



**Personnel & Student Welfare (PSW) Committee Meeting
Thursday, 27th FEBRUARY 2020 at 5.30 pm**

Chair: Ashley RUSSELL

MINUTES

Present:

Ashley RUSSELL (*Chair*)
Stuart Weatherall
Steven Mackay (*Headteacher*)
Ruth Henry
Vicki Jackson
Kelly Ogden

In attendance:

Jessica Lobbett (*Assistant Headteacher*)
Jeremy Kaye (*Clerk*)

	Item	Action
1.	Welcome and Introductions The chair welcomed everyone to the meeting and thanked them for their attendance. JK was introduced	
2.	Procedural items 2.1 Apologies An apology was recorded from Sarah Mills. 2.2 Confirmation of Quorum It was agreed that the meeting was quorate 2.3 Declarations of Interests None were notified 2.4 Notification of Any Other Urgent Business None were requested or agreed	
3.	The last Personnel & Student Welfare Committee Meeting	

1 Please send apologies to the Clerk: jeremy.kaye@judicuium.com

<p>3.1 Minutes: Thursday 7th NOVEMBER 2019 The minutes were approved and duly signed</p> <p>3.2 Matters Arising from the last Committee meeting</p> <p>2.2 The Committee was advised that Joanna Symons (JS) had tendered her resignation (07.11.2019). Action: Clerk to update GovernorHub and GIAS (<i>Get information about schools</i>). (Completed JK 14/2/20) Action: Company Secretary to ensure Companies House records updated.</p> <p>3. Election of the Chair to the Committee AR was elected as Chair of the PSW Committee for a 1-year term of office. Action: Clerk to update GovernorHub (Completed JK 14/2/20)</p> <p>13. Review of Policies</p> <p>13.1 Capability Subject to confirmation that it was due for review, the Capability Policy would be considered at the next PSW Committee meeting. Action: SMK/Clerk</p> <p>13.2 Flexible Working The policy was approved by the Committee. It would be scheduled for review in November 2021. Action: SMK</p> <p>5. Compliance</p> <p>5.1 Review of the Committee's Terms of Reference (ToR) & Key performance Indicators (KPIs) The draft for 2019-2020 had been circulated in advance of the meeting; there were minor changes to the previous year's edition, which had been highlighted. The ToRs documented the Committee's remit.</p> <p>Governors asked: Where does staff welfare sit within the document? A: The Committee agreed that explicit reference to staff welfare would be added to the ToR for 2019-2020. Action: Clerk [Post meeting note: Updated version filed on GovernorHub; PSW 2019-2020 folder]</p> <p>Governors asked: Is the Committee meant to assure itself that the central record of recruitment and vetting checks covering staff currently employed is accurate and complete? A: Yes. This is something that is undertaken by the Link Governor for Safeguarding; JS came into school to do that this year. We will need a Link Governor for Safeguarding to be in place for the next check in February 2020.</p> <p>It was confirmed that all ToRs would be sent to the Full Governing Board for formal approval on 12th December 2019.</p> <p>The Committee confirmed that, subject to the agreed changes, the TORs would be recommended to the FGB for adoption. Action: AR</p> <p>5.2 Scheme of Delegation (SoD) The Committee approved the changes. Action: Clerk</p>	<p>COMPLETED</p> <p>COMPLETED</p> <p>COMPLETED</p> <p>COMPLETED</p> <p>COMPLETED</p> <p>COMPLETED</p> <p>COMPLETED</p> <p>COMPLETED</p> <p>COMPLETED</p>
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<p>6. Safeguarding Action: SM/JL to discuss involving the Student Council in delivering the Pride event.</p> <p>6.2 Child protection referrals Term <i>(in relation to anti-social behaviour)</i></p> <p>The school was investing heavily in support for students and their parents. The Governing Board had agreed to increases to resources over several years. Initiatives such as Impact Mentoring Weightlifting cost £90 per week per child. The school was doing lots of things to improve the school including the introduction of a Breakfast Club. It was agreed that the improvements would be given greater emphasis in the next Safeguarding Report. Action: SM</p> <p>6.3 National Anti-Bullying Week 2019, run by the Anti-Bullying Alliance</p> <p>It was noted that Joanna Symons had been the Link Governor for Safeguarding. It was agreed that appointment of a new Link Governor for Safeguarding would be an item on the next FGB Agenda; AR agreed to take on the role for the interim. Action: Clerk to log for FGB, 12 December 2019.</p> <p>8. Annual SEND (Special Educational Needs & Disability) Report</p> <p>It was noted that the Link Governor for SEND, was due to meet with SM. Action: KO</p> <p>It had been recommended that explicit reference to SEND be included in the school's Behaviour Policy; SM advised that the policies would be reviewed and would be brought to the next PSW Committee for approval. Action: SM/SMK</p> <p>Additional resources, such as Heads of Year, had been put in place but administration for SEND hadn't been factored in when the new posts were created. Action: SMK to review SEND resource needs.</p> <p>It was noted <i>(under another Governor question)</i> that Joanna Symons had been the Link Governor for Pastoral Care. It was agreed that appointment of a new Link Governor for Pastoral Care would be an item on the next FGB Agenda. Action: Clerk to log for FGB, 12 December 2019.</p> <p>10.2 Governors asked: Do staff have flu jabs? It was agreed that this item would be carried forward to the next Committee meeting. Action: SMK</p> <p>11. School Improvement Plan & Progress with PSW KPI (Key Performance Indicators) It was agreed that the Headteacher would be asked to provide a brief written update on progress, post meeting. Action: SMK</p> <p>14. Risk Register It was agreed that this item would be discussed at the next Committee meeting. Action: SMK</p>	<p>MOVED TO NEXT MEETING</p> <p>COMPLETED</p> <p>COMPLETED</p> <p>COMPLETED BY KELLY & CURRICULUM COMMITTEE</p> <p>ONGOING</p> <p>ONGOING. SMK TO FOLLOW UP</p> <p>ONGOING. SMK TO FOLLOW UP</p>
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		<p>ON AGENDA 27/2</p> <p>ON AGENDA 27/2</p> <p>COMPLETED</p>
4.	<p>Safeguarding (<i>Standing Item</i>) To Monitor and evaluate application of the safeguarding policy and practice</p> <p>The chair had reviewed the audit with 'Sarah' and had asked for some evidence which he was happy with. He felt it was true, honest and full. SMK asked if staff it had also been checked with staff. The chair confirmed it had. SWe asked if it could be shared on GH. The chair confirmed it would be.</p>	<p>CHAIR TO PUT ON GH</p>
5.	<p>School Improvement Plan Deep Dive (<i>Standing Item</i>) Improving the effectiveness of pastoral teams and systems</p> <p>The chair explained that it is a strategic look at an item and that he had selected the 'Amber/Red' items for an update so that they could be challenged and questioned.</p> <p>7.1 Developing role of AHOY</p> <p>JL explained the role with link teams, systems and structures and that AHOY would be renewed in September. She explained the developing role. She explained that it was making a big and visible impact and that they were developing systems and standards. Areas of improvement included: Uniform Student voice Lunchtime detentions, consequences and reporting These allowed AHOY to be more visible in weekly reporting and filing. Additional role was discussed being pastoral based with 30% admin & 70% AHOY responsibilities. The chair asked why they had lost one and it was explained that had nothing to do with the role. The new post was being advertised externally in the coming week. The HT mentioned that the role is envisaged as a broad role. SWe asked if enough resources were put into this pastoral care area.</p> <p>Q: Chair: What is the actual impact, and can we measure it?</p> <p>This was discussed for some time and it was agreed that it is difficult if not impossible to prove and difficult to show to Ofsted how many and which areas have been improved. Exclusions remained constant.</p> <p>Q: Chair: Ok, so how do we know AHOY is working?</p>	

	<p>A: JL: Students say that they feel safer. A: HT: HOY say it has allowed them more time and we are so far only 3 seasons into the AHOY strategy.</p> <p>7.2 BASE</p> <p>It was discussed that originally room 103 had been allocated as the behaviour room / sanctuary but that had not been successful as it was combining too many needs. What was needed was a separate room for the most challenging. It was discussed that it was only 6 weeks since this had been changed.</p> <p>Isolation either by SLT or HOY was discussed and how the use of the LRC area was challenging while very positive so far.</p> <p>It was asked who is kept in isolation, the answer being those with a sanction for a day or more but not students with anxiety who need to be kept separate and in a calm area.</p> <p>It was AGREED that in the long term another space in the SEN building (yet to be built) would be required.</p> <p>Q: KO: What do they do in there? A: JA: Explained the behavioural support workers and that one is in each room. They collect work or provide work and support the students with their work and ensure good behaviour.</p> <p>The BASE behaviour form was explained and discussed and that the summary was done together with students.</p> <p>It was mentioned that this is also useful to support exclusion evidence if needed.</p> <p>KO said that it was good for the students to be able to discuss and reflect on what they had done.</p> <p>The HT explained the specific provision for the difficult year 11 group and how they are working with other schools and other years. The alternative provisions were not for years 7-9.</p> <p>Q: SWe: What would you do if you had more space? A: JL: Have better rooms & space The HT said that the SEND space would help next year.</p> <p>SWe agreed that the issue was mainly space.</p> <p>Q: VJ: What is the impact on students use of the LRC? A: HT: At the moment it is not causing too much of an issue.</p> <p>The chair noted that this was a great innovation.</p>	
6.	<p>Personnel (<i>Standing item</i>) Staff flu jabs</p> <p>70 staff have had flue jabs out of 140.</p>	

	<p>There was a discussion on how and if the voucher was used.</p> <p>Q: Chair: Are there any other personnel issues? A: HT: The usual vacancies but nothing else</p>	
7.	<p>Students and School Council (<i>Standing Item</i>)</p> <p>7.1 Student Welfare DA was discussed in that it has an effect on both the physical and emotional welfare of students. There was a discussion on DA referral systems.</p> <p>7.2 Student Council It was discussed that the SC lead was perfect for the SC as is the team. KO is to meet with SC through JL. The McMillan fundraising day was discussed.</p>	
8.	<p>Policies and Procedures</p> <p>Tracking changes to policies was discussed or a table showing changes made.</p> <p style="text-align: right;">JL left meeting at 18:30</p> <p>8.1 Capability Policies SWe mentioned that there was no dismissal policy with reference to probation and that this needs to be reviewed and included. The policy was APPROVED with a note for SMK to query with JUDICIUM after he explained changes that they made. Teaching standards in general were the standard and not those at Oldfield.</p> <p>8.2 Whistleblowing This was APPROVED</p> <p>8.3 Bullying and Harassment (staff) HT advised that this was the one with most changes that had been needed. It was AGREED to use the consistent definition of bullying in the school. This was APPROVED</p> <p>8.4 Probation There had been changes made since the last meeting. This was APPROVED</p> <p>Q: VJ: Have the reviews 3/6m been happening? A: HT: Yes</p> <p>8.5 Disciplinary policy (<i>requested on agenda at last meeting</i>) It was noted that this has been changed by Judicium This was APPROVED</p>	<p>ALL</p> <p>SMK</p> <p>SMK</p>
9.	<p>Risk Register (<i>Standing Item</i>) The risk register items were listed and checked, and no new risks has been identified.</p>	

	The pandemic Covid-19 was discussed in detail including the HT's contingency plan. Discussions with the SLT. It was AGREED that learning support should be added. The HT will update and upload to GH.	SMK
	The chair asked parents would be advised. It was agreed that they would and that ALL GOVERNORS would get a copy of every school newsletter (8 per year).	SMK
10.	Any other URGENT Business (as previously agreed in item 2.4) There was no AOB	
11.	Items for next agenda It was agreed that the Chair would select items for the DEEP DIVE for the next meeting.	
12.	The meeting was closed by the Chair at 18:55	

PSW Committee Members:

Tahir Darr (TD)
Ruth Henry (RH)
Vicki Jackson (VJ)
Lucy James (LJ)
Jessica Lobert (JL)
Steven Mackay (SMK) - *Headteacher*
Sarah Mills (SM)
Kelly Ogden (KO)
Ashley Russell (AR) - Chair
Stuart Weatherall (SWe)