

**The Minutes of the Personnel & Student Welfare (PSW) Committee Meeting
Held on Thursday, 14th June at 5.00 pm in the Learning Resource Centre**

Present:

Tahir Darr (TD);
Ruth Henry (RH);
Vicky Jackson (VJ);
Steven Mackay (SMK) (Headteacher);
Kelly Ogden (KO);
Barry Raynes (BR) (Chair of the Committee);
Stuart Weatherall (SWe).

In attendance:

Lucy James (LJ) (Assistant Headteacher);
Jessica Lobbett (JL) (Assistant Headteacher);
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.
- 2.3 There were no Declarations of Interest.
- 2.4 It was agreed that Ruth Henry should be appointed to the Committee.

3.1 Minutes of the last PSW Committee Meeting, 22nd February 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 page 8.

4. Safeguarding (Standing Item)

SM's Safeguarding Report to Governors (Terms 4-5) and the completed Safeguarding Audit 2017-2018 had been circulated.

4.1 2017-2018 Safeguarding Audit

The audit was noted. It was agreed a meeting would be arranged to discuss how the GDPR (General Data Protection Act) affected Safeguarding. **Action: BR, SMK, SM.**

4.2 Monitor and Evaluate Application of Safeguarding Policy & Practice (KPIs)
Review of Action Points from Term 3

Action needed		RAG RATING
<p>Review of School Counselling provision. This may have a cost implication.</p> <p>Governors asked: How long is the waiting list for counselling? A: There are about 6 who need to be seen before the end of the summer term. If necessary the nurse will assess students and refer them to CAMHS for higher levels of professional support and intervention.</p> <p>Governors asked: How long do students wait to be seen? A: It is hard to gauge the length of wait – but generally 6/7 weeks; it is prioritised according to need so some students will be seen more quickly than others.</p>	<p>SLT have reviewed school counselling provision and although there is still a waiting list for both services - it is manageable. Relateen have confirmed that they will be continuing to support with a reduced cost counselling service for next academic year.</p>	
<p>Implement new PSHE curriculum across Years 7-13 now that PSHE is taught in discreet lessons. (Sept 17-July18). This will include the themes of online safety and positive mental well-being.</p>	<p>PSHE is now taught as discreet lessons in Years 7-10 and for all year groups during the tutorial programme. Schemes of work and lesson plans are in place for all Yr groups overseen by the Head of PSHE. The programme of study has been written in consultation with Kate Murphy (BANES PSHE coordinator) and following the PSHE Association recommendations. There are clear references to both online safety and positive mental well-being that is developed and built upon in every year group.</p>	
<p>Deliver assemblies / tutorial activities to all year groups to promote Safer Internet Day (Term 4).</p>	<p>Assemblies were delivered to Years 7,8,9 by SM in Term 4. A series of tutorial activities were provided to Years 7-11 with appropriate lesson plans and resources to raise awareness about the laws that play a part online, how behaviour online affects others, online hate on a range of digital devices.</p> <p>It was noted that Digital Parenting newsletter had been provided to the parents of Year 8 students.</p> <p>Action: SM to forward tutorials to clerk for circulation to the committee.</p>	
<p>Promote the LSCB Young Person's Guide to Child Protection via the school desktop and through the tutorial programme.</p> <p>Governors asked: Is there a gang-related issue in Bath? A: We don't have any official information.</p>	<p>It was decided that to have this document on the school desktop was not viable. Instead the document is accessible via the school website.</p> <p>It was noted that the LA's Audit Toolkit asked schools to publish its Young Person's guide on their websites; the school had instead added its own guide.</p>	

Action needed		RAG RATING
<p>Transgender policy made available to all stakeholders.</p> <p>SM and SMK had agreed that a separate policy was not needed – transgender would be part of the Equalities Policy; a separate policy for transgender might lead to accusations that other groups needs were not being addressed.</p> <p>It was agreed that the rag-rating for this action would be changed to green.</p> <p>Action: SM</p>	<p>Decided to make this part of the Single Equality policy rather than a separate policy. Single Equality policy needs to be amended to this affect.</p>	<p style="background-color: yellow;"> </p>

SM advised that there had been 15 new Child Protection Referrals in Terms 4-5.

Governors asked: Is that a considered a high number; have numbers increased?

A: Yes - but Oldfield has grown too. We are very open with students – they know that they can raise issues with staff and be referred. We have some students with high needs. The apparent appearance of gang-related issues is a cause for concern for all local schools. Social Services are very stretched and students don't always meet the threshold for support – thresholds are getting higher. We know that there are approximately 160 students waiting for support in the local authority area.

Governors asked: What have you done to make all students aware of the change to uniform policy?

A: We haven't made an announcement. New students will see that they have a choice.

Governors asked: But, for example, how will the existing Year 9 students know there has been a change?

It was agreed that all students would be made aware of the change, ready for September 2018. **Action: SM**

Governors asked: What is a special guardianship order?

A: It is an order appointing one or more individuals, e.g. grandparents, to be a child's 'special guardian' where they can't live with their birth parents.

Governors asked: Do those students had PEPs (Personal Education Plan)?

A: Some do.

It was noted that Ruth Henry (Pastoral Support Worker) had completed Single and Advanced Child Protection training in June 2018, Ruth had become one of the school's 6 Deputy DSLs (Designated Safeguarding Lead). All SLT members would complete online safety training. All members of staff had had their annual safeguarding update training; the training had included areas identified by the safeguarding audit 2017-2018. **Action: SM** to forward PowerPoint presentation to Clerk for circulation.

4.3 Governing Board Safeguarding Update

It was agreed that SM would make a presentation to the Board at its Term 1 meeting in 2018-2019.

Governors would have completed the Safeguarding Quiz in advance of the presentation. **Action: SM/SMK**

The Committee thanked SM for her very informative report.

5. School Council (Standing Item)

JL reported that:

Forty-two students were on the student council. Students were asked to join one of the two focus groups

Offered, which were run by student leaders and attended by Heads of House.

Engagement had been very high, even larger numbers were likely to take part in the next academic year. From September 2018 the focus groups would be merged. JL would meet with the students to discuss how to spend the budget from funds which have been raised; the Learning environment and the school cafe have been considered.

Students had taken part in lots of staff interviews. They had made lots of suggestions, including how the interview process should be run; they had thoroughly enjoyed being involved.

Behaviour for Learning had played a large part in the new reward structure, which included reward points and a reward shop. Students had decided what the rewards would be. Rewards included confectionery, cinema tickets and trips, points could be spent immediately on small items or saved towards something the more expensive ones. Students had also suggested where to go for the trips.

Governors asked: Is it all for Year 10?

A: No - it's for all years. Year 7 has the biggest involvement but Year 11 is also very well represented. Following a slow start, the Prefect team has grown very quickly.

Governors asked: Can you give an example of how the council has affected the running of the school?

A: The Council decided what the reward system would be.

Governors asked: Did they design the system?

A: No. But they identified the rewards, and they feel that they have real involvement in the appointment of teaching staff.

Governors asked: Is that involvement tokenistic?

A: No - we do take account of their views - along with all the other aspects of the recruitment process.

JL was invited to request support from governors. JL suggested that a meeting with the Headteacher and the Chair of the Governing Board twice each year would be welcomed. **Action: SWe/SMK.**

Governors were reminded that the Student Council was a standing item on the committee's agenda to ensure there was an opportunity to for issues to be raised. KO was the Link Governor to the Student Council.

It was agreed that JL would report formally on the Student Council annually.
Action JL/ Clerk to add to schedule. (Term 6.)

6. Personnel

6.1 Staff Exit Interviews (Standing Item)

It was agreed that a process for Staff Exit Feedback would be drawn up. **Action: BR/SMK**

6.2 Staff Survey

Collated data was circulated:

- a. Staff Attitude Survey – 4-year comparison (2014-2018)
- b. Teaching Staff – for academic years 2015-2016, 2016-2017 and 2017-2018
- c. Support Staff - for academic years 2015-2016, 2016-2017 and 2017-2018

It was noted that the number of responses had declined – 42 out of c150 staff had completed the questionnaire. The lower response, combined with the very high scores for SLT, was likely to indicate that the large majority of staff did not feel the need to respond because they were content.

It was noted that, overall, the feedback about the school's values, leadership and vision was very positive; SMK and his senior leadership team were commended for achieving such positive results. Staff responses in relation to 'there is commitment to my health and well-being compared well with other schools in the local authority area.

There were some contradictions between the teaching and non-teaching data.

Governors asked: How many support staff do we have currently?

A: Approximately 50.

Governors noted that scores for 'governors are approachable' had declined. It was agreed that although the Board set the school's Vision and Values its visibility was not high because governors had not been able to attend many school events during the past year and not all faculties had a Link Governor.

It was agreed that the annual meeting between governors and staff would be added to the school calendar and the time it started would be reviewed when meeting dates were planned. **Action: LJ**

It was agreed that school celebrations and social events would be added to GovernorHub. **Action: Clerk.**

It was agreed that a governor rota for attendance at school events and the introduction of 'Pupil Pursuit' programme would be discussed at the next FGB. **Action: SWE**

6.3 Shortlisting Process

It was agreed that this item would be carried forward to Term 1, 2018-2019. **Action: Clerk**

7. School Improvement Plan and Progress with PSW KPIs

The full picture had been shared with all governors via the Headteacher's Report, prepared for the FGB held on 24th May 2018. SMK reminded governors that:

- The school's target for attendance was 96%; it was likely that overall attendance would be 95% at the end of the year due to factors the school could not control.
- The SEND gap was not yet narrowing.
- There was stronger evidence of strengthening middle leadership.

The School Improvement Plan was regularly updated; progress and impact would be evaluated in June 2018.

It was agreed that the school improvement plan would be reviewed against the committee's KPIs and questions about progress and impact formulated for the next PSW meeting. **Action: BR**

8. Policy Review

8.1 Lock Down Procedure

The Lock Down Procedure was not a policy and would therefore not be included in the review cycle. Once finalised, the procedure would be shared with staff, governors and parents. **Action: SMK**

8.2 Behaviour for Learning Policy – due July 2018

The review by SLT was in the very final stages. The committee agreed that once it had been finalised it would be circulated for approval via GovernorHub. **Action: SMK**

8.3 Appraisal Policy (due July 2018)

The review was underway. It was agreed that the policy would be circulated for approval via GovernorHub. **Action: SMK**

8.4 Pay Policy

The school had not yet received the policy recommended by the local authority and STPC (School Teachers' Pay & Conditions Document (DFE)). It was noted the policy would be due for implementation in September 2018.

8.5 Transgender Policy

The Committee agreed that a discrete policy was not required; relevant issues would be addressed through the school's existing policies. **Action: SMK**

8.6 Grievance Policy

The policy had been circulated in advance of the meeting. There was a small number of changes, which mostly related to nomenclature. The policy was compliant with regulatory requirements. The committee agreed that the policy should be adopted. It would be scheduled for review in June 2020.

8.7 Safeguarding & Child Protection Policy 2018-2019

The policy had been circulated in advance of the meeting.

Changes to the policy had been highlighted:

- Section 5 – Key personnel 5.6, 5.7, 5.7;
- Section 20 – Online safety.
- Dates.
- New appendices had been added to the policy.

It was agreed that the policy should be adopted. The policy was compliant with regulatory requirements. The policy was subject to annual review. **Action: SMK**

8.8 Single Equality Scheme - circulated

The policy had been designed to cover all equality issues. The policy had been reviewed in the context of ensuring that it addressed all gender issues. It was noted that monitoring of Black African students would be identified as a monitoring area; this aligned with local authority and RSC (Regional School Commissioner) priorities. It was confirmed that all posts were advertised formally.

Two amendments had been made to ensure that gender-related issues were addressed. The policy had also been amended to make clear that it applied to school volunteers.

It was agreed that a positive statement should be included to reflect the school's inclusive nature. **Action: BR**

It was agreed that references at clauses 4.3 and 8.2 would be amended ie ~~chair of personnel~~ replace with **Chair of Personnel & Student Welfare Committee**. **Action: SMK**

It was agreed that clause 8.3 would be amended 'You may be accompanied by and appropriate work colleague, **friend** or an accredited trade union official at any grievance appeal hearing. **Action: SMK**

It was agreed that the first sentence in the Review and monitoring section would be amended: 'Equality ~~impact~~ **compliance** assessments...'

Governors asked: Do we need to add something to refer to residential trips and toilets?

A: That is addressed under the Learning Environment section [page 3].

Governors asked: Would that also be sufficient if a parent complained about students of different gender were sharing accommodation?

A: Parents do not have the right to access personal data about students who are not their own children. The committee agreed that the policy should be adopted and reviewed annually. **Action: SMK.**

9. Risk Register (PSW risks)

The Clerk confirmed that health & safety and terrorism risks had been moved to the Finance & General Purposes Committee's remit. The Terms of Reference for both committees had been updated.

R04	Permanent/temporary loss of key and/or large numbers of staff There is a risk of operational/staff cover issues caused by the absence of key staff for an extended period resulting in a negative impact on the running of the School. The likelihood of the risk was judged to be low. Actions to mitigate impact of the risk if it occurred were on target.
R05	Grievance by staff. There is a risk of grievance being taken by staff against the school, the member of staff then goes off work with stress related sickness resulting in a potential claim at Employment Tribunal. The likelihood of a grievance being lodged was judged to be medium. Actions to mitigate impact of the risk occurring were complete.
R09	Safeguarding Children. There is a risk that unauthorised people are on site without the school being aware. The likelihood was judged to be high. Actions to mitigate the risk were on target
R10	Safeguarding Children. There is a risk of a serious safeguarding issue involving a member of staff. The likelihood was low. Actions to mitigate risk were on target
R13	Industrial Action. There is a risk that industrial action either national or local would result in school closure or working to rule which would impact on learning. The likelihood of industrial action remained low. Actions to mitigate risk were on target
R15	Ofsted Inspection. There is a risk that following an Ofsted inspection the School is downgraded to below good. School self-evaluation and data indicated that the school was currently good. Actions to mitigate risk were on target

12. Any other URGENT Business

12.1 Data collection. It had been noted that a large amount of data was collected on job applications. The Committee was unsure what schools were required to collect or how it was used.

Action: SMK to seek clarification

13. Items for the next agenda

- Election of the Chair of the Committee
- Review Terms of Reference
- CPD Report (Lucy James)
- Shortlisting Process
- Standing Items:
 - a. Safeguarding
 - b. Staff Exit Interviews
 - c. School Council
 - d. SIP & Monitoring Progress with KPIs
 - e. Retirement Policy Review
 - f. Risk Register.

The meeting closed **at 6.35 pm.**

Dates for 2018-2019 PSW Committee Meetings: To be confirmed.

Item 3.2 Matters Arising

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

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 complete: SM [AGENDA]**

Item 5. School Council (Standing Item)

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 ongoing: KO to update PSW. [KO was scheduled to meeting with School Council representative on Tues. 19th June 2018.]

Item 6.1. CPD (Continuing Professional Development) (Standing Item)

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.

Action ongoing: SMK/LJ

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

Item 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.

Item 9.3. The committee agreed that the amended TORS should be adopted. The TORS would be reviewed annually. **Action: Clerk**