Leadership and Teamwork in the Early Years

Monthly Service meeting – Primary Educational school setting

Friday 13th of May- 11:00 - 12:00

Attendees:

2014780: Danielle Davies (Headteacher)

2014257: Stacey Hopkins (Deputy Headteacher)

2006255: Natashia Cooney (Year 1 Teacher and Foundation Phase Coordinator) (FPC)

2009308: Viki Walsh (Additional learning need practitioner year 1) (1-1 ALN)

2004452: Caitlin Montgomery (Year 2 Teacher and School's Designated Safeguarding Officer) (DSO)

1. **Apologies and Attendances**

1.1 There are no apologies to make as all invited individuals are here in attendance.

2. **Early Years Mental health – (Headteacher)**

   2.1 Discussion of government funding

   2.2 Discussion of previous monthly meeting

   2.3 Discussion of overall actions for the arising issue

3. Attendance - (Deputy Headteacher)

   3.1 Discussion of overall low school attendance

3.2 Discussion of identified individuals who are in the risk category

4. Maternity leave and update – (Year 1 teacher and FPC)

4.1 Discussion of Year 1 update

4.2 Discussion of leaving arrangements

4.3 Discussion of transition of maternity cover staff

4.4 Discussion of responsibilities and next steps

5. Identified Hygiene issues (year 1 ALN 1-1)

5.1 Discussion of Identified child with hygiene issues

5.2 Discussion of health and well-being

5.3 Discussion of support and partnership with parents

6. Transition and behaviour – (Year 2 teacher and DSO)

6.1 Discussion of a child transitioning from a new school setting

6.2 Discussion of violent behaviour arising

6.3 Discussion of changes within the home

6.4 Discussion of safeguarding awareness

7. Any other business

Next meeting Monday 13th June: Monthly team leader meeting: at the school premises, the time will be confirmed later to date.

<u>Reference List</u>

ACAS (No Date) *Your maternity leave, pay and other rights*. Available at: https://www.acas.org.uk/your-maternity-leave-pay-and-other-rights (Accessed: 5th May 2022).

Additional Learning Needs and Education Tribunal (Wales) Act 2018 (C. 2). Available at: https://www.legislation.gov.uk/anaw/2018/2/section/2/enacted (Accessed: 1st May 2022).

Anderson, J.F. and Kras, K. (2005) 'Revisiting Albert Bandura's Social Learning Theory to Better Understand and Assist Victims of Intimate Personal Violence', Women & criminal justice., 17(1), pp. 99–124. DOI:10.1300/J012v17n01_05.

Cantarelli, S. (2017) *The Importance of Taking Meeting Minutes* Available at: https://www.gbnews.ch/the-importance-of-taking-meeting-minutes/ (Accessed: 10th May 2022).

Centre for studies on inclusive education. (2022) *The UN convention on the rights of the child.* Available at: http://www.csie.org.uk/inclusion/child-rights.shtml (Accessed: 6th May 2022).

Children Act 1989 (C.41). Available at: https://www.legislation.gov.uk/ukpga/1989/41/contents (Accessed: 11 January 2022).

Children Act 2004. (C.42). Available at: https://www.legislation.gov.uk/ukpga/1998/42/crossheading/introduction (Accessed: 3 May 2022).

Children And Young People's Commissioner Scotland. (2022) *UNCRC Simplified Articles.* Available at: https://www.cypcs.org.uk/rights/uncrc/articles/article-24/#:~:text=Article%2024%20of%20the%20UNCRC,both%20physically%20and%20mentally%20fulfilled. (Accessed: 29th April 2022).

Darling, N. (2007) *Ecological Systems Theory: The Person in the Centre of the Circles, Research in Human Development,* 4:3-4, 203-217, DOI: 10.1080/15427600701663023

Dental Health Care (2022) *Early Years.* Available at: https://www.dentalhealthcareeoe.nhs.uk/services/oral-health-improvement/early-years/ (Accessed: 1st May 2022).

Department for Education (2015) *Supporting the Attainment of Disadvantaged pupils* Available at: Supporting the attainment of disadvantaged pupils (publishing.service.gov.uk) (Accessed: 3rd May 2022).

Department for Education (2016) Just one day off can hamper children's life Available at: Just one day off can hamper children's life chances - GOV.UK (www.gov.uk) (Accessed: 6th May 2022).

Department for Education (2020*) Guidance for maintained schools, academies, independent schools and local authorities* Available at: School attendance guidance (publishing.service.gov.uk) (Accessed: 27th April 2022).

Department of Education (2021) *Keeping Children Safe in Education* Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021914/KCSIE_2021_September_guidance.pdf (Accessed: 10th 2022).

Department for Education. (2022) *Statutory policies for schools and academy trusts*. Available at: https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts (Accessed: 3rd May 2022).

Early Years Wales. (2020) *Foundation Phase*. Available at: https://www.earlyyears.wales/en/foundation-phase (Accessed: 11th May 2022).

Education Act 1996 School attendance orders. (C. 56). Available at: https://www.legislation.gov.uk/ukpga/1996/56/contents. (Accessed: 3rd May 2022).

Education Act 2002, UK Public General Acts, (C. 32). Available at: https://www.legislation.gov.uk/ukpga/2002/32/contents (Accessed: 26 April 2022).

Education Act 2011, UK Public General Acts, (C. 21). Available at: https://www.legislation.gov.uk/ukpga/2011/21/contents/enacted (Accessed: 26 April 2022).

Education, Wales (2019) *Statutory guidance for school governing bodies on school uniform and appearance policies.* Cardiff: WG.

Equality Act (2010), (C. 2). Available at: https://www.legislation.gov.uk/ukpga/2010/15/section/18 (Accessed: 5th May 2022).

Estyn (2019) *Attendance Management Policy and Procedure*. Available at: Attendance Management Policy and Procedures (review) (gov.wales) (Accessed: 6th May 2022).

Estyn. (2019) *Guidance handbook for the inspection of primary schools.* Available at: file:///C:/Users/HP%20Envy/Downloads/Estyn%20Guidance%20Handbook%20for%20the%20Inspcetion%20of%20Primary%20Schools%20Wales.pdf (Accessed: 29th April 2022).

Estyn (2021) *Wellbeing must continue to be a priority says Chief Inspector as she recognises the resilience of educators*, Available at: https://www.estyn.gov.wales/news/wellbeing-must-continue-be-priority-says-chief-inspector-she-recognises-resilience-educators (Accessed: 6 May 2022).

Family Fund (2021) *Grants: Wales.* Available at: https://www.familyfund.org.uk/grants-wales (Accessed: 1st May 2022).

Foreman, G. and Hall, E. (No Date) *Wondering with Children: The Importance of Observation in Early Education.* Available at: https://files.eric.ed.gov/fulltext/EJ1084856.pdf (Accessed: 1st May 2022).

Gething, V. (2019) *Written Statement: Designed to Smile - 10 years of improving children's oral health in Wales.* Available at: https://gov.wales/written-statement-designed-smile-10-years-improving-childrens-oral-health-wales (Accessed: 2nd May 2022).

Government UK (2022) *School Attendance and Absence*. Available at: https://www.gov.uk/school-attendance-absence (Accessed: 3 May 2022).

Government UK (No Date) *About Us.* Available at: https://www.gov.uk/government/organisations/disclosure-and-barring-service/about#bills-and-legislation (Accessed: 20th April 2022).

HM Government (2018) *Working Together to Safeguard Children Act*. Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf (Accessed: 2 May 2022).

Human Rights Act 1998. (C. 42). Available at: https://www.legislation.gov.uk/ukpga/1998/42/crossheading/introduction (Accessed: 3 May 2022).

Irwin, L. (2020) *A quick guide to the GDPR for schools and colleges*. [blog]. Available at: https://www.gdpr.co.uk/blog/a-quick-guide-to-gdpr-for-schools-and-colleges (Accessed: 6th May 2022).

McLeod, S. (2020) *Bronfenbrenner's Ecological Systems Theory.* Available at: https://www.simplypsychology.org/Bronfenbrenner.html (Accessed: 22nd April 2022).

Morgan, M.Z. (2018) *Designed to Smile.* (p18) Cardiff: Cardiff University. Available at: https://gov.wales/sites/default/files/publications/2019-03/designed-to-smile-monitoring-report-june-2018.pdf (Accessed: 2nd May 2022).

NASUWT the Teacher's Union (2022) *Mental health training and first aid.* Available at: https://www.nasuwt.org.uk/being-involved/training-and-development/training-courses/other-courses/mental-health-training-courses.html (Accessed 4 May 2022).

NASUWT. (2022) *Directed time (Wales)*. Available at: https://www.nasuwt.org.uk/advice/conditions-of-service/teachers-working-hours/directed-time-wales/meetings.html (Accessed: 6th May 2022).

National Education Union (2018) *Maternity Rights*. Available at: https://neu.org.uk/advice/maternity-rights (Accessed: 22nd April 2022).

National Education Union (2019) *Rights and Conditions*. Available at: https://neu.org.uk/tags/rights-and-conditions (Accessed: 18th April 2022).

NHS Wales (No Date) *Designed to Smile.* Available at: https://www.wales.nhs.uk/ourservices/findannhsdentist/designedtosmile (Accessed: 2nd May 2022).

NHS Wales (No Date) *Nutrition.* Available at: http://www.wales.nhs.uk/healthtopics/lifestyles/nutrition. (Accessed: 22nd April 2022).

Paulus, M. and Moore, C. (2014) 'The development of recipient-dependent sharing behaviour and sharing expectations in preschool children' Developmental psychology, 50(3), pp. 914–921. DOI: 10.1037/a0034169.

Rights of Children and Young Persons (Wales) Measure 2011 (C. 2). Available at: https://www.legislation.gov.uk/mwa/2011/2/section/1 (Accessed: 3 May 2022).

School Employee Services (2020) *Guidance for Employees: Maternity Leave for Teachers.* Available at: https://pitcheroak.worcs.sch.uk/wp-content/uploads/2020/12/49-Maternity-Leave-for-Teachers-Jan-2015-updtd-June-2020.pdf Accessed: 10 May 2022).

Social Services and Well-being (Wales) Act 2014, c.4. Available at: https://www.legislation.gov.uk/anaw/2014/4/contents (Accessed: 6th May 2022).

The Maternity and Parental Leave etc. Regulations (1999). Available at: https://www.legislation.gov.uk/uksi/1999/3312/contents/made (Accessed: 16th April 2022).

The Protection of Freedoms Act 2012 (Disclosure and Barring Service Transfer of Functions) Order 2012. Available at: https://www.legislation.gov.uk/ukdsi/2012/9780111529409 (Accessed: 10th May).

UNICEF (2010) *The United Nations Convention on the Rights of the Child.* Available at: https://www.unicef.org.uk/wp-content/uploads/2010/05/UNCRC_united_nations_convention_on_the_rights_of_the_child.pdf (Accessed: 3rd May 2022).

UNICEF (2018) *Education for Refugees and Asylum-seeking Children: Access and Equality in England, Scotland, and Wales.* Available at: Access-to-Education-report-PDF.pdf (unicef.org.uk) (Accessed: 27th April 2022).

UNICEF (No Date) *How We Protect Children's Rights with the UN Convention on the Rights of the Child.* Available at: https://www.unicef.org.uk/what-we-do/un-convention-child-rights/ (Accessed: 13th April 2022).

Val & Kemp (no date) *Leadership Styles* Available at: EJ994012.pdf (ed.gov) (Accessed: 6th May 2022).

Vorkapie, S. (2012) 'The significance of preschool teacher's personality in Early Childhood Education: analysis of Eysenck's and Big Five dimensions of personality', 'International Journal of Psychology and behavioural Sciences'. 2(2), pp. 28-37.

*Well-being of Future Generations (Wales) Act 2015 (*Part 2) Available at: https://www.legislation.gov.uk/anaw/2015/2/contents (Accessed: 1st May 2022).

Welsh Assembly Government. (2010) *Thinking positively.* Available at: file:///C:/Users/HP%20Envy/Downloads/thinking-positively-emotional-health-and-well-being-in-schools-and-early-years-settings.pdf (Accessed: 2nd May 2022).

Welsh Assembly Government (2011) *All Wales Attendance Framework.* Cardiff: WG.

Welsh Government (2013) Guidance on penalty notices for regular non-attendance at school*.* Available at: Guidance on penalty notices for regular non-attendance at schools (gov.wales) (Accessed: 3rd May 2022).

Welsh Government (2014) *Free breakfast in primary schools.* Cardiff: WG.

Welsh Government (2015) *Social Services and Wellbeing Act 2014: The Essentials,* Available at: https://gov.wales/sites/default/files/publications/2019-05/social-services-and-well-being-wales-act-2014-the-essentials.pdf (Accessed: 7 May 2022).

Welsh Government (2016) *Inclusion and pupil support* Available at: guidance-inclusion-and-pupil-support_0.pdf (gov.wales) (Accessed: 3rd May 2022).

Welsh Government. (2016) *Collaborative working between CAMHS and the Counselling Service*. Available at: https://gov.wales/sites/default/files/publications/2018-03/collaborative-working-between-child-and-adolescent-mental-health-services-and-the-counselling-service.pdf (Accessed: 3rd May 2022).

Welsh Government (2017) *'Flying start & Transitioning'*; Available at: https://gov.wales/sites/default/files/publications/2019-07/flying-start-transition-guidance-for-professionals.pdf (Accessed: 2 May 2022)

Welsh Government (2017*) Statutory guidance to help prevent children and young people from missing education* Available at: statutory-guidance-help-prevent-children-young-people-missing-education.pdf (gov.wales) (Accessed: 3rd May 2022).

Welsh Government (2017) *Welsh Health Curricular.* Cardiff: WG.

Welsh Government. (2019) *Safeguarding children: guidance on child practice reviews*. Cardiff: WG.

Welsh Government. (2020) *School Teachers' pay and conditions (Wales) Document 2020 and guidance on schoolteachers' pay and conditions*. Available at: https://gov.wales/sites/default/files/publications/2020-11/school-teachers-pay-and-conditions-wales-2020.pdf (Accessed: 11th May 2022).

Welsh Government (2020) *The additional learning needs transformation programme: frequently asked questions* Available at: https://gov.wales/additional-learning-needs-transformation-programme-frequently-asked-questions-html (Accessed: 11th May 2022).

Welsh Government (2022) *Covid-19 in Wales* Available at: https://gov.wales/covid-19-wales (Accessed: 6th May 2022).

Welsh Government. (2022) *Funding for staff well-being trebled as part of 'whole school approach' to mental health*. Available at: https://gov.wales/funding-staff-well-being-trebled-part-whole-school-approach-mental-health#:~:text=The%20Welsh%20Government's%20whole%2Dschool,on%20the%20impact%20of%20Covid19. (Accessed: 28th April 2022).

Welsh Government (2022) *The additional learning needs transformation programme: frequently asked questions.* Cardiff: WG.

Welsh Parliament (2013) *More progress needed to improve attendance and behaviour in schools across Wales – says National Assembly Committee Available at:* More progress needed to improve attendance and behaviour in schools across Wales – says National Assembly Committee (Senedd. Wales) (Accessed: 3rd May 2022).