



**ALFRED SUTTON PRIMARY SCHOOL**  
**Minutes of the Virtual Meeting of the CEC**  
**Wednesday 23<sup>rd</sup> June 2021. 7pm**

**Present:** Dave Dymond (Chair); Robert Howell; Adedayo Benson; Yota Dimitriadi; Sara Fincham-Majumdar; Attia Rafiq-Sharif.

**In Attendance:** Rachel Lawson; Alice De Croos; Stephanie Miles.

**Apologies:** No apologies had been received but Laura Kerr and Julia Wordsworth did not attend.

**Clerk:** Deborah Savage

<b>Agenda Item</b>	<b>NOTE: this meeting was held virtually due to the increase in cases of the Delta Variant and the extension of national corona virus social distancing measures.</b>
<b>1</b>	<b><u>Welcome.</u></b> The chair welcomed all to the first CEC meeting for 15 months due to coronavirus. Permission was given to record the meeting but the technology did not allow recording so the meeting was not recorded.
<b>2</b>	<b><u>Declarations of Interest.</u></b> There were no declarations of interest.
<b>3</b>	<b><u>Minutes of the last meeting held 4<sup>th</sup> March 2020.</u></b> These had been circulated to the Committee in advance of the meeting and were accepted as a true record. These will be signed by the chair at the earliest opportunity.
<b>4</b>	<b><u>Review of actions from the last meeting.</u></b> There were actions from the meeting held in March 2020 but since shortly after this meeting the country went into the first national lockdown none of these actions could take place due to social distancing measures. There were no surveys done of pupils, staff and parents and no meeting with the Crescent Road action group was possible. It was decided that the surveys would be picked up again in the new academic year. The Chair had looked at the agenda of the council meeting and seen that traffic issues on Crescent Road was not under discussion. However, it had been noticed that the local paper had a story about the Safer Streets campaign and the fact that the local schools were all taking part. Concern was expressed as to the source of this story. The Committee was informed that the Council were not always communicating with the school over decisions that affect ASPS – such as the future of the modular build. In view of the time lapse, all actions from the meeting in March 2020 were declared closed.
<b>5</b>	<b><u>CEC Terms of Reference and Committee Performance.</u></b>

	<p>The latest TOR had been circulated in advance of the meeting and it was noted that the list of Policies attached to this committee and their review periods needed to be looked at after the covid experience. It was also suggested that this committee might consider a 5-year plan moving forward.</p>
<p>6</p>	<p><b><u>RHE Parent Consultation.</u></b></p> <p>Steph Miles attended the meeting to update Governors on the RHE parent consultation. This was done by means of a video presentation that had also been circulated to Governors. Parental feedback was discussed.</p> <p>Governors were reminded that the implementation and consultation on this were delayed due to Covid and that the school had been having conversations with some parents about this for a couple of years now.</p> <p>The video presentation was very clear in its explanation of the fact that this curriculum is now statutory, and parents are not able to withdraw their children. It also explained what would be covered in the curriculum and gave example scripts of answers to questions some pupils might ask. The new RHE Policy is in place (although it may need minor adjustments) and this had also been shared with parents and the Governing Board.</p> <p>Governors were informed that there was a low response rate to the survey (41 responses out of a school population of 700 families) and the majority were positive. In some cases, those responses that were negative raised issues that were covered in the video presentation, so it was clear most had not viewed the video. Indeed, viewing figures of the video presentation were less than 20 views. Governors were reminded that there are no major changes to what the school was already teaching children.</p> <p>Families who have expressed concerns based on their religious beliefs have been talking to school staff for some time and it is considered best to continue to talk to the small number of families with concerns on an individual basis rather than take a blanket response to questions raised by parents.</p> <p><b>Governor Comment:</b> Such questions may continue from parents who join the school in the future. Yes, possibly.</p> <p><b>Governor Comment:</b> Thank you for your work on this issue and the responses to questions raised – I think I still have concerns that we might be giving children the impression that religious views and LGBTQ views are mutually exclusive and I think that, from my personal view point, these should be able to co-exist. I realise this is a discussion we should have as a family but as a school we should not be perpetuating anything nor being divisive or discriminatory in our scripted answers to children. Are the scripted answers really more for parents than the children? The example answers are for guidance only and we do have UKS2 children that ask questions on same sex relationships, for example. We aim to teach children that in this country same sex relationships are allowed and legal and the UK expects citizens to show respect and tolerance to everyone.</p>

	<p><b>Governor Comment:</b> Faith leaders visit the school and talk to children about their own beliefs for some direct input.</p> <p>Governors were informed that some parents seem to be under the impression that the new curriculum “teaches children to be” rather than “educating children about”. We are trying to get across to parents the message that the school’s role is to “educate children about”.</p> <p>Steph was thanked for her hard work on the RHE curriculum and Policy and for the presentation to parents and parental survey. She was also thanked for attending the meeting to speak to Governors.</p>
7	<p><b><u>Safeguarding Policy and Safeguarding Report.</u></b></p> <p>The Safeguarding Policy has been reviewed regularly over the last 18 months due to Covid and the latest copy was circulated to Governors in advance of the meeting. Governors were informed that the school expects new guidance to be published in September, and that the Policy will be reviewed again then in the light of any new guidance.</p> <p>Governors were reminded that there are Safeguarding training opportunities and network meetings that are available which they are encouraged to join. A Safeguarding Report had been circulated in advance of the meeting and questions had been invited. Some questions from Governors and the responses from the Safeguarding lead had also been circulated in advance. The questions and response from the school are included as an appendix to these minutes.</p> <p><b>Governor Question:</b> Thank you for answering questions on the safeguarding situation – I can see that the nominated safeguarding leads in school regularly debrief on cases and they may have the chance to discuss the emotional impact of cases then. Are we able to continue with well-being days to support these staff? We have not found these days to be necessary since March this year – but as a school we are mindful of the well-being of all our staff and our staff do ask for support within their teams. If we felt a well-being day was needed, we would look at covering that. Recently, due to the need to handle issues remotely rather than in person, time has been saved, which has helped the staff.</p> <p><b>Governor Question:</b> Why is Safeguarding part of the CEC brief? The CEC chair, Dave Dymond is the Lead Governor for Safeguarding.</p> <p><b>Governor Question:</b> You use CPOMS software to record incidents - do we have any statistical analysis of types if incidents / number of incidents etc? There is a Safeguarding summary in each HT report to Governors with generalities (being careful not to give information that would identify cases) and all staff have training on how to report incidents on CPOMS. Data is difficult to quantify as sometimes we are updating</p>

	<p>a case that started some years ago – so it is not a new occurrence but a continuing incident.</p> <p><b>Governor Comment:</b> It seems as if the number of cases you are dealing has risen as a result of Covid – is this correct and is this sustainable in terms of resources? From the report you can see there are 20 families we are working with at the moment - some are “light touch” and short term – others are continuing cases from some time back. There are cases across all year groups.</p> <p><b>Governor Question:</b> Does the school get any financial support or additional funding to help these families? No – we work on safeguarding issues as part of our normal funding but we have had some minor payments back for food parcels. We have strong systems in place and dedicated staff who are managing the situation very well. Our focus is directed to acute need – which is right – but we have not seen a substantial increase in cases due to Covid.</p> <p><b>Governor Question:</b> Are you managing very well a “quiet crisis”? Do we, as a GB, need to be more vocal about the pressures in school? We know from RBC networking meetings that we are not unusual in terms of Safeguarding and we work well with many services and seek additional support where we can. I don’t think we have a “crisis” but rather that we have robust systems and processes in place that mean we handle incidents professionally and make use of other support where appropriate.</p> <p><b>Governor Question:</b> So additional funding would not ease the situation? We signpost well to other support and services so additional funding would not assist this area.</p> <p><b>Governor Question:</b> All incidents are now recorded on CPOMS – so you have no paper based records at all now? Historical records are still on paper – stored in locked storage in a locked room. We have a duty of care to pass on records should a child leave us. Records are retained in line with our data retention policy which follows national guidelines.</p>
8	<p><b><u>Surveys.</u></b> Surveys of pupils, staff and parents would be considered in the new academic year.</p>
9	<p><b><u>Policies for review.</u></b> The Chair informed the meeting that a number of RBC model policies (adapted for use by ASPs) had been sent to him for review earlier in the year. There are a number of policies attached to the CEC committee but the TOR needs review.</p> <p><b>Governor Question:</b> How do we ensure equality of opportunity when we advertise jobs? Equality monitoring data and personal identification information are removed from application forms that are given to interview selection panels. This data is sent to RBC who monitor this centrally. We also send them data on why candidates were chosen for interview, and why the successful candidate was appointed. As a school, we always appoint on merit.</p>

	<p><b>Governor Question:</b> Do we know if the school has ever been challenged about recruitment? We have never had any challenge nor any feedback from RBC on our recruitment. As we are a maintained school, we follow RBC HR guidelines.</p> <p><b>Governor Question:</b> And what about the school's Bereavement Policy? This has been reviewed recently and it covers bereavement for both staff and pupils. We have been told that RBC are working on a draft policy which we will look at when it is received.</p> <p><b>Governor Question:</b> With more female employees than male employees in school – do you have a menopause policy? Yes we do.</p>
10	<p><b><u>Communication with external organisations / community.</u></b></p> <p>It was mentioned that the school or the Governing Board does not have enough communication with its local community (such as care homes and businesses) and that ways need to be found of engaging with them directly to seek their views on the school.</p> <p>A governor mentioned a Reading University initiative based on community engagement including links into the curriculum and offered to assist the school with this.</p>
11	<p><b><u>AOB.</u></b></p> <p><b>Governor Question:</b> How are the number of Committees we have and their required remits decided? This is a question for the FGB.</p>
12	<p><b><u>Issues for the FGB/parents.</u></b></p> <p>There were no issues for the FGB or parents.</p>

Meeting closed: 8pm.

### **Actions**

There were no actions from this meeting.	

### **Appendix**

Questions submitted in advance of the meeting, answered by the Safeguarding Lead in school. These questions and answers were circulated to governors in advance of the meeting.

#### **Questions submitted:**

1. How was the Local Authority Safeguarding Audit process from ASPs Point of view? Across the borough common areas of difficulty were procedures and policies relating to intimate care and fabricated illness, how did we manage in these areas? I am sure you are aware that if there were any 'unmet' criteria that schools are encouraged to implement the more



thorough RGA tool because of the extra detail if and when they are able to review the process/ policy. Fully appreciate the time implications here though.

2. June's safeguarding HT report indicates rises across Reading (in part due COVID) with safeguarding concerns/ referrals for services/ need for financial support etc., is the workload manageable at ASPS in light of this shift?
3. From a wellbeing point of view, what are the mechanisms for relevant staff to debrief, (i.e. how to let go of concerns once dealt with)?

Answers circulated to all governors:

The LA Safeguarding Audit we are required to use is the Self-Assessment Tool by the NSPCC. This is then forwarded onto the LSCB. This is a standardised approach and all schools are required to use this Tool. This is a relatively easier tool to use than the previous system. The DSL's complete the on-line assessment together.

ASPS has an intimate care policy in place and the necessary staff are guided by this. If ASPS had any cases of suspected fabricated illness, this would be a referral made to Reading Children's Services as any other safeguarding concern. Fabricated illness is included in the universal safeguarding training that all staff complete. All concerns are logged onto our cpoms system so that a factual chronology can be obtained.

Although there has been an increase in the rise of safeguarding concerns/referrals for services/need to financial support etc, the workload has been manageable due to the majority of meetings being held virtually, which saves time on travelling to various locations. Most parental meetings are now being held virtually and we are encouraging parents to email and telephone with any concerns, which again saves on time. All universal services have been operating as normal and fortunately we have many charities that can offer parents support via professional referral. It has been difficult at times due to the social workers and family workers not going into schools to see pupils and they have been heavily reliant on schools to monitor and work with these pupils.

Although it has been an incredibly stressful time during covid and extra hours were needed during Lockdowns, fortunately we have a good safeguarding team. We have regular catch ups and any safeguarding decisions are run past the Headteacher and he is completely kept up-to-date via catch ups, half termly safeguarding/vulnerable pupil register and during Lockdown weekly contact registers were completed and emailed to the Headteacher. Communication and support is excellent at ASPS. This has been particularly crucial during the Lockdown/Covid period. Relevant Safeguarding staff are able to debrief one another after any disclosures are made, as well as referrals. The emotional wellbeing days were of a great help to all staff, as it not only made us feel valued but it was recognised that our own emotional wellbeing was just as important as the pupils. We very much work as part of a team.

Thank you for your questions.

Governor Attendance at CEC meetings 2020/21 academic year (1 meeting) – committee members only

Dave Dymond	1 of 1 meeting
Laura Kerr	0 of 1 meeting
Robert Howell	1 of 1 meeting
Adedayo Benson	1 of 1 meeting
Yota Dimitriadi	1 of 1 meeting
Sara Fincham-Majumdar	1 of 1 meeting
Julia Wordsworth	0 of 1 meeting