

ST MARY'S BENTWORTH CE PRIMARY SCHOOL
EDUCATION COMMITTEE MEETING MINUTES
AUTUMN 1

Wednesday 22nd October 2025 at 6.30 pm

Subject Leadership Focus: SEN



Terms of Reference

As agreed by Full Governing Body 1st October 2025

Quorum 50%

Chair: Debbie Spencer-Jones

Clerk: Judy Totman

Date of next meeting: Wednesday 19th Nov 2025

Attendance

Name	Governor*	Present/ Apologies/Absent
Jo Ayres (JA)	Head Teacher	P
Charlotte Baker (CB)	Staff	P
Jane Phillips (JP)	Foundation	P
Debbie Spencer-Jones (DSJ)	Foundation	P
Lara Swan	Foundation	P
Felicity Wevill	Foundation	P - 7.40 pm
Cathy Dumelow	Associate Governor	Not reqd to attend

*tick box where appropriate

DSJ, Chair opened by thanking everyone for coming to this meeting, noting FWel travelling from work to join us shortly.

Agenda Issues discussed

1.0 **Apologies for absence:** None

2.0 **Declaration of Interests** None declared for this meeting

3.0 Leadership Subject Focus: SEND Information Report/SEND Policy review

JA confirmed there was no change to Share Local Offer, and the SEND Information Report will be available for November meeting. CB shared from Year R that many families are 1st time in school education in this cohort, they are mainly in 2 groups based on having met at pre-schools the children have attended, but all have welcoming approach to families and school life.

CB confirmed our local offer as uploaded to school website, showing 3 levels, in brief broken down into areas of provision as follows:

Universal provision showing everything we offer to every child regardless of their needs

2nd layer targeted provision monitoring added, children not yet having diagnoses or outside agency support

Top layer specialist provision, usually child has EHCP or other outside agency support involvement



CB confirmed this was referred to at the recent Open Morning for new parents, when CB spoke about children with EHCP referrals and what we can offer at St Mary's.

Governors were very impressed and confirmed this should be referred to in SEND Information Report and included in SEN Policy review.

GovQ. Do you keep a central document of this once on provision map? Universal provision, no; once pupil on targeted provision, yes. When we are supporting with a lot of targeted provision, what do we do with this information, is it shared for example with family support worker (FSW) so they can support/talk about this with family? HT shares information with FSW as appropriate, for example if child uses fidgets in class to encourage learning focus, avoid jewellery as noted this can be chewed, fabric - sleeves of sweatshirt can be chewed; be aware of levels of sturdiness and hygiene in supportive items being used. Monitor outcome and impact, otherwise would not need to use. For parents considering where to apply for their child, there is a distinctive difference between schools and levels of support available. It is good for us to be able to explain our level of support and provision. **Governors asked is there a risk that we are not leaving this to professional involvement?** In layering, this includes such involvement and we are receiving positive feedback on our support given here. Governors found it really interesting to learn of this approach in teaching, supporting sensory need, and what it actually means to a child in the classroom.

Governors were invited to CB's sensory circuit tour 26.11.2025 3.00 pm, which will give further understanding to parents of the sensory circuit, sensory breaks, co-regulation, self-regulation process. Whereas a child could be overwhelmed initially, over a period of time this can support them to enable focus and better access to their learning. **Is there a link between us (this support) when a child moves on to senior level education?** Universal provision no real discrepancies, but we note that transition can be hard for some children. With specific need identified SEND support or diagnosis, senior schools can put support in place, but with these levels for some children they will not receive ongoing support in Year 7. There is a gap in what different senior schools offer, not necessarily is profile passed through or gets to their classroom, although child may know what their needs are. SEND Team in senior schools would identify the need, not the class teacher. **GovQ. What can we do to better this?** Empower child to have a 'voice' - advocate for oneself, use 'your tools' to speak out. Governors affirmed this is fascinating work with the children and can make an amazing difference to them both in their learning and in life-skills.

4.0 Approval of Minutes and Confidential Minute (09.07.2025) and Matters Arising

The Minutes were accepted as a true and accurate copy and approved; signed by the Chair. Actions and comments noted as follows:

Subject Leadership presentations PSHE in light of recent Scottish Court ruling, definition of biological gender. Researching for relevant resources, we remain continually aware. A governor reported that she had heard from another source that there appeared to be suggestion in decreasing number of pupils questioning their gender, that it is believed it has peaked and reducing. We have not received any further updates from DfE.

Exit Interview with leaving member of staff Offer made; CB had been in touch and confirmed former staff member settling into her new school; agreed not appropriate to carry out interview now.

CofE VA School Reporting/RE focus As a result of RE report, invitation to be extended to Sarah Miscala, Church Warden, Lasham, CD to supply CB with contact details **Action: Clerk-CD/CB**

Home-School Agreement, Pupil-Parent Promises to be re-established annually Years 1-6 Autumn term; new Year Rs late Aut term. **Action: JA/CB/Class teachers**

5.0 Pupil Attendance

Governors noted and adopted in practice School Comm referring to guidance on Penalty Notices & Notice to Improve, Leave of Absence Forms (LOAF) reflecting policy change agreed, referred to FGB and then uploaded to school website; inform change to school community via School Newsletter. **Action: Clerk-JA/GN**



- Governors agreed pupil attendance is good. JA confirmed that we work hard on good attendance with our families; JA has thanked families for their support on this; the number of leave absence requests has gone down.
- CB/CBri met looking at PP (Pupil Premium) pupils and agreed that attendance is good, no concerns
- JA invited to attend/panel an Attendance Hub as a leading attendance school but as 16 page application form required and no capacity, she has confirmed she is happy to present and discuss what we encourage and action at St Mary's, if they would like to make contact

Governors felt proud of St Mary's, acknowledging this effort on behalf of our pupils and thanking our families for their support.

See Confidential Minute

6.0 Mental Health & Action Plan review

Senior Mental Health Lead Audit for Action Plan JA/JP had reviewed this in July; format compiled from training JA has undertaken. You can see positivity in most areas/main points. Our school website is not constructed in to areas (similar to local plan) so not uploaded, but when website changes, we will be able to show collaboration between areas, parents, children, PINS work (Partnerships for Inclusion of Neurodiversity in Schools programme) that is being undertaken. Highlights:

- Identify pupils at risk: Thrive training, 2nd Thrive apprentice identified, this will allow for THRIVE trained staff at upper and lower ends of school.
- Interventions: meaning Mental Health progress, is hard to record, using Anna Freud's analysis/toolkit. Identify training on how this best done with 4-11 year old children. Self-esteem, confidence
- PP children, self-ratings, to be looked at over course of time, following ELSA sessions or FSW sessions. Impact remembered initially, and then child may forget to use tools/strategy over time (need to become habitual). How best to instil **Action: CB/CBri**
- Training, KM attended training on interventions to support mental health and signs of neurodiversity. Young Carers group feeds into this. Support staff action, depends on cohort / which class / not related to school; it is an ever-changing picture
- Positive reflection from Ofsted inspection; staff survey good
- PINS programme to enhance our SEND support provision; staff survey positive; focus on this programme and target parents
- inclusion on School website - Young Carers' Plan

See Confidential Minute

Governors noted the further action as noted in FGB Minutes on domestic abuse work. (Safeguarding action plan)

How is the new Caretaker settling in? JA is meeting with him informally on Friday to see how his 1st half-term has gone. The site is up-together, he has done brilliantly in terms of H&S, undertaking a lot of HCC training, and is computer literate. MM seal of approval given in under 2 weeks of being on site! CB reflected that he has undertaken jobs seamlessly, fixing things and an asset to our school - trustworthy and staff find him likeable and approachable. **Is he undertaking the cleaning?** Yes, he is kept busy with appropriate daily cleaning routine. He is building relationships with visiting contractors. Refer to Resources' Committee Confidential Minutes. Governors were pleased to reflect on successful recruitment and positive support to cleanliness, health and safety of our site.

7.40 pm FelW joined the meeting.

7.0 Safeguarding

Safeguarding responsibility matters relating to a former pupil. See Confidential Minute

Safeguarding audit 24.11.2025; governors try and arrange to meet new caretaker then.

Action: DSJ/CK



JA confirmed in absence of class teacher, ensuring number of staff required on site in place, eg number of LSAs in support of Oak Class, support in Year 6, HLTA, one of our former LSAs works as bank staff available to be called in as required.

8.0 SSP

- Governors monitoring checklist in place with Autumn dates in place for this term's focus
- CPD needs identified at performance management, check date for when next performance management audit due by governor **Action: Clerk**
- Pupil development, introduced Curriculum Drivers to pupils, Pupil Council tasked to report back end-year (details in last FGB Minutes).
 - Governor-staff/teacher link meetings, Year R; CB/MF will meet after Year R survey results end November. Otherwise JA encouraged link governors to meet with staff prior to November-end (set dates for this academic year, 3 in all)
- Curriculum drivers, do pupils understand why we have them, do children really understand what this means, do they need to? No, what they do need to understand that curriculum is taken in a context, not just made-up. What drives someone in life, in their values, in their interests. What drives 'you' eg music, sports, arts, history, maths, science? We hopefully have an athlete (rower Jessica Rowe, former St Mary's pupil) arranged to come in and talk to the children about her 'drive in sport'.
- Our school values Love-Respect-Belong. Try to demonstrate in something you learn in curriculum, that it has been designed for a reason. **Do you think children of primary school age have the insight? Do they care about the curriculum?** They can recognise that they have a choice, have chosen here environmental issues as our driver. Asking them to remember where it comes from - their choice, bespoke to us as being of value to us at St Mary's, so very important to recognise environmental stewardship as being specific to our school. Other schools can choose their own 'drivers', children to choose what is important to them in their lives. Celebrated here with storytellers, cultural, religious topics, based on enjoyment, adventures and trips - it is quite 'grand thinking'.
- On Friday, House Day is based around the environment
 - KS1 learning values with 'Survive and Blossom' cards, play-based learning for younger ones led by CB
 - Ash, with RD communication - storytelling
 - Lime led by FionaW (our Sustainability Lead), Environmental Stewardship
 - Elder led by JK, belonging to, being part of environment stewardship

JA affirms feedback will be extremely useful; governors look forward to receiving feedback on the House Day at next meeting. **Action: JA- Clerk/ Agenda**

QLA Year 6 JA/JK reported very interesting and governors can find data on-line; GPS positives and some not so strong. Focus has been on supporting writing here at St Mary's; grammar, punctuation we will see how that is reflected. Maths, focus on number and place value as a real strength.

9.0 Commissioner for England's Children's Plan (School Census shared survey)

Published results and findings of the survey in The Children's Plan. JA to consider idea of poster and will comment at next meeting. **Action: JA**

10.0 Policy and Procedure reviews

DSJ thanked governors and staff for reviewing the delegated policies and the following noted:

Spiritual, Moral, Social and Cultural Development (SMSC) agreed. Inform FGB, upload **Action: Clerk**

Missing/Lost Child Procedure for staff, agreed. Inform FGB; notify staff **Action: Clerk**



MoPP as confirmed review process at FGB: School Comm. Updates to the Manual of Personnel Practice, reviewed by DSJ, no further comment, agreed. Recommend MoPP for adoption FGB via pre-meeting proposal form; notify staff **Action: Clerk**

Capability Policy Sep 25; Appraisal Performance Management Policy Sep 25; ECT (Early Career Teachers' Policy HCC Sep 25; ECT Policy tracked changes Sep 25; Managing Performance Concerns Resource Pack Sep 25; Procedure for Protected Disclosure ('Whistleblowing') May 25; Sickness Absence Policy Nov 24 / Sickness Absence How to Guide Aug 24; Supporting Employees with Carer Responsibilities, How to Guide July 25.

Policies for review next meeting:

Note: (Ongoing for IT, Social Media, Cyber-security etc - Safeguarding Action Plan, with Leadership change in computing so led by SLT member to ensure safeguarding elements reflect current need eg use of mobile phones is clearly in documentation.

JA updated governors on mobile phone usage, bearing in mind consolidation of Smart technology embedded in it - Eggars Senior School require pupils up to Years 7/8 to hand phones in whilst at school. Amery Hill advise pupils to keep mobile phones in pouches so not to be used in tutor time across whole school.

Feedback from senior schools is that the older they are, the more liberated they feel; mobility activity increased, more open spaces on site made available and are being used; instead of pupils stood still on phones there is increased movement now. Feedback on boys' behaviour, noticed physical fights ie pushing and shoving, more confrontational in-year groups but HTs believe it is an important lesson to question what you would say face-to face or more 'slyly' on text? Face-to-face dealt with at the time. Staff report back on impact: it is a lot noisier at lunchtime, more talking and social interaction. Governors agreed this was very interesting work being conducted by senior schools.

School Comm RSE, changes statutory by Sept 2026. CB preparing policy with proposed changes, for review next meeting **Action: CB** Once agreed by governors, will present to parents for consultation

Public Sector Equality Duty Policy - annual review of Appendix A Objectives (published annually) **Action: DSJ/JA**;

Extended School day provision (2-yearly review) **LS/JT** Staff of BC/ASC FelW will arrange to meet as new link-governor. JA suggested Monday MM/LW, Fri LL/NW Clerk to assist in meeting times; report back Spring 1 meeting **Action: FelW/Clerk**

Trip letters to parents. JA investigating the consent form slip at foot of trip letters, wording 'informal consent' **Action: JA**

11.0 New Matter(s) for Inclusion on next Education Committee Meeting Agenda

LLP visit date on 22.01.2026 8.30 am - 1.00 pm with emphasis on children's play role, visits, activities. Governors welcome to meet, DSJ/JP governors meet around 9.30 am. **Action: DSJ/JP**

12.0 Date and time of next meeting: Wednesday 19th November 2025 at 6.30 pm.

RD will have completed Handwriting audit, Agenda item to report back at next meeting

Note: JP apologies as away on holiday for next meeting 19.11.2025.

DSJ thanked governors for attending this evening's meeting, for their input and thorough discussion; thanks also to the Clerk for minuting.

Meeting ended 8.18 pm

Signed ...*Debbie Spencer-Jones*..... Date.....19th November 2025....

Debbie Spencer-Jones, Chair of Education Committee



Précis of Actions in Minutes from this meeting (22.10.2025) ITEM listed against Minute numbered paragraph	Timescale if appropriate	Action
4.0 Approval of Minutes, Confidential Minutes and Matters Arising		
Clerk to deal with <u>approved Minutes</u> in usual way	ASAP	Clerk
<u>CofE VA School Reporting/RE focus</u> invitation to Sarah Miscala, Church Warden, Lasham CD to supply CB with contact details		CD/CB
<u>Home-School Agreement, Pupil-Parent Promises</u> arrange Years 1-6 new Year Rs late Aut term.		JA/CB Class teachers
5.0 Attendance		
Inform FGB via pre-meeting proposal form of Attendance policy review/changes	FGB	Clerk
Inform parent body via School Newsletter		JA/GN
6.0 Wellbeing - Mental Health Lead report		
Pupil Premium (children generally) consider how best to instil habitual strategy		CB/CBri
7.0 Safeguarding		
Same day as Safeguarding audit (24.11.2025) try to arrange to meet new caretaker		DSJ/CK
8.0 SSP		
Performance management audit by governor, check date due	Aut 2	Clerk
Curriculum drivers/House day, feedback	Aut 2	JA/Clerk agenda
9.0 Commissioner for England's Children's Plan		
Consider idea of poster, comment next meeting	Aut 2	JA
10.0 Policies and Procedure reviews		
SMSC policy. Include in pre-meeting proposal form, inform staff, upload to school website	FGB	Clerk-JT
Include in form to FGB; inform staff, update Orange Policy file, Lost or Missing Child Procedure	FGB	Clerk
Reviewed changes of MoPP policies/procedures completed; ask FGB to adopt MoPP; inform staff	FGB	Clerk
RSE changes to policy for review		CB
Public Sector Equality Duty Policy, review Appendix A Objectives	19.11.2025	DSJ/JA
Extended School-day provision	19.11.2025	LS/JT
As link-governor to BC/ASC arrange meeting with respective staff		JT/FelW
Trip letters consent slip for parents, check wording 'informed consent'		JA
11.0 New Matter(s) for Inclusion next meeting Agenda		
Report back on LLP visit 22/01/2026 Spring 1 meeting	Spr 1	JA/DSJ/JP
RD handwriting audit report	Spr 1	RD/JAClerk