



**Minutes of the Wellbeing Committee Meeting held on Wednesday 16th November 2016, commencing at 2pm in the Louth base.**

Serial No	Item	Comments	Action
1.	Members Present	Mrs Jo O'Neill (Chair) Mr John Gibson Mrs Denise Lyon Mrs Deb Bunn	
2.	Apologies	Mr Dave Nash - Accepted Mr Steve Barnes - Accepted	
3.	Declaration of Pecuniary Interests	All members were asked to sign a 'Corporate Governance and the disclosure of pecuniary interest' form at the outset of the meeting. All Governors confirmed in this instance that they did not have any pecuniary interests.	All
4.	Minutes of previous meeting	The minutes of the previous meeting 29 <sup>th</sup> June 2016 were accepted as a true record.	All
6.	Matters arising from last minutes	There were no specific matters arising from the previous minutes. However the Governors discussed various fund raising attempts to raise money for ICT/Science projects. The Community Liaison Manager explained that he was currently compiling a bid to The Big Lottery Fund for replacement of some of the schools IT equipment. DL suggested approaching the local Lions Club and might be able to provide some details on who to approach.	All  DL
7.	Pupil attendance update	DB presented the pupil attendance figures to the Committee. DB expressed concern that the attendance figures had dipped almost all across the board, except for Louth Base and had forwarded an e-mail to staff to ask their thoughts on reasons for this and interventions that could be put into place to encourage better attendance. DB explained to the committee that the figures had been broken down across bases, gender, year groups, SEND pupils, pupil premium, CP/CIN/TAC, ASD, CFS and MH. She further explained that OFSTED are keen that schools monitor attendance levels across various categories to demonstrate trends.  DB explained that we need to demonstrate to OFSTED that we manage the attendance figures and allocate incentives to promote attendance. DB informed the committee that if a pupil drops below 50% attendance then this is highlighted to the RSO and case manager to investigate and find out the reasons why. Sometimes this can be down to multiple medical/CAMHS appointments and can't be helped; however working with the parents is essential to promote pupil attendance. JG asked do the figures display the part in which parents take part in promoting attendance. DB confirmed that they do not. DB explained that pupils tend	All

		<p>to be referred to the school and in many cases already have a history of avoidance and this can be hard to turn around. The staff work tirelessly to encourage attendance and turn these pupils around. JO explained that this dip in attendance is not unduly unusual at this time of year; some of the pupils who had mental health issues also have low immunities and so are very susceptible to coughs and colds. Some of the pupils feel the change from Summer to Autumn/Winter in that they suffer from seasonal affective disorder which can manifest and further exacerbate bouts of depression leading to absence from school. DL agreed from experience that dark mornings can cause stress and worsen depression. DB explained that a new cohort can also affect the numbers. JG agreed and stated that the stories behind the statistics are equally as important. DB confirmed that the school uses various methods of incentives from tickets for treats; certificates and school trips etc. Pupils who have consistent poor attendance also have letters sent back to parents. DL confirmed from personal experience how difficult it could be to encourage attendance and felt that the school is doing all it can and in many cases the figures are better than some mainstream schools. DB lastly confirmed that pupils who lose touch with the school have health and well checks carried out at the family home by RSO's.</p>	
8.	How staff can manager disclosures and difficult situations	<p>SB was going to provide a brief and discussion regarding this issue; however has had to attend a course in Birmingham and was not available. NB to add this to the list of outstanding items and make this an agenda item for next meeting.</p> <p>The committee discussed the current code of conduct policy and whether this covered both pupils and staff. DB agreed to develop a staff wellbeing policy.</p>	<p>NB</p> <p>DB</p>
9.	Key Performance Indicators	<p>DB provided the committee with a copy of the responses to pupil satisfaction survey July 2016. The report is very positive with pupils for example very happy with the number of school trips. DL asked will OFSTED have the opportunity to read the report; DB confirmed that they will. Pupils were asked to mark on a scale of 1 to 10 how they felt before they started at The Pilgrim and how they feel now; on average pupils reported a 6 point increase.</p> <p>DB informed the committee that a parent satisfaction surveys had also been sent out; however out of 70 only 9 were returned. The comments from the 9 surveys were very positive. In order to encourage parents in future to participate in the surveys DB confirmed that she was considering RSO's taking the forms out during reviews and asking parents to complete at the time. The governors discussed a number of other ideas to promote an increased responses. The governors discussed how to market the school better including flyers, brochures and information passed to SENDCo's in mainstream schools. Discussions</p>	All

		also surrounded how we can promote our services post MAT to raise much needed revenue.	
		JO thanked DB for taking the time to produce the stats for the meeting.	DB
10.	AOB / Items for next agenda	DB asked to commence a small working party to compile a well-being policy and decide on what that should look like. JB stated that he would ask DN if he would assist using his expertise.	DB/DN
		JO asked if a governor would consider taking on the role of Chair of this committee. DL informed the committee that she would consider taking on this role. JO confirmed that she will stay on as Chair until a replacement is found.	JO/DL
		JG confirmed that he had completed the safeguarding for governors course. SM had applied for a number of governor related courses 2017 and DL had applied for a foundation course for Governors.	All
		JG discussed a number of items which had arisen following his course: <ul style="list-style-type: none"> <li>• Have staff had Domestic Abuse Training? – DB No, could be done at next Inset Training Day.</li> <li>• Does the school have a deputy safeguarding lead? – DB yes, it is DB.</li> <li>• Does the school have a safeguarding policy for 1:1 in the home? – DB confirmed that now CB had been appointed as in charge of this area things have been tightened up. PS is currently putting together an e-safety package for this reason.</li> <li>• Does the school have a policy for safeguarding visitors? – DB No specifically; although visitors are not permitted to walk around without a member of staff with them.</li> <li>• What DBS checks are in place for recruiting? – DB confirmed that the School Business Manager conducts thorough DBS checks before new staff are allowed to commence work at the school.</li> </ul>	DB/SB
		DL informed the committee that her son was now qualified to teach tennis and that he would be willing to come to the school and take some of the students for tennis. JO discussed some possible dates.	DL/JO
11.	Date and time of next meeting	The committee meeting finished at 4pm and the next Wellbeing meeting is due to take place at Louth base on 15 <sup>th</sup> March 2017 at 2pm.	All

Minutes compiled by

\_\_\_\_\_  
N J Blackwell / Secretary

Date: 17<sup>th</sup> November 2016

Minutes agreed as true record

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J O'Neill / Chair

Date: March 2017