit was that a member of non-teaching premises staff was not as up-to-date with the safeguarding details, but has since undertaken further training.

RESOLVED:

That, Governors received the verbal update with thanks and look forward to receiving the written report at the next Curriculum and Standards Committee meeting.

249	<u>GOVERNOR TRAINING / DEVELOPMENT</u>
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Governors were asked to consider the impact of any training they attend and how it links/affects their role as a Governor.

RESOLVED:

- i) **That, Governors note the briefing note in relation to Governor training and development.**
- ii) **That, all Governors need to take part in Safer Recruitment training.**

250	<u>REPORT FROM GOVERNORS' INDEPENDENT FORUM REPRESENTATIVE</u>
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Governors did not receive an update from the Governors Independent Forum Representative as the Representative was unable to attend.

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LA ITEMS FOR CONSIDERATION

251	<u>SERVICES TO SCHOOLS BROCHURE 2019</u>
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Governors were advised that at the beginning of the Spring Term 2019 schools received a copy of the 'Rochdale Borough Services for Maintained schools' brochure along with their individual school subscription form which includes mail-merged information where service costs are specific to the school.

Each service has a designated person that Headteachers and Governors can contact if a further discussion is required. Decisions relating to the services to be purchased should be undertaken by the deadline date provided so that service managers are able to continue to offer the requested service to schools for the next financial year.

It is suggested that Governors delegate responsibility for the buy-back arrangements to the relevant committee or the Chair of Governors and Headteacher and that best value principals in relation to the purchase of services is undertaken.

RESOLVED:

Governors delegate the responsibility for the buy-back of services to the relevant Committee, the Chair of Governors and the Headteacher.

252	<u>PROPOSED HOLIDAY PATTERN 2021/2022</u>
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Governors were advised that following a period of consultation the proposed holiday pattern for 2021/2022 had been decided. Governors received a copy of the agreed holiday pattern which will apply to all Community and Voluntary Controlled Schools.

Schools with their own Admission Authority may use this as a basis for determining their own holiday pattern.

All Governing Boards will need to notify the LA of their INSET days.

RESOLVED:

That Governors note the LA holiday pattern and will notify the LA of their holiday pattern and INSET days.

253	<u>NEW NJC PAY LINE</u>
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Governors received a briefing note in relation to the introduction of a new national pay spine for support staff. Governors noted that following a period of formal union consultation a decision was reached by Cabinet on 18th December 2018. Governors were advised that Members approved the proposal for the new pay spine and its implementation as follows:

- **Decision 1** - To apply incremental progression for employees within their grade and then assimilate employees to the new pay spine and new spinal column points (SCP), using SCPs with the exception of 'new' points

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- **Decision 2** – To remove SCP 2 from the overlap at Grade 1/2 for a 3 point scale for Grade 1 and a 2 point scale for Grade 2

RESOLVED:

Governors note the briefing note relating to the implementation of the New Pay Spine and agree to continue to work within the Local Authority pay and grading structure, therefore adopting the Local Authority pay spine and its approach to implementation.

254	<u>WORKLOAD ADVISORY GROUP</u>
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Governors were advised that on 5th November 2018 a joint letter was sent to all School Leaders from the DfE, Ofsted, ASCL, Confederation of School Trusts, NGA and NAHT. The letter relates to the report of the Workload Advisory Group, issued on the same day. The letter and report (report received by Governors), both highlight the recommendations from the DfE and Ofsted:

- To minimise or eliminate the number of pieces of information teacher expected to compile
- To have simple systems for logging behaviour incidents and other pastoral information
- To review and reduce the number of attainment data collection points a year and clarifies how they are used

Governors were advised that within the report, there were a number of references to Governors and their role in supporting school leaders to reduce teacher workload.

RESOLVED:

- i) **Governors agreed to review the document, and**
- ii) **Refer the document to the relevant Committee for detailed consideration and implementation of recommendations (where appropriate).**

255	<u>APPRENTICE UPDATE</u>
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Governors were advised that the number of Apprenticeship programmes funded by the Levy in the Council and Council Levy paying schools (i.e. Community and Controlled Schools) has increased from 25 to 135 in the past 18 months. In order to maintain and develop the quality of the programme the Local Authority agreed to the following were recommended for adoption within Voluntary Aided and Foundation Schools:

- The length of Apprenticeship programmes to be the published duration and include an option for an extension to the length of the Apprenticeship programme for 6 months
- The rate of pay for Higher and Degree Apprentices will be £12,000 for 12 months, plus Local Living Wage for the remainder of the contract. Level 2 and Level 3 rates remain the same.

Governors were advised that all schools would receive a full briefing note on the amendments and full support would be provided by the Raising Participation and Skills Team.

RESOLVED:

- i) **That Governors note the briefing note**
- ii) **That Governors adopt the Council's approach to the Apprenticeship programme and agree to:**

Approved by Governing Board Signed by Chair: _____ Date: _____

- The length of Apprenticeship programmes to be the published duration and include an option for an extension to the length of the Apprenticeship programme for 6 months
- the rate of rate of pay for Higher and Degree Apprentices of be £12,000 for 12 months, plus Local Living Wage for the remainder of the contract [NB: Level 2 and Level 3 rates remain the same]

256	<u>DATE OF NEXT MEETING</u>
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RESOLVED:

The next meeting of the Governing Board is to be held at the school on Thursday 13th June 2019 at 6.00 p.m.

AGREED ACTION BY:

Governor Support.

All Governors and attendees were thanked for their time, attendance, support and input.

The meeting closed at 7.10 p.m.

Approved by Governing Board Signed by Chair: _____ Date: _____

APPENDIX A

Safeguarding Report to the Governing Board 2019

School: Sacred Heart RC Primary

Date: March 2019

Period covered by report: Sep 2018 – Jan 2019

Report Author: Mrs P Dungworth

Designated Safeguarding Lead: Mrs p Dungworth

Deputy Designated Safeguarding Lead: Mrs L Price

The information contained within this report is confidential. **Names and specific circumstances cannot be discussed.**

1. Safeguarding Training Record for all Staff (include whole school safeguarding training, DSL training and Governor safeguarding training)

Date	Title of training	Provider	Staff involved
04.09.2018	Keeping Children Safe in Education Part 2	Head using LA and NSPCC Materials	All Staff
15.02.19	Safeguarding and Child Protection Module 1	Hayes	All Teachers and Teaching Assistants
07.02.19	DSL Local Authority Updates	Rochdale Local Authority	Headteacher
12.02.19	Encompass Training	Rochdale Local Authority	Headteacher

How can school evidence the training? (e.g. sign in sheet, certificates, copy of content)

- Sign in sheets are kept centrally/electronically in the school office
- The administrator keeps a record of all courses attended by all staff
 - Course content is kept by the staff member
 - School based course content is saved electronically
- 7 minute briefings and much of the material used is available on the RBSCB

What arrangements are made to mop-up staff who are absent?

- SLT Line managers are responsible for disseminating any missed information. Statutory training must always be completed and if necessary arrangements are made for staff to attend these at other schools.

2. Audit of relevant policies and review dates

Title	Date of policy	Review Date	Action Required
Safeguarding and Child Protection	Sep 2018	Sep 2019 or before depending on updates	Respond to any updates
Children Missing in Education Policy	July 2018	July 2019 or before depending on updates	Respond to any updates
E-Safety Policy	July 2018	July 2019 or before depending on updates	Respond to any updates
Extremism and Anti-Radicalisation Policy	July 2018	July 2019 or before depending on updates	Respond to any updates
In-vacuation Lockdown and	July 2018	July 2019 or before depending on updates	Respond to any updates

Approved by FGB/
Signed by Chair: _____
Date: _____

Evacuation Procedure			
Personal and Electronic Devices Policy	July 2018	July 2019 or before depending on updates	Respond to any updates
Staff Code of Conduct for Safer Working Practices	July 2018	July 2019 or before depending on updates	Respond to any updates
Whistleblowing Policy	Jan 2019	Jan 2020 or before depending on updates	Respond to any updates
Anti-bullying Policy	July 2018	July 2019 or before depending on updates	Respond to any updates

How are policies shared with staff?

Staff Meeting time dedicated weekly to Safeguarding and Policy Updates

At least one day dedicated to Safeguarding Training and updates per year

Staff are asked to sign receipt of specific policies

Staff are directed to where policies can be found on the school's Shared Drive

How does school establish these are understood?

Teachers and TA's work through a pass/fail electronic training module each half term on a specific aspect of safeguarding.

School has worked hard to create a culture of collegial challenge and respect. SLT members encourage staff to ask questions and seek advice – there are no 'daft' questions.

Frequent collective reminders that Safeguarding is everyone's responsibility

How is the review cycle coordinated for policies?

The Headteacher (DSL) retains responsibility for all Safeguarding Policies responding to LA advice and updates.

3. Number of referrals made to the safeguarding hub (EHASH)

Category of Abuse	Number of referrals
0	2

Last Year's information for comparison:

Over the academic year 2018 / 2019 School Made 4 referrals to EHASH

4. Number of meetings attended by type, i.e. Initial CP conference, Review Conference, Core Group Meeting, Professional Strategy Meeting, EHA/TAF

Sep 2018 – Jan 2019	
Type of meeting	Number attended
TAF	30
CIN	
Core Group	
Conference	
Strategy Meetings	2

5. Pupil Information

Category	Total number
Number of pupils with a CP plan	3
Number of pupils with a CIN plan	2

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Number of pupils with an EHA in place	7
Number of Cared for Children (C4C)	0

6. Allegations against professionals

Category	Total number
Allegations made against staff – referral to LADO	2

7. Single Central Record

	Yes	No
Is a Single Central Record (SCR) in place for all staff (including supply staff)?	✓	
Does the SCR indicate that identity checks have been carried out and by whom?	✓	
Is there evidence on the SCR that all staff have been checked against the Barred List (previously List 99)?	✓	
Does the SCR record the date when enhanced DBS and/or Barred List checks was carried out and who carried out the check?	✓	
Does the SCR record qualifications – where the qualification is a requirement of the job?	✓	
Does the SCR record evidence that a prohibition from teaching check has been carried out on all teaching staff?	✓	
Does the SCR record evidence a check of 'right to work' in the United Kingdom and suitability checks as appropriate?	✓	
Does the SCR evidence that checks in respect of Section 128 directions have been undertaken for persons taking part in the management of an independent school including an academy or free school?	✓	
Does the SCR evidence that further checks on people who have lived or worked outside of the UK including recording checks for those EEA teacher sanctions & restrictions?	✓	

Who is responsible for maintaining the SCR at school?

Mrs C Westerman (Business Manager)

Who checks the SCR is up to date and accurate? What evidence does school hold of these checks?

Headteacher

Safeguarding Governor

8. Safer Recruitment Training

Name	Date of issue	Refresher due	Provider
Clare Westerman			
Pam Dungworth			
Lisa Price			
Moir Wheatley			

Approved by Governing Board

Signed by Chair: _____

Date: _____

10. Induction

**What safeguarding information is provided to all new starters? What evidence does school have of this?
What safeguarding information is provided to volunteers/supply staff/casual workers?**

All new starters are inducted into the school under the Induction Policy:

Responsibility for Induction

The Headteacher is responsible for the overall management and organisation of induction of new staff and volunteers. The Chair of Governors is responsible for the overall management and organisation of induction of Governors (see Induction Policy for New Governors).

The person responsible for induction should:

- Make arrangements to ensure that a new member of staff, volunteer or governor is welcomed.
- Ensure that immediate needs are identified before taking up the position where possible
- Provide, if appropriate, a tour of the school and information about facilities, answering questions and giving practical advice
- Introduce key personnel.
- Ensure that an Induction Programme is provided, delivered and evaluated.

The person responsible for induction should ensure that an Induction Programme is provided personally, or by the line manager or mentor, or another person with delegated responsibility, which will include:

- Identifying immediate training needs, in particular Child Protection and Health and Safety
- Details of help and support available

Supply Teachers

All new supply teachers and agency staff should be given appropriate induction advice, training and resources by the Deputy Headteacher:

- Safeguarding children and children protection
- Refer to school document 'Information for Supply Teachers'

Staff Induction

All new members of the teaching staff should be given appropriate induction advice, training and resources by his or her Line Manager. This should include:

- School's Mission Statement
- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- Staff Handbook
- Class medical file (Teachers & Teaching Assistants)
- School's Induction Pack

Governors

See Governor Induction Policy

The Governors of a Catholic School work as a team, in close co-operation with the Headteacher and all staff. All governors and staff contribute to the Catholic character of the school and the Catholic nature of the education provided, as set out in our school's Mission Statement.

Approved by Governing Board Signed by Chair: _____ Date: _____

The Chair of Governors and Headteacher are responsible for the induction of new Governors. In addition, all new members of the Governing Body MUST attend at least one of Salford Diocese courses for newly appointed Governors.

All Governors should receive:

- Welcome Letter
- School Governors Induction Pack
- Copy of the Schools Safeguarding and Child Protection Policy

11. Safeguarding Updates

What evidence does school have of its mechanisms for sharing safeguarding messages throughout the year?

Safeguarding and Child Protection information sharing and updates are a standard item on all training agendas. See SLT, Teacher, TA and whole staff training minutes.

In addition, the Headteacher regularly shares the 7 Minutes Briefings provided by the Local Authority and these are posted in key staff areas around the school.

12. Nominated Link Governor for safeguarding

Clare Kierans (Chair of Governors)

Nichola Ashworth (Foundation Governor)

All Governors attend the Diocese Safeguarding Training as well as Local Authority Training

The Headteacher regularly share updates on safeguarding practice and policy with Governors.

13. Online Safety

Remedian IT Specialist Support provide the school's monitoring and filtering IT usage. This includes a weekly report to the Headteacher of all banned sites.

The school's website has lots of useful information for parents on how to keep their children safe. In addition, at least annual on-line safety days are held in school.

School also purchases specialist companies including theatre companies to work with the children on keeping safe on-line. All computing lesson include a reminder for pupils on keeping themselves and their personal information safe / secure on-line.

14. Peer on peer abuse

Page 22 (Item 27) of the school's Child Protection and Safeguarding Policy details clear procedures in how to deal with incidents of peer on peer abuse, including assessing risk and intervening appropriately, including providing support.

All staff have received training on the school's Safeguarding and Child Protection Policies as well as annual safeguarding updates / training.

The school has not had any reports of peer on peer abuse

15. Safeguarding incidents and complaints

School has received two notifications of complaints to OFSTED which included reference to pupils being bullied or injured by another child.

In both cases the allegations were unfounded and both allegations were in respect of one another.

Approved by Governing Board Signed by Chair: _____ Date: _____

School has detailed records demonstrating the actions taken over time and the support provided to both families by both school and external professional agencies.

The Local Authority was satisfied with the responses provided by the school.

The school has not received any Safeguarding Complaints

16. Early Help

School has completed 8 Early Help Assessments Sep 2018 – March 2019.

To respond to the increasing need for Early Help Assessments, the Governors committed to the employment of a CARITAS Social Worker. This has enabled assessments to be completed in a timelier manner and relevant agencies to be contacted and engaged. Where necessary to ensure the effectiveness of the assessment and to support families' engagement in the process, CARITAS will also carry out home visits. This has both reduced the suspicion around engaging with school / professionals as well as strengthening the partnership between home and school.

17. Actions identified from the annual safeguarding audit

Has the audit been shared with Governors?

What actions have been identified as being a priority for the school?

How is progress reviewed and how is the link Governor included?

Approved by Governing Board

Signed by Chair: _____

Date: _____