St. Luke's
PRIMARY SCHOOL

Behaviour and Attitudes, Personal Development Committee.
Minutes.
8th June 2026
Head Teachers Office
4.00pm to 5.16pm.

Notes

Governor Members Present:	Simon Wattam (HT), Peter Sowrey (Chair), Natalie Huitson, Lucy Webb, Emma Liles.
Associate Members Present:	None.
Officers Present:	Rose Roberts, Anoushka Visvalingam, Su Owen (Clerk).
Quorum:	Three governors, including the Headteacher, and at least 2 governors who are not staff. Meeting is quorate – 5 out of 5 Governors present.

Introduction

a) **Declaration of Interests**
None

Agenda items

1. Apologies for absence and Declaration of Interests.
2. Minutes of the previous meeting on the 26th of January 2026 and matters arising.
3. Assistant Head (Pastoral) report.
4. Feedback from Governor visits – spring 2026 (as appropriate).
5. School Improvement Plan B&A and PD section.
6. Policy update: Relationships and Behaviour Regulation.
7. Governor Visit Plan - Summer 2026.

1. No apologises received, all Governors present.
This meeting has been re-arranged from 11th May 2026.

Signature..... Date.....5.10.26

2. Minutes of the last meeting:
Accuracy – no adjustments requested or required.

Actions from the Meeting: Behaviour and Attitudes, Personal Development Committee. 26th January 2026.		
Item no.	Details of Action.	Lead Officer
8	RR and SW will arrange the best time for Governors to come in to visit the school.	RR/SW

Matter arising – Actions:
Item 8 – this is being picked up as part of the aspirations week and is being covered in Item 7 on this agenda.

Q-Regarding item 4 from the last meeting (page 2 of the minutes), did any Governors attend the training on the Inset day?
A-Yes, there was a recapping on the framework, responding to behaviour in the moment and then after action follow up; all very interesting. Governors added that this was touched on in the class rep's meeting and parents asked for more information. SW commented that the trainer is due in next week and is planning to run another training session in the autumn. This session was more theoretical than expected and deviated somewhat from the requested narrative/agenda.
Q-Will it be possible to run some sessions in school for new parents?
A-Yes, this was talked about.
Q-Will it be possible to upload something on the website, if only for a short time?
A-There has been good feedback from parents. Many appreciated the theory and found it all very interesting.
Q-What is to be arranged for the new parents in the autumn?
A-There is a lot for new parents to take in at the beginning of September, so we are mindful not to overwhelm them. The initiative is for everyone but of course the main target is Reception.

3. Assistant Head (Pastoral) provided a summary of the reports content.
The summer term action plan is colour coded and the spring term actions have been reviewed. The empowerment training has now been provided; neurobiology, brain needs and executive functions.
Tier behaviour was discussed which revealed some differences between reception and Year 1.

Q-Will different key stages have different directions?
A-No, it will depend on the child and the stage they are at. The child's background is also relevant. Staff have had training in disregulation, etc. SW has been running the weekly assemblies and has now covered all of the 5 'C's'. Risk assessments are in the process of being written.
Q-How many are needed?
A-Around 18. The tier reflects the needs of the child.
There is a move from Individual Education Plans (IEP's) to pupil passports as the former were becoming unmanageable. Some children do still have IEP's if they have a high enough need and or an allocated adult. The pupil passports are written with the child. RR and AV have worked on the Relationship policy which is now complete and now ready for ratification (on the agenda for this meeting). There are still issues with attendance. Governors commented that if a child was struggling with attendance their needs to be the opportunity for them to elaborate on the reason(s) for their lateness.
Following the inset day on the Empowerment training there was a staff meeting where targets were set. Coaching was offered. All the slots were taken up in the first few weeks, although they are easing off now.
Q-Are the coaching conversations on a one-to-one basis?
A-some relate to specific incidents whilst others are more concerned with general behaviour.
Q-How is the child approached, after the assembly?
A-It depends on the behaviour. The coaching training needs to be good enough for everyone.
The coaching slots have not been used by KS1, mostly KS2 staff. The empowerment trainer has also run her online meeting for parents, approximately 35 parents attended. She is going to try and run another one.
Zoning in the playground was discussed with SW.
EL and another member of staff are in charge of the sports premium. This funding is stopping in July 2026, completely.
Action – Governors asked for a report for the last FGBM.
RR added that the zoning for the playground is being clarified and will hopefully be ready for September 2026.
There has been conversations with the ASC to provide continuity of information (and what that might look like) about the children and any needs they may have. Folders for passport will be arranged; this is all very important for handovers.
Q-What happens regarding hand over information and high needs Reception children?
A-The nurseries do provide a one-page profile, similar to pupil passports. A vulnerability index is being produced by the counsellor. It hasn't been so consistent this year but will be fully in place for September 2026.
Q-This is only for children from nurseries?
A-Yes, so the information is not consistent or complete for every child.

4. Several school visits have happened. Some of the observations/questions that follow have come out of these visits.
Q-How are the outcomes of the coaching monitored?
A-Essentially everyday practice reported to parents, teachers (not coaches) spend time talking to the children to ascertain issues, etc.
Q-Are there any issues concerning the teachers implementing the coaching?
A-It is not so relevant at primary school level, more relevant to secondary school level. The empowerment trainer has provided the one-to-one adults with more structure and support.
Q-When does sharing good practice happen?
A-Regularly in year group teams. An effective safe space. A strength of the staff at this school is that they are very supportive. The school is also looking at the Menopause Policy.

5. The school improvement plan (SIP) was discussed at the last meeting, and the success criteria were RAG rated.
Q-Has this most recent iteration been RAG rated?
A-No, it has not been updated yet.
Action – SW to update the SIP with RAG rating.
The document shows what is currently being worked on. Progress has reached something of a plateau. Next year's SIP will show the success criteria with monitoring.

7.This item has been brought forward.
Governors' visits week is next week with Aspirations week, the week after. Governors' weeks activities are not ready so may have to reschedule or put aspirations and Governors visits together in the same week.
Action - RR will send an email to Governors.
There are potentially several options available. The Premises Manager has recently set up a maintenance team from the student body. There are learning walks around the school, and perhaps LW can conduct a learning walk with the empowerment trainer.
Action – PS will email Governors regarding anything in particular that they would like to investigate/observe in school. Hopefully this can be done before the FGBM.
Action – Next year meeting dates will be agreed at the next FGBM. Clerk to add this item to the agenda.

6. Policy update.
SW has actioned some amendments.
Q-Regarding the tier incidents, is there any cover?
A-The SLT are on call, but the team try to resolve any problems/incidents themselves. Only if that approach does not work are the SLT team called.
Q-Are these incidents logged?
A-It may be logged on CPOMS but it depends on the level of the incident. If a five-minute chat can get the child back into class and on track it may not be necessary to log. In an ideal world it would be. AV feels it has become a quicker and more efficient process to get disregulated children back into class. It would be helpful to track how it spikes at certain times of the school year. SW added that when compared to last year, there has been a significant improvement. SW will just confirm the policy is all in order before it is uploaded to the website.

Meeting ends at 5.16pm.

Actions from the Meeting:
Behaviour and Attitudes, Personal Development Committee.
8th June 2026.

Item 3 – Governors asked for a sports premium report to be presented at the last FGBM in July 2026, SW will action this.

Item 5 - SW to update the SIP with RAG rating.

Item 7 - RR will send an email to Governors about Governors' week.

Item 7 - PS will email Governors regarding anything in particular that they would like to investigate/observe in school, hopefully before the last FGBM of the year.

Item 7 – The Clerk will add next year meeting dates to the agenda of the next FGBM.