

**CHAPEL ALLERTON PRIMARY SCHOOL GOVERNING BOARD
PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE (PDBW) COMMITTEE**

Minutes of the meeting held in school on **Thursday 05 June 2025 at 6.30pm**

PRESENT	Gemma Dolden (Chair)	Becca Pinder (Deputy Headteacher)
	Amy Sanderson	Sam Todd
	Jenny Hand (Chair of Governors)	

IN ATTENDANCE: Julie Kirkpatrick (Clerk – Governor Support Service)

A1 SCHOOL COUNCIL VISIT TO MEET GOVERNORS

ACTION

A1.01 **Q:** The Chair welcomed eight children from the school council who had come to speak to governors. In a personable, child friendly way they were asked if they knew why they were here?
A: Children answered to say what we like about school and what needs improving.

All governors gave their first names and had a conversation with children about what a governor did, so they understood a little bit more.

Children were invited to introduce themselves and their year group.

Q: The Chair said do you know what you want to say?
A: We want to answer questions.

To put the children at ease the Chair talk about her own children and a game they had played on holiday involving questions.

Q: What one thing would you change about school?
A: A sports field to play more sports on like rugby or tennis.

Governors chatted with the children about if they would like their teachers or other people to teach them and if they would prefer sports like this after school or in PE. Answers from the children were a mixture of both.

- Further suggestions from the children involved having their own school minibus to go on more trips, a cancelled trip to “The Deep” and the disappointment was mentioned.
- Have a sports team to enter competitions, children themselves acknowledged that they already had a dodgeball and debating team, football was preferred for more competitions.
- Residentials for Y4 and Y5, a Y3 sleepover in the hall. Y4 residential was highlighted by the children as they said a lot of friends in other schools went on a Y4 residential.

- Break time, more sports to choose from just football on a lunchtime, tennis was suggested.
- More outdoor learning like geography outside but children were quick to say not in bad weather.
- Science experiments – more science based not as much writing.
- More opportunities for all children across school to have their packed lunch outside.
- Alternative activities in the hall at playtimes
- Longer break times as 15 minutes went very quickly

Q: If you had to go to another school what one thing would be so good to take with you from school now?

A: Several children said the class and their teachers. Other answers were.

- After school extra clubs like dodgeball
- Size of playground
- Indoor and outdoor sport
- Dojo points
- Learning partners helped
- Somewhere to sit and chill, chat with your friends.

Q: Anything else you'd like to say to us? Do you feel safe at school?

A: Yes

Children talked comfortably with governors about their experiences of observing alleged bullying and how they knew that teachers were always there to help. There was further conversation which the children initiated about behaviour consequences.

Q: Governors asked for a little bit more information about what children meant?

A: The children openly said about that most of the time behaviour in good in school was good however they gave governors examples where they felt behaviour consequences didn't work for individual children and made suggestions to involve Mrs Jheeta more.

Q: Do you think most of the children are happy?

A: Yes some children are unhappy, not all.

Q: How is lunch?

A: Lunchtime talked about at length with the children giving excellent examples to governors about problems that occurred over lunchtime and how this felt as if it carried on into the school day sometimes without being sorted. The consequence of being sent to "The Wall" was unpopular and the children gave many examples to governors why they felt this.

Children told governors there were many arguments about football and talked about how this made them feel.

The Chair summarised for the children what they had said that it had been useful to governors and thanked them for coming.

The children left the meeting with Mrs Todd.

Q: A Governor asked if children were better if busier with equipment like tennis or other supporting equipment at lunchtime?

A: The DHT answered that providing extra playtime equipment had increased argument and behaviour incidents previously.

The Chair instigated a further conversation about “The Wall” and governors all agreed that this would be left with the DHT to consider if there were any possible alternatives.

1.00 APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS

1.01 Apologies had been received and accepted from Nicola Allardyce and Amy Wilson.

2.00 DECLARATION OF INTERESTS

2.01 There were no new declarations of interest.

3.00 MINUTES OF THE LAST MEETING

3.01 Resolved:

That the minutes of the meeting held on Thursday 27 February 2025 were agreed as a correct record and the Chair was authorised to sign them.

4.00 ACTIONS AND MATTERS ARISING

4.01 **(Minutes 4.08 and 4.09: 27 FEB 25) Jenny to attend safer recruitment training: Action ongoing.** The next course available would be in September 2025.

4.02 **(Minute 4.11: 27 FEB 25) Prevent training:** Action ongoing, Virtual training had been purchased and the link would be distributed to those required to complete. The Chair would update governors on this when she had checked with the Safeguarding Welfare Officer (SWO).

4.03 **(Minute 5.01: 27 FEB 25) School Improvement Advisor (SIA) visited school for a post-Ofsted review meeting report:** Action closed. The note of visit and contact (NOVAC) had been circulated to governors:

4.04 **(Minutes 5.02: 27 FEB 25) The Chair had met with Sam Todd to complete a PSHE governor monitoring visit: Action completed.** The visit report had been shared with all governors.

Sam Todd returned to the meeting at this point.

4.05 **(Minute 5.01: 27 FEB 25) Staff member and SWO to complete online bereavement training session:** Action completed. The Chair

Chair

advised the meeting that she would check in on how this went during her next school visit.

4.06 **(Minute 8.05: 27 FEB 25) Safeguarding governor monitoring visit prior to the Easter holiday:** Action completed. The Chair (Safeguarding governor) had completed her visit and circulated the report to all governors.

4.07 **(Minute 8.08: 27 FEB 25) DHT to invite members of the school council to attend the start of this PDBW meeting:** Action completed, refer item A1 within these minutes.

4.08 **(Minute 11.01: 27 FEB 25) DHT feedback on staff survey:** Action closed. The DHT would advise governors when feedback was available.

5.00 STRATEGIC OVERSIGHT (GOVERNOR MONITORING)

5.01 The Safeguarding governor visited school on 17 March 2025, a copy of her comprehensive report had been shared with governors prior to this meeting. Detailed feedback had been discussed within the last FGB meeting.

5.02 Governors noted that Emily and Laura intended to complete monitoring visit and curriculum priorities this term.

5.03 Nicola had circulated her report and provided feedback regarding her SEND visit.

5.04 Forthcoming visits which governors had on their radar would incorporate:

- A catch up with the DHT after lunchtime behaviour monitoring had taken place
- Children looked after (CLA) information check-in. The Chair would schedule this visit with the DHT.

Chair/DHT

6.00 ATTENDANCE AND BEHAVIOUR (TOR 8.05)

6.01 Attendance

Prior to the meeting, the following documents had been circulated to the committee for review:

- Attendance data by group (Pupil Premium (PP), English as an Additional language (EAL) and Black and Minority Ethnicities (BME)

6.02 Governors heard that 96% and above was a good measure for attendance, that school were working overall above this level.

To enable governors to evaluate strategies used within school to improve attendance and punctuality, the DHT provided the following additional information in conjunction with the above report.

- Reception - how school worked with parents to improve specific attendance in Reception was discussed.
- Pupil premium (PP) attendance highlighted within Y4 – reasons and strategies used explained.

Q: Was any attendance advice sought from the local authority (LA) for cases discussed?

A: The DHT answered no as school had seen an improvement and the attendance fluctuated for known families.

Governors noted how persistent non-attenders had improved and PP improvements within year groups pointing out the Y1 PP attendance improvement from 91% to 93%.

6.03 Behaviour

Prior to the meeting, the following documents had been circulated to the committee for review:

- Summer 1 breakdown of behaviour incidents
- Breakdown summary of number of incidents logged on CPOMS under each category.

6.04 The DHT referred governors to the lower number of behaviour incidents on the above reports, 78 down from 113 at the last meeting however this was countered with the fact that the previous report was over a longer school term.

Governors noted behaviour improvements for two pupils and that the number of pupils involved with multiple incidents, 13 had dropped as a result.

The DHT was completing monitoring for individual behaviour which governors heard could demonstrate an emerging SEND need.

Bullying allegations were reviewed and governors probed for more information. Governors were pleased to hear of the tough consequences involved when a child had been particularly distressed after being followed home. Mrs Todd had worked with parents and the DHT continued regular check ins with all pupils involved.

6.05 Incidents which had been recorded as physical violence were clarified. The DHT explained about any disagreements and the usage of hitting or pushing, how this behaviour was being monitored and consequences involved.

6.06 Governors talked about examples of low level behaviour which the DHT said involved pupils with a SEND or SEMH need. Examples involved repeated behaviour as children worked through how to articulate their feelings..

7.00 PRESENT THE ANNUAL SAFEGUARDING MONITORING REPORT AND SAFEGUARDING MONITORING VISITS

7.01 The Safeguarding governor had visited school on 24 April to meet with Tessa Robbins (Safeguarding Welfare Officer - SWO). A detailed monitoring report of the visit had been shared with all governors.

7.02 Governors discussed their concerns over the anonymous list raised within the report and heard more detail from the safeguarding governor visit. Reassurances about staff training what to look for regarding the signs of sexual abuse, were given.

Q: Was the word consent and what this meant covered within Y6 PSHE?

A: Yes, the staff governor answered, the DHT added that she did an assembly on the theme of consent each year.

Following further discussion it was agreed it would be useful for the safeguarding governor on her next visit to ask teacher's specifically questions around signs of sexual abuse they may encounter. The clerk gave feedback from a recent Governor Support service (GSS) training session that the discussion and ideas governors had examined in the meeting were an example of robust safeguarding in a supportive yet challenge role.

Governors heard about the forthcoming NSPCC training the DHT, EYFS lead and SWO would be doing.

Jenny left the room at this point.

7.03 The upcoming safeguarding visit with the Designated Safeguarding Lead would be to discuss the progress of actions in the previous annual report (ARM) and independently verify that the information to be submitted in the proposed report was accurate. Governors were aware the report must be returned electronically to the local authority by Friday 4 July 2025 and that the finalised report should be shared with all governors.

8.00 STAKEHOLDER ENGAGEMENT – PUPILS/SCHOOL COUNCIL (TOR 8.08)

8.01 The Chair commented that governors had received representation from the school council at item A1 within this meeting to consider pupil wellbeing.

9.00 EQUALITIES (TOR 8.07)

9.01 Governors discussed a recent Supreme court ruling on single sex in particular with reference to how the legislation stipulated the usage of toilets in relation to biological male or female gender. The DHT outlined plans to support pupils further if and when needed.

The clerk updated governors that more guidance and training would be issued from GSS.

Clerk Post meeting update - latest advice from GSS regarding equalities responsibilities. GSS intention is to update their guidance and create training when they have the capacity. Current governing board responsibility for equality requirements outlined below are as per the PDBW agenda:

- *“Publish equality information annually, following a review of school’s data, policies, and practice and how the school engages with protected groups. The guidance on the Equality Act 2010 gives detailed information for schools with pages 33 -36 including information about what to publish.*
- *Actions to address gaps identified should be published as equality objectives (and reviewed and updated every four years).*
- *Approve an Accessibility Plan if not already in place (it was a feature of the spring agenda under the SEND item).”*

10.00 IMPACT OF COST-OF-LIVING CRISIS ON FAMILIES

10.01 The cost of a London trip pupils was discussed along with how places on the trip were allocated and the limitations of just thirty children being able to go. Governors requested that the DHT raised the prospect of taking all sixty children to London or offering an alternative to the Houses of Parliament for the other thirty children who would be unable to go.

DHT

The DHT reassured governors that school had a good awareness of families that may require financial support for school trips and steps to address this if needed.

11.00 POLICIES FOR APPROVAL STATUTORY (TOR 8.09)

11.01 All governors had received a copy of the School Uniform Policy for review prior to the meeting.

Governors gave feedback that the school uniform policy was thorough and covered many eventualities. They debated at length how specific wording in the policy regarding what was acceptable uniform could be interpreted particularly wanting clarification on general uniform items such as trousers.

There was an awareness of families that may struggle with the uniform, examples of reasonable adjustments were given.

Q: Do you challenge on school uniform?

A: Yes, the DHT gave examples and more detail of where leniency had been used however highted that this was not consistently.

Q: Governors discussed the usage of book bags and enquired if they were compulsory?

A: Not compulsory however helpful to protect school books and took up less space, the DHT answered.

Governors acknowledged the practical element of the usage of book bags and wanted to know if there was anything else that could be used to protect books. The DHT would consider the use of plastic wallets as a protective cover in rucksacks, used by the majority of older children and preferred by parents for carrying other items for example lunch boxes. PE kits and water bottles.

DHT

After further discussion regarding nail varnish, it was agreed that the above book cover suggestions and that no nail varnish should be worn, would be added to the school uniform policy.

DHT

12.00 ANY OTHER URGENT BUSINESS

12.01 No further urgent business was discussed..

13.00 DATE AND TIME OF NEXT MEETING

13.01 Including governor visits to be undertaken prior to the next meeting, refer items 5.02 and 5.04, respectively.

13.02 2025 Summer 2 May-July
Thursday 03 July FGB

13.03 2025 Autumn term 1 Sept-Oct
Thursday 18 September FGB
Thursday 09 October QTLA
Thursday 23 October L&M

2025 Autumn 2 Oct-Dec
Thursday 13 November PDBW
Thursday 27 November FGB

2026 Spring 1 Jan-Feb
Thursday 08 January QTLA (**can be changed to Thursday 15 January if preferred**)
Thursday 22 January L&M

2026 Spring 2 Feb-Apr
Thursday 12 February PDBW
Thursday 19 March FGB

2026 Summer 1 Apr-May
Thursday 30 April QTLA
Thursday 07 May L&M
Wednesday 21 May FGB

2026 Summer 2 May-July
Thursday 04 June PDBW (**Can be changed to Thursday 11 June if preferred**)
Thursday 02 July FGB

The Chair closed the meeting at 8.07.pm.