



Personnel & Student Welfare (PSW) Committee Meeting
Thursday , 4 November 2021 at 5:30 pm
Via VIDEOCONFERENCE

Chair: Tahir Darr

MINUTES

Present:

Tahir Darr **Chair**
Steven Mackay (*Headteacher*) (**SMK**)
James Beddow (**JB**)
Ruth Henry (**RH**)
Lucy James (**LJ**)
Jessica Lobbett (**JL**)
Kelly Ogden (**KO**)

In attendance:

Jeremy Kaye (*Clerk*)

	Item
1.	Welcome and Introductions The chair offered a welcome to the meeting and explained why he was acting as chairman at this time which was due to the lack of a current chair. He thanked Carl Lander for his work and explained that Carl would remain as part of the committee.
2.	Procedural items 2.1 Apologies Apologies were received from Carl Lander and Sarah Mills. 2.2 Confirmation of Quorum The meeting was NOT quorate as there were only two non-staff governors present. It was AGREED by the Chair and Clerk that the meeting would continue but that no decisions could be made. 2.3 Declarations of Interest for this meeting None were notified. 2.4 Notification of Any Other Urgent Business Acceptance of the CPD report was proposed and accepted by the chair.
3.	The last PSW committee meeting

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

3.1 Minutes

Minutes for the committee meeting on 10 June and the special meeting on 20 September needed to be approved but due to the lack of quorum it was AGREED by the Chair and Clerk that the minutes would be re-posted on GH, ready by all PSW committee members and approved by a minimum of three non-staff members on GH

ACTION: Clerk to arrange approval of both sets of minutes using GH

3.2 Matters arising from PSW meeting 20 September 2021:

Item	Action	Actioner	Status
3.	Item 7 – SIP - SMK has AGREED with the COG that the current partner should continue. This now needs approval at FGB.	FGB	COMPLETE To go to FGB for approval
9.	Staff survey - CL to look at governors' questions and ask governors to re-consider the questions for the next survey. This would be required by Easter	CL	ONGOING TD to speak to CL
11.	Policy reviews – TD & AR to confirm their approval of Anti bullying, single equality scheme, code of conduct, online safety & CPD ITT & induction policies	TD & AR	ONGOING
11.	Policy reviews – code of conduct - SMK to update this policy and re distribute for approval via GH or email vote	SMK	ONGOING

Matters arising of the SPECIAL PSW meeting held on 20 September 2021:

Item	Action	Actioner	Status
3.	Site staffing restructure - IT to get the cost of the redundancies from finance	IT	COMPLETE About £4.5k

4. **Safeguarding**
The pre-distributed report from Sarah Mills was considered and reviewed. The number and amount of support given to students was discussed. SMK explained that the numbers were similar to last year and explained the internal support, and how this was equivalent to an additional day. RH explained the nursing cover service and that parents were reluctant to spend their own time referring students out of school, leaving the school the workload in school.

	<p>Q: Chair: Do you mean parents are actually reluctant to do it themselves in their own time?</p> <p>A: RH: Yes, we think so</p> <p>SMK said that there was likely to be less capacity of the school nurse, mainly due to service provision. RH advised that the MH support team continued to work well with a lot of referrals at the end of the summer. She said there would be new group stats in a couple of weeks and that the Mind & Mood group was operating.</p> <p>There was then a discussion on how time-consuming referrals are and parental support.</p> <p>Q: Chair: Are all local service links available</p> <p>A: RH: Yes, workshops and parental support</p> <p>Q: KO: How can we, or can we encourage parents further to make referrals?</p> <p>A: RH: Only individually by signposting the services, as we do internally on our website.</p>
5.	<p>Student welfare</p> <p>It was felt that this area had already been covered</p>
6.	<p>Staff welfare</p> <p>LJ explained that she had a wellbeing meeting today and that amongst other things a Xmas party had been discussed. Informal surveys are going to be re-run with 3 questions just after Xmas. Other things discussed were a raffle and support for colleagues.</p> <p>Q: Chair: How is sickness?</p> <p>A: LJ: Not too bad</p> <p>Q: Chair: How are staff feeling about covid?</p> <p>A: SMK: Varies by staff member. There is some covid concern. Masks are worn in all lessons except music and MFL. This week sickness numbers appear to be going down.</p> <p>LJ concluded by saying staffing agencies seem to be back working and more able to supply teachers.</p>
7.	<p>General updates</p> <p>There was a discussion around a number of areas including attendance, equality and behaviour. JL led the discussions.</p> <p>7.1 Attendance</p> <p>JL gave a brief update on attendance and that we are doing well against the National average, particularly when we consider we are in the Covid hotspot. Years 9&11 attendance is lowest with year 7 the best. Attendance systems are all being reviewed and an improved structure being implemented. A robust new system for tutors is being implemented from Tuesday. Currently the admin for attendance is working well.</p> <p>Q: Chair: Do parents advise the school?</p> <p>A: JL: Yes, for Covid they are very good but generally not so good.</p> <p>7.2 Equality</p> <p>Equality is an item on SIP which we are tracking. Meet every 2 weeks. Assemblies have been improved, themed and with more external speakers.</p>

	<p>There is a diversity group with feedback from tutors but we need more explicit opportunities and to get messaging to students.</p> <p>7.3 Behaviour JL explained about the alternative provision unit (skill centre) which has now been open for 9 weeks. She explained the successes and how the centre was still testing the structures. Staffing was by teachers and pastoral. She also explained a couple of non-successful students, what has been learned and where these students should really be. The update is that in long terms is working but short term not yet. There had been no increase in bullying.</p> <p>Q: Chair: Are we using the facility enough? A: JL: We could use it more, carefully</p>
8.	<p>Risk Register</p> <p>As usual the risk register was run through live by SMK engaging the committee members with relation to the areas for which PSW has oversight. No changes were required, nor made with the exception of a change in wording relating to suicide where it was changed to 'Student or Staff member'.</p>
9.	<p>Any other URGENT business <i>(as previously agreed in item 2.4)</i> LJ's CPD report which had been distributed in advance was discussed. Two main items were noted: CPD has been affected by Covid-19 and T&L CPD will move forward in a different way being more engaging and short inputs.</p> <p>There will be now be 2 years for early check teacher.</p> <p>Q: Chair: Who selects the monitors? A: LJ: SLT</p> <p>There was then a discussion about the draft policies requiring checking and approval. It was AGREED that the clerk would ask everyone to read them again, discuss any changes with SMK who would advise when they were all ready for re-distribution for a vote on approval, via GH.</p> <p>ACTION: Clerk to advise the members not present to read and contact SMK.</p>
10.	<p>The date of the next meeting was CONFIRMED as 17 February 2022</p>

Minutes are signed digitally by the Chair on GovernorHub.