

**The Minutes of the Personnel & Student Welfare (PSW) Committee Meeting  
Held on Thursday, 18<sup>th</sup> January 2018 at 4.30 pm in the Learning Resource Centre**

**Present:**

Tahir Darr (TD);  
Steven Mackay (SMK) (Headteacher);  
Kelly Ogden (KO);  
Barry Raynes (BR) (Chair of the Committee) (arrived 4.55 pm);  
Stuart Weatherall (SWe).

**In attendance:**

Tom Davies (TPD);  
Marya Marriott, Clerk.

**1 Welcome and Introductions**

SWe welcomed everyone to the meeting. It was agreed that because BR had been delayed SWe would act as Chair until BR arrived. The order of the agenda was adjusted.

- 2.1 Apologies were received and accepted from Vicky Jackson (VJ).
- 2.2 The meeting was quorate.
- 2.3 There were no declarations of interest.
- 2.4 It was noted that Margaret Roberts (MR) had resigned from the Governing Board.  
**Action: Clerk** to update committee membership.
- 2.5 It was confirmed that this meeting was being held to complete business originally scheduled for 30<sup>th</sup> November 2017; a review of the minutes and matters arising for 30<sup>th</sup> November 2017 and 18<sup>th</sup> January 2018 would take place at the next meeting (22<sup>nd</sup> February 2018).

**3. Policy Review**

The draft policies had been circulated in advance of the meeting.

**3.1 Disciplinary (Staff)**

Judicium had been asked to check for legal and operational issues. Clauses 2.2 and 2.5 had needed clarification and further minor changes had been made.

It was agreed that title of the policy would be amended: Staff Disciplinary; subject to that change the policy would be adopted. **Action: SMK**.

**3.2 Bullying & Harassment (Staff)**

It was noted that:

There had been a small number of changes to make explicit the definition of bullying and remove overlap with other policies. A definition of mobbing had been added to the categories of unacceptable behaviour.

**Governors asked: Have you consulted staff about the changes?**

**A:** We asked Judicium (School's HR Advisers) to check the policy. It was circulated to all staff – no feedback has been received. It was also shared with the relevant unions.

It was agreed that the name of the policy should be amended to **Anti-Bullying & Harassment**. Subject to that amendment the policy was adopted. It would be scheduled for review in January 2020. **Action: SMK**

### 3.3 Whistle-blowing

Minor changes had been made by the Senior Leadership Team and the policy had been checked by Judicium.

It was agreed that the policy should be adopted. The policy was scheduled for annual review. **Action: SMK**

It was noted that clause 6 referred to further action by the 'proper authority' if the whistle-blower was dissatisfied with the outcome of the process. **Action: Clerk** to confirm whether Regional Schools' Commissioner or the Secretary of State for Education was the ultimate authority for academies.

### 4. Support for Non-Binary Pupils (and Staff)

A report outlining the issues in relation to 'Boys' and 'Girls' uniform had been prepared by BR and circulated. Recent (Dutch) research indicated that c5/100 people were uncomfortable with their identified gender. It was proposed that the uniforms be re-named as the 'trouser' or 'skirt' uniform; the proposal was accepted. **Action: SMK** [Post meeting discussion between BR and SMK concluded that it would be simplest to remove references to gender completely, the school would no longer need to label uniforms as 'trouser' or 'skirt' (or any other alternative). The school would just have a school uniform with a variety of choices, which would allow complete flexibility. For example in PE students could wear a skirt or shorts depending on personal preference.]

It was noted that the school allowed pupils to choose one of the uniforms based on their gender identity; and alter that choice if they wished. Staff were allowed the same freedom.

**Governors asked: Is there any negative behaviour towards transgender students?**

**A:** None at all. It has not been an issue at this school; so far, neither students nor parents have asked for change.

**Action: BR** to discuss transgender policy with Sarah Mills, Assistant Headteacher.

### 5. Personnel

#### 5.1 Staff Exit Interviews.

A report prepared by BR, *Exit Interviews 20<sup>th</sup> July 2017*, had been circulated in advance of the meeting.

It was noted that the governing board had offered Exit Interviews for 3 years. Most staff left the school in July, at the end of the academic year. Although the majority of interview feedback was positive there were flaws in the existing process ie the data collected was from a very small number who had requested interviews and who were more likely to request an interview.

SMK clarified the school's actual practice in relation to issues identified by some interviewees.

It was noted that:

The school had turnover for teaching staff of c.13% of staff, figures for support staff were likely to be a slightly higher but in line with school averages. Some departures were in response to more rigorous approach to performance management at the school.

Support Staff Induction had been revised and more bespoke approach tailored to individual roles implemented.

The school's system for managing detentions mimicked standard practice.

**Governors asked: Why not have a rota system for detentions?**

**A:** Staff can if they wish – they can decide on the system.

The Marking Policy had been amended to make the demands on staff more equitable; however, marking was an essential element of every teacher's job description and was a paid activity.

It was confirmed that the decision to implement support plans was based on a range of evidence. The feedback and coaching technique of some line managers needed development so that dialogue was more open.

**Governors asked: Do many staff successfully come off support plans?**

**A:** Yes – it is genuinely a supportive/developmental process.

**Action: SMK** to provide anonymised examples at next PSW meeting.

**Governors asked: How many of each category of staff undertook an Exit Interview?**

**A:** 50:50 teachers/support staff.

It was agreed that the process for exit interviews would be revised and disseminated. All departing staff be asked to complete a questionnaire; interviews would still be available on request. **Action: BR**

It was confirmed that it was not possible for the authors of the staff survey forms to be identified.

**6. Any other URGENT Business**

The were no additions to the agenda.

**7. Items for the next agenda**

No further items were noted.

The meeting ended at 5.30 pm.

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

- Thursday, 22<sup>nd</sup> February 2018, 5.00 pm
- Thursday, 14<sup>th</sup> June 2018, 5.00 pm.