



## The Minutes of the Personnel & Student Welfare (PSW) Committee Meeting Held on Thursday, 30<sup>th</sup> November 2017 at 4.30pm in the Learning Resource Centre

### Present:

Vicky Jackson (VJ);  
Steven Mackay (SMK) (Headteacher);  
Kelly Ogden (KO);  
Barry Raynes (BR) (Chair of the Committee);  
Margaret Roberts (MR).

### In attendance:

Lucy James (LJ) Assistant Headteacher);  
Sarah Mills (SM) (Assistant Headteacher);  
Marya Marriott, Clerk.

### 1 Welcome and Introductions

BR welcomed everyone to the meeting.

- 2.1 Apologies were received and accepted from Stuart Weatherall (SWe). Tahir Darr (TD) had been unable to attend via Skype as planned due to technical difficulties; TD forwarded apologies after the meeting.
- 2.2 The meeting was quorate.
- 2.2 There were no declarations of interest.

### 3.1 Minutes of the last PSW Committee Meeting, 15<sup>th</sup> June 2017)

The minutes of the last meeting were agreed to be an accurate record and signed by the Chair.

### 3.2 Matters arising from the last Committee Meeting

Please see pages 6-7.

### 4. Review Committee Terms of Reference (TORs)

The TORs were agreed to be fit for purpose. It was noted that a small number of changes might be needed once the new Scheme of Delegation was approved by the full governing body. **Action: Clerk**

### 5. Safeguarding (Standing Item)

SM's *Safeguarding Report to Governors, - Terms 1-2 (01.09.2017-24.11.2017)* had been circulated in advance of the meeting. The report addressed the safeguarding items listed on the agenda (5.1-5.3).

It was noted that SM would provide Safeguarding updates at 2-termly intervals to the committee. SM would provide an update for the Full Governing Board annually.

It was agreed that each governor would be asked to:

- a. Read the Safeguarding Policy;
- b. Complete Appendix 1 within the policy;
- c. Complete the staff questionnaire, which had been added to the policy;
- d. Read Part 1 of Keeping Children Safe in Education (KCIE) annually.

**Action: SM.**

## 5.1 Anti-Bullying Strategy

The prefect system had been established. A School Council committee to discuss student welfare had also been established. Jessica Lobbett (JL) (Assistant Headteacher) had briefed KO. JL would arrange dates for KO to meet with the Student Council committee 3 times per annum.

## 5.2 & 5.3 Progress with actions identified in the Safeguarding Audit/Monitor and Evaluate Application of Safeguarding Policy & Practice (KPIs)

- a. Governors noted that an Online Safety Policy (non-statutory) had been drawn up and approved by the Senior Leadership Team. It was agreed that the policy did not need to be ratified by the Board but would be brought to its attention.

**Governors asked: The policy mentions student out of school behaviour, can the school have any involvement?**

**A:** To an extent – by ensuring that contact is made with parents or appropriate agencies when it becomes aware of issues.

**Governors asked: How do we ensure parents are aware of issues such as sexting?**

**A:** By offering training and newsletters.

- b. Approximately 40 parents had attended Safer Surfing training. The session would be offered again.  
c. Safeguarding and Child Protection training had been updated to include new sections, including sexting, peer-on-peer abuse and cyber-bullying.  
d. The e-team, led by Christy Grimes, promoted activities during tutorial time in Diversity week.  
e. Safeguarding ‘refresher’ training for staff had been completed. All staff who had joined the school in September 2017 had received safeguarding training. Prevent training was also included.  
f. It was noted that ‘Off the Record’ counselling provision might not be available – alternatives were being explored.

**Governors asked: Do you use Mentoring Plus?**

**A:** Yes - but there is a very narrow window for support applications. Two students currently receive support from that organisation. Approximately 20 students have support from Youth Connect but that may be discontinued.

**Governors asked: Do you feel that you have enough mentoring support?**

**A:** We could always use more but there are cost implications. We use a range of services to try and match need. For example, Moving Up’, has worked with our Year 8 and Year 9 boys, which has been very positive.

- g. The ICT filtering/monitoring systems seem to be working well.  
h. Claire Squires was working on positive well-being and on-line safety; she was getting to students quickly.  
i. PEP (Personal Education Plan) reviews for the 6 LAC (looked after children) at the school had been completed. The children came from 2 local authorities; the school’s PEP grade was judged outstanding by both.  
j. There was a 1-year waiting list for mental health/anxiety support.

**Governors asked: Are the students in the PEP group doing well?**

**A:** The majority are; some have very challenging difficulties.

**Governors asked: Does only 1 member of staff conduct the PEPs?**

**A:** Extra staff are being inducted.

**Action points for terms 3-4** were identified in SM’s report. Governors noted that

- i. Some support staff would undertake DSL (Designated Safeguarding Lead) training. Heads of Year had already been trained so that they could recognise issues
- ii. The Safeguarding Governor would review the Single Central Record and Child Protection Records in Term 4. **Action: SM** to liaise with BR.

**Governors asked: What are British Values?**

**A:** The government has identified 5 things, including tolerance. The values are being delivered through the school's PSHE programme.

[SM left at this point. (5.15 pm). It was agreed that item 8.2 would be moved up the agenda so that LJ could attend another meeting.]

**8.2 CPD (Continuing Professional Development) (Standing Item) (Moved up the agenda)**

LJ had circulated the following documents:

- a. Continuing Professional Development: Guidance Booklet for Teaching Staff 2017-2018
- b. Continuing Professional Development: Guidance Booklet for Support Staff 2017-2018

**LJ advised that the CPD budget was in a healthy position, approximately half had been spent. The school was trying to be more strategic in its use of the funding. Need had been analysed and CPD incorporated into the timetable.**

**Governors asked: Where has the analysis come from?**

**A:** Firstly, from the School Development Plan, individual needs were considered. That approach has provided more structure.

**Governors asked: If an individual wants to do something, must it fit into the SDP?**

**A:** Yes and no – it will ultimately depend on the individual's actual training needs, but there should be a link to the SDP.

There would be 3 INSET days during the academic year. A Behaviour for Learning expert would speak at one those events. Two further days had been disaggregated. Staff liked the flexibility that approach provided.

The 5 NQTs (Newly Qualified Teachers) were on track to meet the Teacher Standards.  
The 6 Trainee Teachers were on track with their programme. A further 7 would join the programme in January 2018.

**Governors asked: Do students feed into NQT performance management?**

**A:** No. However, we undertake regular reviews of learning areas and students are asked to identify what they feel is good or isn't working.

Seventeen new teachers had joined the school in September 2017, their induction had been completed. A further 2 would join the school in January 2018.

LJ had worked with Ishbel Tovey to develop the CPD Booklet for Support Staff. The approach to CPD was more bespoke and linked to staff roles.

The Teachers' CPD booklet included a strong steer to the appropriate CPD, for example those on the Upper Pay Scale were directed towards leadership programmes, via BET (Bath Education Trust) and internal opportunities. Some teachers would receive coaching training.

**Governors asked: Do Trios still happen?**

**A:** Not this year.

Although most training would be delivered via BET or offered internally, some staff would go out for PiXL (Partners in Excellence) training.

**Governors asked: Are support staff positive about the CPD opportunities?**

**A:** Yes. They are appreciative of the improvements. Some expectations have been made more explicit. Induction for support staff has also been improved.

LJ left at this point (5.30 pm).

**5.4 Annual Health & Safety (H&S) Committee Report**

This item moved to the F&GP agenda. It was noted that Health & Safety was now under the Finance & Facilities Manager's remit. **Action: SR**

**5.5 Health & Safety Update**

MR had met with the Site Manager and the Finance & Facilities Manager. The group had considered all departmental H&S risks to ensure that they were up to date. Issues noted were insufficient parking on site and problems with a car parking barrier.

It was confirmed that a school closure plan was in place; it would be activated by email and text with staff and through BANEs and the website for parents.

In common with many schools, asbestos remained an issue but was being properly managed. The fire alarm system would be replaced during this academic year. (The system was in working order but could not be modified.)

There were no major concerns that weren't already being addressed.

**Governors asked: Is there an update on a 'Lock Down' procedure?**

**A:** The Deputy Headteacher is currently working on that. We have contingency plans in place for events such as bomb scares.

It was agreed that Lock Down Procedure would be on PSW's February 2018 agenda. **Action: SMK**

**6. Support for Non-Binary Pupils (and Staff)**

Due to time constraints, this item was deferred until the 18<sup>th</sup> January 2018

**7. School Council**

This matter was covered under Item 5.

**8. Personnel**

8.1 Staff Exit Interviews. Due to time constraints, this item was deferred 18<sup>th</sup> January 2018, when an additional PSW meeting would be held.

8.3 Confidential item. Please see Part 2 Minutes.

**9. Headteacher Report - Progress with PSW KPIs**

a. Attendance was currently lower than at the same point in the previous academic year. Issues related to individuals rather than attendance as a whole.

b. There was a wider issue in relation to the effectiveness of the interventions provided by the local authority. The feasibility of taking services, including HERS (Hospital Education and Reintegration Service) work, in-house was being investigated. Under the current arrangement, students were often out of school due to illness up to 12 months before they received support

- c. Behaviour points were up because the policy was now being consistently applied. Information about points given was sent to parents. Further consideration of the behaviour strategy may be undertaken. (It was noted that student feedback was that the system had been tightened.)
- d. Currently there was a larger than usual number of students on report; this was expected to go down over time.
- e. Specific teachers were working literacy interventions; little had been done in the previous 2-3 years. That work was showing good impact.
- f. The school's middle leadership had been strengthened.
- g. School sports leaders were working with 4 local primary schools 1 day per week, to help bridge children's transition between primary and secondary school. Other developments were being planned. To cover costs a small charge was made to the schools.
- h. It was noted the Pupil Premium was part of the Curriculum Committee's remit.

**10. Policy Review**

**10.1 Flexible Working**

A consultation with staff had taken place. The policy had been checked by Judicium. The policy was approved. It would be scheduled for review in November 2019. **Action: SMK**

**10.2 Support Staff Capability**

The policy had been checked by Judicium. The policy was approved. It would be scheduled for review in November 2019. **Action: SMK**

**10.3 Teaching Staff Capability**

The policy had been checked by Judicium and passed by Trade Unions. The policy was approved. It would be scheduled for review in November 2019. **Action: SMK**

**11. Risk Register (PSW risks)**

Deferred to February 2018 agenda.

**12. Any other URGENT Business**

**12. Items for the next agenda**

It was agreed that an additional meeting would be held on 18<sup>th</sup> January 2018 to discuss deferred items.

The meeting ended at 6.00 pm.

**Dates of the next 2017-2018 PSW Committee Meetings:**

- Thursday, 18<sup>th</sup> January 2018, 4.30 pm (Additional meeting to complete items 6 and 8.1).
- Thursday, 22<sup>nd</sup> February 2018, 5.00 pm
- Thursday, 14<sup>th</sup> June 2018, 5.00 pm.

### Item 3.2 Matters Arising

From 15<sup>th</sup> June 2017

#### Item 4.1 Anti-Bullying Strategy

SM led on Anti-bullying. KO was appointed as the Anti-Bullying Governor.

Action: Clerk to update GovernorHub.

The Prefect system...would be established in September 2017.... SM would provide a more detailed report once the system was operating. Action: SM.

#### Item 4.2 Progress with actions identified in the Safeguarding Audit

i...Safeguarding training... A further session was planned for 9-11 am on 23<sup>rd</sup> June 2017; governors were welcome to attend and did not have to book a place. Action: Clerk to circulate date.

It was agreed that the school's approach to Anti-Bullying would be included as part of the Annual Safeguarding Report, which would be presented to the full governing body. Action: SMK/SM.

#### Item 4.4 Annual Health & Safety Committee Report

It was agreed that this would be presented to the next PSW meeting. Action: MR.

#### Item 4.5 Health & Safety Update (Standing Item)

An update would be provided at the next PSW meeting, after the Health & Safety Committee had met.

Action: MR.

#### Item 5.1 Staff Exit Interviews

... 7-8 interviews would be needed. Action: BR to identify dates before the 21<sup>st</sup> July 2017.

Item 7.1 Health & Safety Policy...would be included on the next PSW agenda. Action: SMK. [This policy was assigned to the F&GP Committee and was scheduled for review by that committee in May 2018.]

#### Item 7.2 Continuing Professional Development, ITT and Staff Induction Policy

...the heading on the policy should remove an extra 'and'. Action: JL.

The policy was approved; it would be scheduled for review in June 2020. Action: SMK/JL.

#### Item 7.3 Safeguarding Policy...

would be submitted for approval at the next full governing body agenda. Action: SM/SMK.

#### Item 7.4 Absence and Leave Policy

...the policy should specify 'up to 4 days for trade union duties.' Action: SMK.

...the policy should explicitly state that the time off could not be rolled over into the next academic year nor pay in lieu be claimed. Action: SMK.

Item 7.5 Pay Policy...overlap between the Pay Policy and the Performance Management Policy should be removed; the terminology would also need to be reviewed. Action: SWe/SMK.

It was noted that there was an error in the Pay Policy ie SWe did not sit on the Remuneration Committee. Action: SMK.

#### Item 7.6 Performance Management

The committee agreed that the policy should not be prejudiced against women on maternity leave.

Action carried forward: SMK to follow up with Judicium.

Action carried forward: Clerk to seek example policy.

**Item 9. Items for the next agenda.**

It was agreed that School Council would be a Standing Item on the PSW Agenda. **Action: Clerk.**

**From 23<sup>rd</sup> February 2017**

**Item 7.2** The counselling budget should be re-named to the 'Student Well-being' budget. It was agreed that the budget could be used in different ways to support student well-being. **SMK: Action ongoing.**

**Item 8. Monitoring: Year 10 Mentoring of Year 7.** The role of Year 10 mentors would be to help Year 7 students settle in at Oldfield. In addition, the Prefects, once introduced, would be involved in anti-bullying. **Action SMK.**

**Item 14b. Feedback to Student Council.** SLT would review the questions and a prepare a response for KO to communicate. **SMK/KO: Action ongoing.**