

INDEPENDENT PROFESSIONAL CLERKING SERVICES

**The Cluster Board of Endsleigh Holy Child, St Anthony's and St Mary Queen of Martyrs
Voluntary Catholic Primary Academies**

Minutes of a meeting of the Cluster Board
held at Anthony's Primary Academy on Thursday 5 December 2019 at 2.00pm

PRESENT: Reverend W Massie (in the chair)

IN ATTENDANCE: Mr D Barwick (Teacher, St Anthony's); Mrs N Coyle (Lead Lay Chaplain); Mr D Luscombe (Assistant Head of School, St Mary Queen of Martyrs); Mrs M Ryan (Executive Headteacher, Cluster 1); Mr M Ward (Deputy Head of School, St Anthony's); Mrs S Wilson (HCAAT Safeguarding Lead); Mrs L Windeler (Head of School, Endsleigh Holy Child)

CLERK TO THE CB: Tony Hammond, Independent Professional Clerking Services

No members were present at the beginning of the meeting, so the Clerk confirmed that no decisions could be made. It was agreed that the meeting should go ahead for the purpose of information-sharing.

It was noted that agenda items would be carried forward to the next meeting as appropriate.

50 MISSION CHAMPIONS. Mr Barwick gave a presentation in relation to the Mission Champions scheme, which had been introduced at St Thomas More to allow pupils to achieve accreditation (Bronze, Silver and Gold) for demonstrating that they fulfilled criteria in relation to the Academy's mission statement: "Love God with all your heart, with all your soul, with all your mind and with all your strength, and love your neighbour as you love yourself."

Mr Barwick informed members that pupils had ownership of the scheme (which was open to all Key Stage 2 pupils on a voluntary basis) and that the process included the completion of tasks to evidence pupils met the criteria for demonstrating love of God and love of your neighbour. Pupils in Years 3 and 4 started with Bronze accreditation, pupils in Year 5 started with Silver and Year 6 pupils could start at Gold.

Mr Barwick explained that teachers signed off the pupils' self-assessments and there was then moderation by the RE Co-ordinator/Head of School before certificates were issued.

It was noted that following the success of the scheme at St Thomas More, it was to be introduced at St Anthony's, St Charles, St Richard's and St Vincent's in the new year.

Mrs Coyle confirmed that she would share information about the scheme with the Chaplaincy Team, so the lay chaplains could offer support.

Mr Barwick was thanked for his attendance and left the meeting.

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51 CHAPLAINCY UPDATE. The report had been circulated in advance of the meeting. Mrs Coyle drew attention to key points, as follows:-

- The Year 6 Reflection Day had been a success. Pupils had been able to reflect on their journeys to date and consider their next steps.
- First Holy Communion had taken place at Marist College on 9 July 2019.
- The Extraordinary Month of Mission had been commemorated in a variety of ways.
- The prayer days had allowed staff to experience different ways of leading prayer and had given pupils opportunities to pray in a variety of ways. The feedback had been positive, though the Team would be reviewing provision for Early Years following feedback from one of the academies.
- The Mission Days in January and February would be based on The God Who Speaks initiative. Members of the Chaplaincy Team were attending training and resources would be produced for staff.

Reverend Massie joined the meeting.

- Collective worship training was ongoing.
- The academies were working towards the Fair Active award.

Mrs Windeler joined the meeting.

- The Junior Chaplaincy Commissioning Day had been a success and the pupils had been enthusiastic.

It was noted that it releasing staff could be difficult for academies and Mrs Coyle suggested that it might be helpful to introduce a rota system relating to school support for events, so schools could then liaise between one another if staffing issues arose. Attendees agreed that this was a useful suggestion and Mrs Ryan confirmed that she would raise this at the heads' meeting scheduled for the following day.

- Primary staff had joined the staff retreat in September.
- Planned projects included the following:-
 - Mission days in the primary academies in January and February 2020;
 - YSVP and Mini-Vinnies Formation Day in March 2020;
 - Day of Adoration on 25 March 2020;
 - Be Spirited days in June 2020;
 - Year 6 Reflection Day on 3 July 2020; and
 - First Holy Communion day on 8 July 2020.
- The Chaplaincy Team would welcome feedback and suggestions, including requests for resources such as the prayer resources.

It was noted that there had been positive external feedback regarding chaplaincy provision in Hull.

Reverend Massie informed attendees that retired priests were very likely to be willing to support the provision of whole-school reconciliation services at Lent. Mrs Ryan confirmed that she would raise this at the heads' meeting.

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Mrs Coyle was thanked for her attendance and left the meeting.

- 52 COMMITTEE REPORTS AND UPDATES. Reports had been circulated in advance of the meeting and paper copies were tabled. Heads of school were asked to highlight key issues.

Endsleigh Holy Child VC Primary Academy

Mrs Windeler drew attention to the following:-

Safeguarding Overview

- Following concerns about neglect an Early Help referral had been prepared, but following an external referral related to domestic abuse, Early Help had contacted the Academy before the referral had been submitted and information had been shared verbally.
- A family with children already attending Endsleigh was in the process of adopting four siblings. Three of the children were of school age and had joined the Academy in September, following a phased transition at the end of the Summer term. They had settled in well but there had been some concerns in relation to the care by their new parents and the Academy was working closely with the adoption and LAC teams, and ensuring all of the children (birth and adopted) were provided with high levels of emotional support in school.
- There was one child in need but it was expected this case would be stepped down to Early Help.
- There were several other families who had been supported internally at an Early Help level through referrals to agencies such as Kids and Young Carers Projects.
- There had been a parental complaint in relation to how a situation with an individual child had been dealt with. This had been investigated by the Trust and no further action taken.
- The Designated Safeguarding Lead and LAC teacher continued to offer support to children and their families who had an identified need.

Behaviour Overview

- There had been three alleged incidents of physical bullying, two of which had been substantiated following investigation.
- There had been two positive handling incidents involving one child.
- A child in class 1 required a high level of adult-led support to manage his behaviours and emotions due to SEN. An EHCP request had been made in the Summer term but denied at the time. This had been appealed with additional evidence provided to support the request. The child was large for his age and could (and had) caused injury to children and staff without intent. He had a support plan and positive handling plan and was provided with a high level of adult one-to-one support from existing staffing resources, as well as frequent sensory breaks. There had been two incidents where, to ensure both his and other children's safety, the pupil had been briefly held.
- A child who had joined the Foundation unit in September had found it difficult to settle and was presenting daily challenging behaviours, including hitting and biting children and adults. Currently, his behaviour was being managed through a behaviour

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support plan, but he was frequently being supported in moving from the classroom and a positive handling plan had been created. Two members of staff were Team Teach trained in the unit, but as they were both teaching members of staff it would be beneficial to have a support staff member trained.

- In relation to a third child educational psychology input was awaited, to advise on next steps around managing her behaviour and apparent intent to hurt others.

Attendance Overview

- Attendance was currently 97.3%, which was pleasing.
- PA was 5.6%, which was slightly lower than at the same point last year.
- One child who had transitioned from FS1 to FS2 in September, had returned in September on a phased transition due to complex needs relating to SEN and had authorised absences relating to this.
- Five children had had unauthorised absences for holidays. One child had had time off for a broken arm, another for an eye operation and another for a bereavement. Four children had had separate periods of illness.
- The Academy continued to work with families and used the new Trust letters.

Whole-School Safeguarding

- Nine staff had undertaken Level 1 training.
- Four new members of staff had been inducted.
- Mrs Bramall had completed ELSA training and would now provide half-termly supervision with an assigned Educational Psychologist to support in the planning and delivery of emotional wellbeing interventions.
- The “Cushion Club” had been launched in September. This comprised a weekly targeted nurture group for children identified as requiring focused interventions around managing and understanding feelings and behaviours, and a daily lunchtime club, offering a quiet space to children who might need respite from the busy playground. There had been positive feedback from children and parents. One group specifically targeted upper Key Stage 2 boys in promoting discussion around mental health from an early age.

It was noted that a Wellbeing Policy was to be launched in the Spring term, which was linked to the Headstart Mark of Excellence award. In response to a question, Mrs Windeler confirmed that whilst some Academy staff were trained in Headstart interventions, the main focus was on the Jigsaw programme.

St Anthony’s VC Primary Academy

Mrs Ryan and Mr Ward drew attention to the following:-

Safeguarding Overview

- There had been six Early Help consultations.
- There had been two Early Help referrals, one of which had been accepted.

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- Two pupils had been reported as missing in education and were now in France. Two other children had been discussed with CME officer and one had since returned to school; the other had been removed from roll as his parent had said she was home educating him, though the child might progress to missing in education as it was believed the child was in Scotland.
- There had been five Operation Encompass notifications, involving four families.
- There had been a murder in November, which appeared to have been a result of a domestic incident. The alleged perpetrator was the aunt of two of the Academy's children and this had impacted on the whole family.
- Two pupils had been receiving support from Women's Aid and another three were on the waiting list for support.

Behaviour Overview

- There had been one alleged incident of physical bullying. A meeting had been held with parents and there would be a follow-up meeting. There had been no repeat.
- There had been one alleged incident of verbal bullying.
- There had been one alleged incident of cyber-bullying, which had been out of school hours.
- There had been one alleged incident of racist bullying, which had been an isolated comment.
- There had been 14 positive handling incidents, involving four pupils. In three cases, there were patterns of unacceptable behaviour and additional resources had been deployed. Two of the pupils were siblings with turbulent home lives.
- There had been four fixed-term exclusions.
- There had been two internal exclusions.
- There had been four restorative circles, involving Year 5 girls.

In response to a question, leaders confirmed that the four fixed-term exclusions had involved two pupils. They were asked about the impact of the exclusions and they confirmed that in one case parents had been supportive and behaviour had improved, whilst the other case remained challenging (though the parent was supportive and had accepted Early Help support).

In response to a further question, it was confirmed that work on behaviour support plans was ongoing.

Attendance Overview

- Attendance was currently below national and the benefits of attendance were being promoted to pupils and parents through new attendance initiatives, including "Here Every Day, Ready On-Time".
- Three referrals had been made to for fixed-penalty notices.
- One of the reasons for poor attendance was parents taking children on holiday. Referrals were made if the number of days was five or above, but a number of parents took children out of school for fewer days for which there was no consequence.
- There would be meeting parents and action-plans.

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- The Academy was taking part in the Local Authority attendance initiative, which rewarded children with 100% attendance.
- The class with the highest attendance had visited the cinema as a reward and in December the class with the highest attendance would attend the pantomime at Hull Truck theatre. The Academy had acquired free tickets for both.
- New colour-coded letters would be sent to all parents at the end of this term.
- The Academy had been engaging with parents on many levels this term, which included having an open-door policy and using every opportunity to communicate. Parents had been receptive and leaders believed the culture was changing.
- The Academy was following the Trust's Policy and was relentlessly attempting to change mind-sets.

It was noted that it could be a challenge to persuade parents that attendance was more important than an affordable family holiday. It was confirmed that pupils could be taken off roll in certain circumstances, but it was important to prioritise the needs of individual children.

It was pointed out that attendance in the first term was typically the worst and often recovered by the end of the year.

It was noted that pupils generally wanted to attend school.

Whole-School Safeguarding

- Safeguarding training/briefings had included CPOMS, behaviour training by the Whitehouse Unit and County Lines.
- The Designated Safeguarding Lead had engaged with designated safeguarding lead and child protection co-ordinator networking events.
- The Designated Safeguarding Lead was a member of the SLT and safeguarding was considered at each SLT meeting.

Mrs Ryan and Mrs Windeler left the meeting.

St Mary Queen of Martyrs VC Primary Academy

Mr Luscombe drew attention to the following:-

Safeguarding Overview

- There had been one child protection referral (risk of physical harm), which had resulted in no further action.
- Two children were subject to child protection plans as a result of risk of emotional abuse.
- There were six children in need.
- There were eight children looked after.
- There had been five Operation Encompass notifications, one of which had led to a MARAC (multi-agency risk assessment conference).

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- There had been one child reported as missing in education. The child had since been removed from roll.
- Children and their families were being supported at the earliest opportunity to prevent issues escalating.
- The Safeguarding Lead attended designated safeguarding lead meetings and locality meetings to enable positive partnership working with the local partnership.
- There had been an increase in LAC because of new starters.
- Children had positive relationships with staff, who were proactive in sharing and recording welfare concerns.
- Safeguarding was discussed at senior leader, staff meetings and phase meetings.

Behaviour Overview

- There had been one incident of cyber-bullying, which had been out of school hours.
- There had been one incident of racist prejudicial behaviour, which had involved inappropriate comments in class.
- There had been two positive handling incidents. Positive handling plans were in place.
- Five pupils were access alternative provision, including play therapy, Downright Special, Letterbox and speech and language therapy.

It was pointed out that statistics in relation to alternative provision should include only placements with offsite providers.

- There had been no permanent exclusions.
- There had been two fixed-period exclusions.
- There had been one internal exclusion.
- Two pupils were on behaviour support plans, though one related to behaviour at home.
- A new reward system had been successfully introduced using class dojos, The Academy took bullying incidents seriously and all staff reported any bullying concerns using CPOMS, and liaised with parents. Incidents were actioned promptly. Additional work had been undertaken with one child to highlight prejudicial behaviour.
- Behaviour incidents in and outside the classroom had been recorded on CPOMS and reporting incidents had enabled external support from services such as the White House and educational psychologist, as well as supporting SENCO assessments.

Attendance Overview

- Attendance was 96.2%, but was expected to improve as the year progressed.
- Persistent absence was 10.5%. Some of this related to holidays, but there were also some vulnerable pupils who had been PA for number of years.
- The Academy was working in line with the new Trust policy and documentation. The Attendance Policy could be accessed by parents via the website.
- The Academy newsletter highlighted good attendance.
- Children were informed daily of whole-school attendance and it was indicated in the traffic-light system. Each week in the whole-school assembly children were updated on the best class weekly attendance and whole-school attendance for the week.

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Whole-School Safeguarding

- Six staff had undertaken Level 1 training.
- Three new members of staff had been inducted.
- The “Safeguarding Savvy” newsletter on County Lines had been issued to all staff.
- The Designated Safeguarding Lead had undertaken safeguarding training, attended a designated safeguarding lead locality meeting and attended a Headstart conference.

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signature of Chair