OLDFIELD SCHOOL

The Minutes of the Personnel & Student Welfare (PSW) Committee Meeting Held on Thursday, 22nd February at 5.00 pm in the Learning Resource Centre

Present:
Tahir Darr (TD);
Tom Davies (TPD);
Vicky Jackson (VJ) (Joined the meeting at 5.40 pm);
Steven Mackay (SMK) (Headteacher);
Kelly Ogden (KO);
Barry Raynes (BR) (Chair of the Committee);
Stuart Weatherall (SWe).

In attendance:
Sarah Mills (SM) (Assistant Headteacher);
Marya Marriott, Clerk.

1   Welcome and Introductions
BR welcomed everyone to the meeting.

2.   Procedural Items
2.1   There were no Apologies.
2.2   The meeting was quorate.
2.2   There were no declarations of interest.

3.1   Minutes of the last PSW Committee Meetings
3.1.1 30th November 2017 (Including confidential minutes.)
The minutes of the last meeting were agreed to be an accurate record and signed by the Chair.

3.1.2 18th January 2018
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 (VJ arrived at the end of this item.)

4.   Safeguarding (Standing Item)
SM's Safeguarding Report to Governors (Term 3) had been circulated. SM highlighted the following points:

4.1   Anti-Bullying Strategy
The prefect system was working well. The Head Girl and Head Boy had been given lead roles in the system, some additional students would be recruited. The prefects had played a key role with induction of the new student intake in July 2017. Their support with Year 7 had continued, they also provided support for victims of bullying.

4.2   **Progress with actions identified in the Safeguarding Audit**
4.3   **Monitor and Evaluate Application of Safeguarding Policy & Practice (KPIs)**

a.   The report included a review of the action points arising from the Safeguarding Audit for 2016-17 and a summary of progress.

b.   The only outstanding action was the development of a separate Anti-Bullying Charter; that work was underway, it had been assigned to the E-team.

c.   The E-team was considering the introduction of initiatives to develop students' confidence. A small core group met at lunchtimes; it was hoped the membership would increase.

d.   Work had been done to ensure that PHSE was a thread throughout the curriculum.

e.   The school planned to move to an online safety system.

f.   Preparation for the 2017-2018 safeguarding audit was underway. The audit report would be loaded on GovernorHub; it would be an item on the next PSW agenda. **Action: SM**

g.   There had been 5 disclosures in relation to safeguarding in the current term. Referrals, for a range of issues, had increased. There were concerns about the lack of police presence and local knowledge about issues in the area, although there were PCSOs (Police Community Support Officers). Trafficking of girls between the Bath and Bristol had been identified as an issue.

   Governors asked: Is there anything we can do?
   A: Not really. We know that sexting has increased.

   Governors asked: Are the incidents happening in school?
   A: It is a mix of in and outside school.

   Governors asked: Do you still discuss gangs and knives etc with students at assemblies?
   A: Yes.

   Governors asked: How much do you talk to parents about the local crime-related issues?
   A: It is difficult to do that because there is no 'official' knowledge.

h.   SM advised that the school had put as much as possible in place to support students with mental health issues. Ruth Henry, Pastoral Support Officer, led on that area. There were 18 students on the waiting list (it was noted that the numbers fluctuated). The school paid directly for some services, others were subsidised. 'Off the Record' was an example of a listening service to which the school subscribed. Some of the subsidised services were closing. The school planned to re-deploy some of its budget so that it could employ a qualified, full-time, councillor.

i.   **Governors asked: How much time does the school currently buy from Off the Record?**
   A: Ten hours, the available support will increase to 25 hours if we employ our own councillor. The school has a suitably qualified person in its existing team.

j.   The Online Safety Policy (formerly described as E-Safety) had been reviewed. There would be further changes in response to the incoming General Data Protection Regulation.

k.   Safer Internet training for students had been completed. Awareness-raising in relation to what should not be posted on social media sites and the impact of this on their future had been a focus.

Governors asked: How do you measure the impact of the Online Safety Policy?
A: We use questionnaires ie to establish students' level of knowledge before the training and what level it was afterwards.

5. **School Council (Standing Item)**
    There was nothing to report. SMK had provided KO with feedback so that she could respond to the points raised by the Student Council at the Governing Board meeting held in December 2017; a meeting date was being arranged. Action: KO to update PSW.

6. **Personnel**
6.1 **Staff Exit Interviews (Standing Item)**
    Anonymised information had been shared with BR. The process was ongoing.

6.2 **CPD (Continuing Professional Development) (Standing Item)**
    Lucy James' written report to the committee had been circulated in advance of the meeting. The CPD programme for 2017-2018 had also been circulated.

    Governors asked: Does the committee need to receive a CPD report at every meeting? Is there a more efficient way to provide this information?
    A: JL provides regular reports to me; pertinent points are included in the Headteacher Reports.

    It was agreed that:
    a. CPD would remain a standing item on the PSW Committee's agenda so that relevant issues could be raised with governors.
    b. A written CPD Report for governors would be produced twice each year: Report 1 (Autumn) Plan to raise teaching standards. Report 2 (June). Report 2 (Summer) Impact of plan to raise teaching standards.
        Actions: SMK/LJ

6.3 **Sample Staff Support Plans (anonymised)**
    SMK circulated an anonymised example of correspondence sent to staff who had successfully completed a support plan. The process was usually 6-weeks' duration. Clear objectives and actions were set.

    Governors noted that the letter advised that the outcomes were strictly confidential and staff who breached the confidentiality in relation to this matter would be treated as a serious disciplinary offence. It was agreed that individuals should be able to decide whether they shared information about themselves. SMK advised that the wording had been provided by the school's external human resources advisor.

    Governors asked: What triggers a plan?
    A: A solid base of evidence which was likely to include student results, learning walks and work scrutiny.

    Governors asked: Would being put on a support plan be a surprise for the member of staff?
    A: It shouldn't be but there might be exceptions where staff had not shifted their thinking in line with new expectations.

    Governors asked: Going forward, there should be less likelihood of a trigger being activated due to results?
    A: Yes. We will need to ensure that subject leaders are fulfilling their monitoring responsibilities.

Governors asked: What's a 'think pink' strategy?

A: We ask to highlight mistakes rather than correct them so that students think about how to make amendments.

7. Headteacher Report - Progress with PSW KPIs

7.1 SLT (senior leadership team) had reviewed the whole-school KPIs. The following KPIs would be monitored by the PSW Committee:

a. Whole-school target of 96% attendance.
b. Reduction in numbers of exclusions – internal and external.
c. Narrow the SEND gap.
d. Middle leadership is at least good or improving rapidly.
e. SLT effectiveness is at least good.
f. Student leadership would be developed.
g. BET Partnership events would take place and feedback would be positive.
h. All safeguarding standards met to the highest standard.

7.2 The KPIs would be updated in the committee's Terms of Reference document. Action: Clerk

7.3 SMK reported that:
Attendance was currently 94.5%. Attendance in Year 11 was being very carefully monitored; there a very small number of Year 10/11 persistent non-attenders had pulled the overall percentage down. Targeted work to pull attendance back up before the end of the year was underway. Holiday-related absence had not increased. At the end of Term 2 the overall attendance was .5% above average for BANES schools. Attendance is a key Ofsted measurement and impacts hugely on P8 (progress 8) scores.

Governors asked: Why are there issues in this group?

A: For a wide range of reasons, many of which relate to non-school life and are beyond our control. We have put something in place for every child with attendance below 90%.

Governors asked: Could we have 2 attendance targets ie one that includes all students and one that takes out the persistent non-attenders?

A: We can investigate further. Action: SMK – further analysis to be undertaken at the end of Term 4.

7.4 Currently it took c4 months to secure BANES hospital service provision for students. The school would take the related work, including counselling, in-house by September 2018. The SENCo (special educational needs co-ordinator was due to retire), a plan to address that work would be put in place; there was likely to be up to 20 students with EHCPs in the next academic year.

Governors asked: How many EHCPs is manageable for 1 SENCo?

A: We will be getting close to the maximum – we may also need to increase the administrative support. We will plan to increase the school's SEND space and facilities as part of the next CIF (Condition Improvement Fund) Bid as part of an expansion bid.

7.5 It was noted that Chris Healy was scheduled to visit the school on 19th March 2018.

8. Policy Review

8.1 Performance Management (Appraisal) Policy. The policy was scheduled for review in July 2018.

9. Review/approval of amended Terms of Reference
9.1 The Terms of Reference had been updated to include relevant items from the Scheme of Delegation.
9.2 It was agreed that the Chair of the Committee would be elected by the Committee.
Action: Clerk to amend and file on GovernorHub.
9.3 The committee agreed that the amended TORS should be adopted. The TORS would be reviewed annually. Action: Clerk

10. Appointment of Link Governors
10.1 The Governing Board had agreed that governors with a linked responsibility would be responsible for monitoring progress towards a school improvement priority or for monitoring provision in particular areas (Pupil Premium, SEND (special educational needs and disability, anti-bullying and safeguarding. Nick Regan (Governor) had drawn up guidance for governor visits. Link Governor reporting had been assigned to relevant committees.

10.2 The Link Governors assigned to the PSW Committee were:
a. **Behaviour for Learning**. The committee agreed that VJ should be appointed Behaviour for Learning Governor.
b. **Anti-Bullying**. KO would continue as the Link Governor.
c. **Safeguarding**. BR would remain Link Governor.
d. **SEND** (special educational needs and disability). KO would continue as the Link Governor for SEND.

11. Risk Register (PSW risks)
There was no change to the register.

12. Any other URGENT Business
There were no additions to the published agenda.

13. Items for the next agenda
- Lock Down Procedure
- Behaviour for Learning Policy – due July 2018
- Appraisal Policy – due July 2018
- Pay Policy – due July 2018
- Transgender Policy (New) (SM)
- Grievance Policy – due June 2018
- Safeguarding & Child Protection Policy – due July 2018

The meeting closed at 6.35 pm.

The date of the next 2017-2018 PSW Committee Meetings: Thursday, 14th June 2018, 5.00 pm.

Item 3.2 Matters Arising

From 18 January 2018

2.4   It was noted that Margaret Roberts (MR) had resigned from the Governing Board.
       <mark>Action: Clerk</mark> to update committee membership. [**SMK confirmed that Verity Lewis (VL)would become the Staff Governor. It was agreed that TD would provide in-house governor induction and ask VL to join the PSW Committee. <mark>Action: TD</mark>.**]

3.1   **Disciplinary (Staff)**
       It was agreed that title of the policy would be amended: <u>Staff</u> Disciplinary; subject to that change the policy would be adopted. <mark>Action: SMK.</mark>

3.2   **Bullying & Harassment (Staff)**
       It was agreed that the name of the policy should be amended to <u>Anti</u>-Bullying & Harassment. Subject to that amendment the policy was adopted. It would be scheduled for review in January 2020. <mark>Action: SMK</mark>

3.3   **Whistle-blowing**
       It was agreed that the policy should be adopted. The policy was scheduled for annual review. <mark>Action: SMK</mark>

       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. <mark>Action: Clerk</mark> 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)**
       It was proposed that the uniforms be re-named as the 'trouser' or 'skirt' uniform; the proposal was accepted. <mark>Action: SMK</mark> [**A 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.**

       On 22nd February 2018:
       Governors asked: Are there any other policies that will be affected by this change?
       A: Policies will need to be checked. <mark>Action: SMK</mark>

       Governors asked: What happens on trips away? (Residential)
       A: To date, the child has been allowed to choose which group they are with (residential aspects) – after ensuring students and parents are informed as appropriate, and privacy issues taken into consideration.
       <mark>Action: BR</mark> to discuss transgender policy with Sarah Mills, Assistant Headteacher.]

5.   **Personnel**
5.1   Staff Exit Interviews.
       Governors asked: Do many staff successfully come off support plans?
       A: Yes – it is genuinely a supportive/developmental process.
       <mark>Action: SMK</mark> to provide anonymised examples at next PSW meeting. [**Moved to June 2018 agenda**.]

       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. <mark>Action: BR</mark> [**Moved to June 2018 agenda.**]

From 30TH November 2017

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. Action: SM.

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

i.The Safeguarding Governor would review the Single Central Record and Child Protection Records in Term 4. Action: SM to liaise with BR.

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**

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

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