



Personnel & Student Welfare (PSW) Committee Meeting
Thursday, 11 June 2020 at 5.30 pm
Via Videoconference due to Covid situation

Chair: Ashley RUSSELL

MINUTES

Present:

Ashley RUSSELL (AR) (*Chairman*)
Stuart Weatherall (SWe)
Steven Mackay (SMK) (*Headteacher*)
Tahir Darr (TD)
Ruth Henry (RH)
Sarah Mills (SM)
Vicki Jackson (VJ)
Kelly Ogden (KO)

In attendance:

Jessica Lobbett (JL) (*Assistant Headteacher*)
Ishbel Tovey (IT) (*Facilities, Finance & HR Manager*)
~~Alexis (Staff member)~~
Jeremy Kaye (*Clerk*)

Commented [AR1]: This was Ruth. I think Alexis is her daughter and she was on her account.

| | Item |
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| 1. | Welcome and Introductions The chair welcomed everyone to the meeting and thanked them for their attendance. |
| 2. | Procedural items 2.1 Apologies An apology was recorded from Lucy James. 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 Staffing update & staffing survey will be added as AOB |

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

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| 3. | <p>The last Personnel & Student Welfare Committee Meeting 26 February 2020</p> <p>3.1 Minutes: Thursday 26 February 2020 The minutes were approved and duly signed with one spelling correction</p> <p>3.2 Matters Arising from the last Committee meeting</p> <p>4. To monitor & evaluate application of the safeguarding policy & Practice - COMPLETE</p> <p>9. Risk Register update on GH – COMPLETE</p> <p>9. Newsletters. To send to all governors next newsletter. ACTION: SMK - ONGOING</p> <p>Outstanding items:</p> <p>6. Safeguarding. Student council involvement in Pride event - ONGOING</p> <p>9.2 Student Council. Link governor report. SMK. - ONGOING</p> <p>9.2 Share report with governors & discuss & review link governor system - ONGOING</p> |
| 4. | <p>Safeguarding To Monitor and evaluate application of the safeguarding policy and practice</p> <p>There was a discussion on the pre distributed papers and questions which are on GH.</p> <p>SMK explained that the annexe to the policy had been amended following the government changes and that the policies on online meetings had also been updated.</p> <p>Q: TD: Are there any significant issues? A: SMK: Where concerns are reported or referred there were 2 at child protection level where we attended meetings. Social workers have been communicating by email and phone weekly.</p> <p>Q: TD: I assume we are just keeping an eye on the vulnerable list? A: SMK: Yes, by phone, both pastoral and tutors</p> <p>Q: KO: Are they doing ok? A: SMK: Generally yes, whe have some detail and examples</p> |
| 5. | <p>Student & Staff Welfare</p> <p>Papers had been distributed and read including questions in advance which are on GH:</p> <p><u>Student welfare:</u></p> <p>Q1: Chair: JL gave an update on how the system was being operated. 12 students not in touch with school and home visits planned for next week for these. All issues found are passed on.</p> <p>Q: TD: Can you make visits safely? A: JL: Yes A: SMK: We are also contacting any siblings primary schools to co-ordinate efforts</p> |

There was then a discussion around parent line and support requests.

Q2: Chair:

JL replied that letters are sent home if pupils are not submitting work. We are having all management meetings via zoom.
If pupils have no IT then work packs are provided. The majority of parents reach out to us if they feel the need.

SMK added that those pupils who have not been responding may need extra support when things open up.

There was a discussion around various systems for supporting pupils.

KO explained her own child's struggle as an example.

Q3: Chair: The response had already been covered in safeguarding but SMK added that staff had been going above and beyond with referrals, speaking to GP's etc.

Q4: Chair: SMK advised that nursing was being done remotely, it was mainly ok but a little slow.

Staff welfare:

Q1: Chair: SMK replied that it varies. Most regularly, some more than others but we have no concerns.

Q: TD: The staff welfare officer, how does that work away from site?

A: IT: Keeping in contact via email and though the virtual staffroom

~~Alexis-RH~~ said that staff felt safe and well supported.

Q2: Chair: SMK said that they were coping well and that great care has been taken to organise and explain the current set up. Those without families are doing more as expected and we are supporting staff who are isolating or shielding. He said that they were coping well.

IT explained comments from the staff survey.

Q3: Chair: It was agreed that this had already been covered.

Q: SWe: Will we be running the school summer program and is there any likelihood of needing to provide key worker provision over the summer?

A: SMK: I don't think so as that becomes childcare. We are prepared to look at what is required if and when.

Q: SWe: Would there be any staff appetite to do this?

A: SMK: I am sure we would get some volunteers

It was discussed in some detail with the fact that there had been no request thus far and it was best to wait and see.

6. **Serious Case Review Action Plan**

SM gave a brief introduction to her paper that had been distributed and read by all on GH.

3 Please send apologies to the Clerk: jeremy.kaye@judicium.com

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| | <p>It was a child exploitation case the report having been completed in 2019 for an event in 2009. The action plan was therefore completed 10 years after the event. Huge steps had been made since 2009. She gave an update on how this now affects the school.</p> |
| 7. | <p>Policies and Procedures</p> <p>7.1 Grievance</p> <p>Q: Chair: Should we give some level of signposting to the Judicium website? A: SMK: Yes, that is a good idea</p> <p>The revisions to the policy were APPROVED with very minor changes.</p> <p style="text-align: center;">ACTION: SMK: to look at how this can be signposted to Judicium</p> <p>7.2 Pay</p> <p>SMK explained the changes to the policy and that it may need to change again in August with regard to pay deals. It was agreed that any minor changes would be agreed by SWe & <u>SMK-AR</u> if needed.</p> <p>This was APPROVED noting that there may be an impact on pay decision and that the approval was contingent on pay increases and the expected pay rises.</p> <p>7.3 Performance management</p> <p>This was APPROVED as tabled</p> <p>7.4 Single equality scheme</p> <p>This was APPROVED as tabled</p> |
| 8. | <p>Risk Register Remote learning</p> <p style="text-align: right;">ACTION: SMK: To update</p> <p>The balance of risks were checked and agreed.</p> <p>SWe asked if the safeguarding risk had changed.</p> <p>It was AGREED to hold an online meeting to specifically discuss Staff & Student risk.</p> <p style="text-align: right;">ACTION: SMK: To arrange</p> <p>There was a discussion around various other areas of risk.</p> <p>An additional risk was AGREED to be added for safeguarding if the school had to be closed.</p> <p style="text-align: right;">ACTION: SMK: To update</p> |

Commented [AR2]: I don't remember this? It might be my memory though...

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| 9. | <p>Any other URGENT Business (as previously agreed in item 2.4)</p> <p>Staffing update & Staff survey were added as an item under AOB</p> <p>Staffing:</p> <p>SMK updated on the staffing and advised that we are fully staffed. There are 5 new teachers who will join us in September including cover for a maternity. There will also be some new support staff.</p> <p>Q: TD: When do years 10 & 12 return A:SMK: Next week</p> <p>Staff Survey:</p> <p>SMK / IT advised that the results had been excellent.</p> <p>The Chair congratulated the SLT on such good results. Both AR & SWe said they were very proud of the findings.</p> <p>It was noted that some of the support staff believed that the survey was only for teachers.</p> <p>There was a discussion around the results.</p> <p style="text-align: right;">ACTION: TD: To work on Link strategy & expectations</p> |
| 10. | <p>The next meeting was agreed as 5 November 2020</p> |
| 12. | <p>The meeting was closed by the Chair at 18:45</p> |