

## The Minutes of the Personnel & Student Welfare (PSW) Committee Meeting Held on Thursday, 22<sup>nd</sup> November at 5.00 pm in the Learning Resource Centre

### Present:

Ruth Henry (RH);  
Steven Mackay (SMK) (Headteacher);  
Joanna Symons (JS);  
Stuart Weatherall (SWe) Acting Chair of the PSW Committee.

### In attendance:

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

## 1 Welcome and Introductions

SWe welcomed everyone to the meeting.

It was agreed that CPD (Continuing Professional Development) would be moved up the agenda so that LJ could depart promptly.

It was noted that the former Chair of the PSW Committee, Barry Raynes, had resigned from the Governing Board on 18<sup>th</sup> October 2018. The Committee was very grateful to BR for the work he had carried out, which had also included acting as Safeguarding Governor.

A letter encouraging parents to stand for the Parent Governor vacancies would be sent. **Action: SMK**

## 2. Procedural Items

### 2.1 Apologies were received and accepted from:

Tahir Darr (TD);  
Vicky Jackson (VJ);  
Kelly Ogden (KO).

### 2.2 The meeting was not Quorate. It was agreed that the items on the agenda would be discussed; any proposed actions or decisions would be forwarded for ratification by the FGB (Full Governing Board) on 13<sup>th</sup> December 2018. **Action: Clerk**

### 2.3 There were no Declarations of Interest.

## 5. CPD (Continuing Professional Development)

The following papers had been circulated in advance of the meeting:

- Annual CPD Report to Governors' Personnel and (Student) Welfare Committee – November 2018
- CPD – Guidance Booklet for Teaching Staff 2018-2019
- CPD Guidance Booklet for Support Staff 2018-2019

LJ highlighted the following:

The vision and ethos of Oldfield School is to provide an environment that challenges all students and fosters ambition. That approach was echoed staff CPD, fostering a positive ethos of ongoing learning for everyone.

The whole school focus for CPD was linked to the School Improvement Plan.

In 2017/18 the CPD budget was £22K; 84% had been spent. The budget for 2018/19 had been increased to £23K. To date 27.5% had been spent. A broad range of CPD was on offer.

In 2017/2018, 2 INSET training days had been disaggregated and run as Twilight sessions; staff could select sessions which best met their learning needs. That approach had been welcomed by staff and was being applied in 2018/2019, 4 dates had been planned. An external speaker would lead a session on differentiation aimed at all class based staff.

As part of their induction, the NQTs (newly qualified teachers) who joined the school in 2018-2019 were observed teaching once per term. (The NQTs that joined the school in 2017-2018 had successfully completed their induction year.)

The school continued to be involved in BET (Bath Education Trust) Initial Teacher Training Programme. The school had hosted 12 student teachers across 2 placements, in 2017-2018; all the students had completed the course and had rated it good or outstanding. The school planned to increase its student teacher intake in 2018-2019. The school had recruited candidates who had taken part in the scheme – candidates were high calibre. Activities for aspiring senior leaders included mock interviews.

**Governors asked: Are staff positive about CPD?**

A: Yes – all are very positive.

The in-house TLR (teaching and learning responsibility) programme had received positive feedback in 2017-2018; it was being offered again.

SLT (Senior Leadership Team) members were engaged in appropriate professional learning, including possible secondments to a local school which was very short of resources. SLT involvement would enhance leadership capacity at the other school. The schools' SENCOs were also holding regular discussions. SMK had earmarked funds to support projects proposed by SLT as part of their CPD and which would also benefit the other school.

It was noted that this work fitted with a recommendation made in the External Review of Governance Report, conducted in November 2017 ie

***'Outreach***

*As the leadership capacity, at all levels, grows within the school the Governing Board should ensure that they are working in networks of excellence and are able to share their good practice throughout the school system.'*

*It was agreed that an update on work with the other school would be shared at the next meeting.*

**Action: SMK**

Termly 'Teachmeets' (informal meetings where teachers share teaching and learning ideas) had been re-introduced teachers' request.

CPD sessions with 2 other schools were being planned, it was possible that there would be further opportunities within the BET framework.

### External CPD participation in 2017-2018

- 48 teachers
- 6 pastoral team members
- 16 support staff team members.

### External CPD 2018-2019.

Although it was still early in the academic year:

- 19 teachers had attended/were registered to attend courses
- 3 pastoral team members
- 7 support staff team members.

### Governors asked: Is the CPD budget used for cover?

A: No, we use our Cover Supervisors.

### Governors asked: Is the CPD budget used for travel and subsistence related to CPD attendance?

A: Yes.

The Committee thanked LJ for her very useful report. [LJ withdrew at this point, 5.30 pm.]

### 3. Election of the Chair to the PSW Committee

It was agreed that the appointment of a Chair to the PSW Committee would be an item on the FGB.

Action: Clerk

### 4. The Minutes of the Last PSW Meeting, held on 14<sup>th</sup> June 2018

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

4.2 Matters arising from the last Committee Meeting. Please see page 8-9.

### 6. Annual Review of PSW Committee's TORs (Terms of Reference) and KPIs (Key Performance Indicators)

The draft had been circulated in advance of the meeting.

The TORs had been updated to reflect changes to the Scheme of Delegation agreed by the Board.

It was agreed that the KPIs would be updated to reflect the revised School Improvement Plan.

Action SMK/Clerk

Subject to the adjustments to the KPIs the document was approved for 2018-2019.

Action: Clerk to file revised version on GovernorHub.

### 7. Safeguarding (Standing Item)

The Safeguarding Report to Governors – Terms 1-2 (01.09.2018-18.11.2018) had been circulated in advance of the meeting via GovernorHub.

SM advised that all except 2 of the action points identified in term 6 (2017-2018) had been completed, the remaining 2 were:

- A separate Bullying charter to be developed as part of the review of the Anti-Bullying policy in consultation with the student body (July 18). The consultation would consider whether an explicit sanction for bullying should be introduced.
- To raise the profile of the E-team throughout the school. The E-team to promote their charter through tutorial time presentations. The E-team to lead a whole school initiative to raise awareness of equality this academic year. Christy Grimes, Head of PHSE (Personal, Social, Health and Economic) Education, was re-launching the E-team during term 2. It had been difficult to keep students involved.

**Governors asked: Why is student involvement faltering?**

A: The need to sacrifice some lunchtimes is a factor. However, the School Council, which also meets at lunchtime has grown.

As agreed at the last PSW meeting, transgender considerations had been incorporated into the school's Equalities Policy.

Students and staff had been asked to complete questionnaires about the PHSE programme.

**SWCPP (Child protection and safeguarding procedures)** had been made clear at staff briefings each year.

As identified in the School Improvement Plan, an electronic Child Protection recording system, such as My Concern, would be introduced during the current academic year. The timing of the transfer would need to be carefully managed so that training, likely to be provided in Term 6, was embedded.

**Governors asked: What benefit does such a new system offer?**

A: Compliance with GDPR (General Data Protection Regulation) requirements and access to records by all appropriate staff.

**Governors asked: Is the transfer booked for September 2019?**

A: No – the actual dates have not been set yet.

**Child Protection Referrals Terms 1-2:**

- An additional 7 referrals to the police due to safeguarding concerns meant that overall new referrals were on par with the previous academic year.
- Eight students were on Child Protection Plans, 7 students with Children in Need plans, and 7 who have additional support through Team around the Family (TAF) meetings. One CAF referral had been made term and paperwork for 2 other referrals was being prepared.
- All current LAC students are meeting their Expected Progress Grades based on AP1 data in the core subjects.
- SM had resumed the role of Designated Teacher of Looked After Students following Margaret Roberts' retirement. All students would have completed their PEPs (Personal Education Plans) by the end of Term 2. The school's PEP grade was judged 'Outstanding' by BANES and 'Good' by Bristol, based on the PEPs submitted in July 18. It was noted that if attendance was not good the school could not receive an Outstanding grade.
- SM would be undertaking refresher training from both local authorities during the current academic year to ensure all future PEPs were judged outstanding.
- Four new referrals to Young Carers this academic year. Finally, all transgender students (4) continue to be supported via their Individual Support plans.

**Mental Health/Anxiety:**

- During the reporting period there had been 20 new referrals regarding concerns about a student's mental health.
- Recent data suggested that, nationally, 1/5 students were affected by mental health issues.
- All referred students were offered additional support Each term B&NES (Bath & North East Somerset Local Authority) CAMHS (Child and adolescent mental health services) met with school staff to discuss possible referrals or current cases and offer additional training/support for pastoral staff.
- Pastoral team members found the B&NES team's support, including discussion of strategies to address issues, flexible and helpful. Support from Bristol was more difficult to obtain.
- Six children were attending Broadlands provision.
- Three teaching groups (staff and students) in Year 9 were taking part in a national study run by Educare.

**Anti-Bullying Week (12/11/18-16/11/18):**

- Years 7 & 8 had been taking part in national anti-bullying week Assemblies were delivered to Year 7. This year's theme was Respect. Year 8 focused on Cyberbullying and the Stop, Speak, Support campaign. Both year groups had taken part in additional tutor activities. Year 7 & 8 parents were sent information about how to support their child. The work linked to the PHSE programme.

**8. School Council (Standing Item)**

It was noted that the annual Governing Board meeting with the Student Council was scheduled for 13<sup>th</sup> December 2018.

**9. Personnel**

**9.1 Staff Exit Interviews (Standing Item)**

A report, Exit Interviews 2017/2018 had been prepared by TD and was circulated in advance of the meeting. The report summarised the interview findings; no confidential matters were shared.

Staff felt able to report candidly. The interview feedback was positive. Some departing staff had also completed that staff survey. A very small number of well-known minor issues had been explored further. There were no surprises nor any cause for governing board concern.

It was noted that retaining anonymised data about the reasons for staff leaving would help identify trends.

**Governors asked: What are staff expectations in relation to Exit Interviews?**

A: They are invited but not compelled to attend and know it is a confidential discussion.

It was agreed that the level of reporting provided by TD was appropriate.

**9.2 Shortlisting Process**

It was agreed that it had been superseded and no action was required.

**10. School Improvement Plan and Progress with PSW KPIs**

It was agreed that this item would be deferred until the next meeting when it was anticipated that a new Committee Chair would be in place.

**11. Policy Review**

Policies 11.1-11.3 had been circulated in advance of the meeting via GovernorHub. It was agreed that 11.4 would be circulated after the meeting. **Action: SMK**

**11.1 Behaviour for Learning Policy**

SMK advised that the policy had been completely re-written to reflect what actually happens in school so that everyone, including parents, was clear. The new policy included reference to matters such as students' use of mobile phones.

The Committee agreed that the policy should be recommended for adoption by the FGB. The policy would be scheduled for review in October 2020. **Action: SMK/Clerk.**

**11.2 Teachers' Performance Management Policy**

There were no material changes to the policy. The dates had been amended.

The Committee agreed that the policy should be recommended for adoption by the FGB. The policy would be scheduled for review in July 2019. **Action: SMK/Clerk.**

**11.3 Retirement Policy**

There were no material changes to the policy. The dates had been amended.

The Committee agreed that the policy should be recommended for adoption by the FGB. The policy would be scheduled for review in November 2020. **Action: SMK/Clerk.**

#### 11.4 Pay Policy (Teacher)

It was confirmed that review of the pay policy was delegated to the PSW Committee; decisions about pay recommendations were made by the Remuneration Committee. It was noted that the next review of the Pay Policy would take place in Term 6 so that it was ready for the new academic year. **Action: SMK/Clerk**

SMK advised that a relatively small number of changes had been made; the draft had been judged acceptable by trade unions.

Guidance on applications to move to the UPS (Upper Pay Scale) had been clarified. Arrangements for short notice supply cover had been amended to ensure fairness. The Support Staff Appraisal Cycle would be aligned with teacher appraisal.

It was agreed that the policies would be recommended for adoption by the FGB at its meeting on 13<sup>th</sup> December 2018.

#### Governors asked: What was the size of the pay increase for teachers this year?

A: With effect from September 2018:

- MPS pay scales - 3.5%;
- Upper Pay Scale TLRs - 2%;
- Leadership Scale -2%.



## 12. SEND (Special Educational Needs and Disability)

### 12.1 SEND Report – October 2018

The report had been circulated in advance of the meeting, via GovernorHub.

SM drew the committee's attention to the following:

- a. The report identified the numbers of students with EHCPs (Educational Health Care Plans). The school had been praised for the arrangements it had made to help students transition to secondary school. However, a very small number of students had not been able to adjust. The school was applying for Hospital Education places so that the children received the support they needed.
- b. EHCP funding did not always adequately fund the support students needed.
- c. The school was proving attractive to students with an EHCP. It was possible that in September 2019 the school would reach the threshold required to receive full funding.
- d. The number of students taking exams using laptops, due to poor handwriting, had increased.
- e. Access testing took place throughout the year; it was expected that students would be tested within a week of being referred.
- f. Extra reading pens would be purchased ready for the summer exams. Reading pens removed the need for a human reader. The additional pens would be loaned prior to exams so that students are more familiar with them before examinations.
- g. The principal of Assess, Plan, Do, Review was at the heart of the SEND Code of Practice 2015. That approach was embraced by the SEND department but currently the work was recorded manually and needed to be more thorough. Specialist software would be purchased to address those issues. The software had been designed with the student in mind and met OFSTED requirements; it would be implemented during the current academic year. The software would be used to ensure that paperwork was held securely and improve the quality of the recording of the Assess, Plan, Do, Review process.
- h. Four new members of staff had joined the SEND team in September 2018.
- i. ASD (autistic spectrum disorder): A third of students on the SEN Register were students on the autistic spectrum; a significant number had received an ASD diagnosis, a further group was undergoing assessments. The need of ASD students were very varied. The school purchased external support which was

provided fortnightly. A Senior TA (teaching assistant) acted as ASD Champion, overseeing students' day-to-day school life. Coffee mornings at the school for parents provided a very positive support network.

**Governors asked: Are there lots of students at the school who don't received full EHCP funding?**

A: Yes, we haven't yet reached the threshold for full funding. The only way it is likely to be increased is via an emergency review with the local authority early in 2019.

**Governors asked: Is EHCP funding lagged?**

A: No.

It was agreed that each year:

A formal SEND report, reviewing the previous academic year would be provided at the autumn term PSW Committee meeting. **Action: SM**

A formal Interim SEND report which would include targets would be provided at the summer term PSW Committee meeting. **Action: SM**

**12.2 Governance Review Guide.**

The committee noted that the new publication had been devised to support governing boards in evaluating the extent to which they secure high quality outcomes for learners with SEND. It was agreed the document that SM would review the document and make recommendations if appropriate. **Action: SM**

**13. Risk Register (PSW risks) (Standing Item)**

The Register had been filed on GovernorHub but was being revised, following the Risk Management training session held on 8<sup>th</sup> November 2018.

**14. Any other URGENT Business**

**14.1** It was agreed that PSW meetings would begin at 5.30 pm, in line with other the Board meetings.

**14.2** It was agreed that JS would be recommended for appointment as Safeguarding Governor at the next FGB meeting on 13<sup>th</sup> December 2018. **Action: SWe.**

It was agreed that a handover meeting for JS with the former Safeguarding Governor would be arranged. **Action: SWe/SMK**

**14.2 Staff Contracts**

SMK confirmed that the existing format for teachers' contract was fit for purpose; clauses relating preparation and marking, safeguarding and sickness leave were included. It was agreed that terms and conditions for Support Staff should be aligned with those for teaching staff.

**Action: SMK:** I.Tovey would be asked to review the contracts and take advice from Judicium.

**13. Items for the next agenda**

- Standing Items:
  - a. Safeguarding
  - b. Staff Exit Interviews
  - c. School Council
  - d. SIP & Monitoring Progress with KPIs
  - e. Risk Register

The meeting closed at 6.45 pm.

**Future PSW Committee Meetings:**

- Wednesday, 27<sup>th</sup> February 2019 at 5.30 pm
- Thursday, 13<sup>th</sup> June 2019 at 5.30 pm.



## Item 4.2 Matters Arising

### Item 4.1. 2017-2018 Safeguarding Audit

...a meeting would be arranged to discuss how the GDPR affected Safeguarding.

Action: JS, SMK, SM. [Action passed to JS as new Safeguarding Governor.

Further Action: SM to forward Safeguarding Governor Job Description to JS.]

Item 4.2 (Single Equality Policy/transgender)...the rag-rating ...would be changed to green. Action: SM

### Item 4.2 (Uniform Policy)... 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

[All new students are provided with the information.]

Item 4.2 (Safeguarding)...staff had had their annual safeguarding update training; the training had included areas identified by the safeguarding audit 2017-2018. Action carried forward: SM to forward PowerPoint presentation to Clerk for circulation.

### Item 4.3. Governing Board Safeguarding Update

... 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

[Action transferred to FGB; scheduled for completion 13.12.2018]

Item 5. (School Council). 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 ongoing: SWe/SMK.

### Item 5. (School Council)

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

Item 6.1 Staff Exit Interviews... a process for Staff Exit Feedback would be drawn up.

Action: BR/SMK [TD had produced a report.]

### Item 6.2 (Staff Survey)

...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 [Scheduled for 07.02.2019]

...school celebrations and social events would be added to GovernorHub. Action: Clerk.

...a governor rota for attendance at school events and the introduction of 'Pupil Pursuit' programme would be discussed at the next FGB. Action: SWe

Item 6.3. Shortlisting Process...carried forward to Term 1, 2018-2019. Action: Clerk

### Item 7. (School Improvement Plan and Progress with PSW KPIs)

...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

### Item 8.1. (Lockdown 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 [New equipment, including alarms had been installed.]

### Item 8.2 Behaviour for Learning Policy – due July 2018

...once it had been finalised it would be circulated for approval via GovernorHub. Action: SMK



**Item 8.3 Appraisal Policy - due July 2018**

...the policy would be circulated for approval via GovernorHub. **Action: SMK**

**Item 8.5 (Transgender Policy)**

...discrete Transgender policy was not required; relevant issues would be addressed through the school's existing policies. **Action: SMK** [Ongoing.]

**Item 8.7 (Safeguarding & Child Protection Policy 2018-2019)**

...policy should be adopted. The policy was compliant with regulatory requirements. The policy was subject to annual review. **Action: SMK** [Scheduled]

**Item 8.8 Single Equality Scheme**

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

... 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**

...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**

...policy should be adopted and reviewed annually. **Action: SMK.** [Scheduled]

**Item 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 carried forward: SMK to seek clarification.**

