

Minutes for DKH: Children's Families & Community (CFC) - DRAFT

Meeting date: 25th September 2013 at 6.30pm

Members of CFC: Zahid Malik (Chair), Eileen Wray, Isabelle Sporidis, Martin Finn, Michael Situ

Apologies: Patrick Pierre-Powell

1. A Review was carried out of actions arising from previous CFC meeting (15th May 2013):
 - a) Safeguarding Children Policy (incl Allegations of abuse against staff) – **MS**:
 - MS reviewed with the policy with Linda & presented an updated document. This was discussed by the present meeting (see para 2 below).
 - b) Home-school agreement – **MS**:
 - This is no a longer statutory. The meeting decided that staff should decide on form of any document covering home school expectations and that this was no longer the responsibility to produce.
 - c) Parent governor elections – **MS**:
 - MS presented a new document covering parent governor elections which had taken into account the issues arising in the last election. This will be presented to the next full governing body (FGB).
 - **[ACTION ZM]** to present to the next FGB.
 - d) Complaints – **IS**:
 - **[ACTION IS]** Complaints Procedure: to be reviewed by IS and circulated by email for ratification for FGB. Review every 3 years
 - e) Register of pupils – **EW**:
 - EW stated that the school was happy with the Register of pupils. To be relayed to FGB via these minutes.
 - f) Behaviour and Discipline, and Governors' Statement on Pupil Discipline (incl anti-bullying) - **EW**
 - Behaviour Policy & Anti-bullying will reviewed in Nov by School staff and the policy will be amended from after that review. Recommend review every 2 years.
 - g) Single equality policy (incl race, gender, equal opps, accessibility) – **EW**:
 - To be updated in December after further staff training. The present policy will be recommended to the FGB until then. Review every 4 years.
 - h) Compliance with information to be published online – **JT**
 - **[ACTION JT]** JT to make a final check and confirm that statutory policies & documents are published on the school website.
 - It was also noted that committees could email updated policies and other documents to Bonnie for updating on the website.
 - i) Link Governor protocol review – **MS**
 - MS presented a governor protocol for school visits. This was discussed in the meeting and amendments agreed.
 - **[ACTION MS]** MS to amend present the new document for FGB approval.
2. Disclosure and Barring Service (DBS):
 - a) This was formerly known as CRB checks. The meeting discussed the issue of governors requiring DBS for school visit, as this is no longer a statutory requirement. The meeting decided that governors did not need to obtain DBS to carry out their normal duties, based on what they carry out at present. The governors would be made aware of the school's protocol for interacting with children during visits, such as not being able to be left alone with children in school and open door policy etc. If school governors were to work in other capacities (such as volunteer reading, running clubs etc) then the normal safe guarding rules would apply in the possible requirement for DBS.
 - b) **[ACTION MS]** MS to reflect the discussion in the amended protocol document
3. Parent meeting:
 - a) **[ACTION ZM]** ZM to distribute feedback Questionnaires responses from the Parents meeting.
 - b) The meeting discussed that the format was a success and next time we should video the event and put it on the website.
4. Surveys and feedback:
 - a) **[ACTION ZM]** The meeting decided to pilot an SMS version of the questionnaire where questions and responses are via SMS only.
 - b) **[ACTION ZM]** ZM to check the privacy and data protection policy for TextMagic.
 - c) **[ACTION ZM]** To test the system with governors mobile phone numbers as real-live test.
 - d) It was agreed that Staff and pupil surveys could be carried out by SurveyMonkey.
5. Exit Interviews:
 - a) **[ACTION ZM]** ZM to ask Therese to send the CFC with her synthesis of the feedback. The committee to discuss what actions should result.

6. AOB:

- a) Parent Curriculum meetings: the meeting discussed that the timing of these.:
 - [ACTION EW] EW to discuss with SMT to see if we can make a change so that parents who work can be accommodated.
- b) [ACTION EW] to check schools position on parents emailing teachers. Would like a consistent approach.
- c) [ACTION EW] EW to ensure that homework policy is sent to parents

Next meeting on 29th Jan 2014 at 6.30pm.