



Personnel & Student Welfare (PSW) Committee Meeting
Thursday, 5 NOVEMBER 2020 at 5.30 pm
Via VIDEOCONFERENCE

Chair: Carl Lander

MINUTES

Present:

Carl Lander (*Chair*) – **Chair**
Tahir Darr – **TD**
Ashley Russell – **AR**
Vicki Jackson – **(VJ)**
Ruth Henry – **(RH)**
Steven Mackay (*Headteacher*) – **SMK**

In attendance:

Jessica Lobbett (JL)
Lucy James (LJ)
Sarah Mills (SM)
Jeremy Kaye (*Clerk*)

	Item
1.	Welcome and Introductions The chair offered a welcome to the meeting.
2.	Procedural items 2.1 Apologies Apologies were received from Kelly Ogden 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 One item was accepted for AOB – Funding agreement - TD
3.	The minutes of the last Curriculum meeting on 11 June 2020 3.1 The minutes were APPROVED and will be signed in due course 3.2 Matters arising from the minutes of the meeting on 11 June

1

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

	<p>7. Policies & Procedures – COMPLETED</p> <p>8. Risk Register – COMPLETED</p> <p>9. Staff Survey - COMPLETED</p>
4.	<p>Safeguarding</p> <p>The safeguarding report by AR had distributed and read by all in advance and he gave a very brief update thanking the pastoral team & SM and commended the report to the committee.</p> <p>Q: TD: Are there enough resources around mental health issues, particularly under current circumstances?</p> <p>A: SM: We can always have more. She explained the MH cover which has increased this year and the use of school nurses as triage. Safeguarding has been busy, particularly this week.</p> <p>Q: Chair: Are staff making use of the systems, CPOMS and others?</p> <p>A: SM: It varies by staff member and analysis will be needed throughout the year, but it appears so.</p> <p style="text-align: center;">ACTION: SM to do some analysis during the year and report back</p> <p>Q: Chair: This has been an interesting week. What does that feel like?</p> <p>A: SM: More students with MH problems, year 7 for example who have not been able to settle in and transition. In particular they need more input but the problem is national.</p> <p>A: RH: We understand it is Covid and lockdown but being in school when in lockdown is a struggle. There is stress and confusion.</p> <p>Some items from SM report were highlighted including safeguarding audit actions, lockdown problems to be completed and timescales updated.</p> <p>New referrals were roughly the same but children on plans need more work this year. She explained that even in lockdown no meetings were missed. The number of looked after children was constant, however there were currently more from Bristol than Bath.</p> <p>AR gave his thanks for consistent attendance through both lockdown and holidays.</p> <p>SM then gave an update on knife awareness. Pastoral teams were doing assemblies. Anti-bullying week was discussed and staff training of Teams and social distancing had been updated. Other training was ongoing and had been updated.</p> <p style="text-align: center;">ACTION: Clerk to chase all governors to read KCSIE and register their confirmation on GH</p>
5.	<p>Student Welfare</p>

	<p>5.1 It was agreed that this item had been covered by SM. It was however discussed that Covid-19 measures had been at the expense of other visits to the school. There was a general discussion around student welfare, both physical and mental.</p> <p>5.2 It was noted that a major change was the requirement for pupils to wear masks.</p> <p>CL noted the colder weather with regard to this item.</p> <p>SMK advised that school clubs & sport were on hold and that there were currently no school nurse health visits. He clarified that the school uniform requirements would remain but that coats were allowed in lessons if needed although the preference was for layers like thermal skins. The heating was now on all day. SLT will discuss items of clothing allowed next week with an emphasis on non-branded garments.</p>
6.	<p>Staff welfare</p> <p>SMK advised that there were similar challenges for staff and that it was a difficult time for staff welfare, which he explained. Down tie is restricted and the pressures of Covid were more on teachers when the rest of society was in lockdown.</p> <p>Each case of Covid brings extra pressure, mitigating Covid adds pressure and staff were working from home if possible.</p> <p>The wellbeing committee met and LJ gave a brief verbal report which was generally positive feedback pre half term. The main issues were lack of interaction with others, restrictions around breaks, general Covid worries and remote teaching worries. She reported that the committee was working on a number of ideas to help.</p> <p>Q: Chair: Are any staff shielding? A: SMK: There are two who are in discussions with their GP at present.</p>
7.	<p>School improvement partner report</p> <p>The chair and AR both asked if there are any updates on bullying. SMK said that there needs to be some work done by asking pupils.</p> <p style="text-align: right;">ACTION: SMK to produce a report for February 2021 meeting</p>
8.	<p>CPD report</p> <p>LJ gave a detailed verbal explanation on the report which had been distributed in advance. There was then a discussion on coaching. LJ left the meeting at 18:30</p>
9.	<p>Remuneration Committee report</p>

	<p>The chair noted that he had seen the report on pay progression regarding gender/ethnicity and that the Remuneration Committee was comfortable that the process had been fair.</p>
10 & 11	<p>School improvement plan – deep dive & review & SIP monitoring responsibilities for PSW – these two items were taken together</p> <p>There was a discussion on deep dives into the SIP and how to monitor the SIP, which was explained by AR. The Red, Amber and Green flags were explained and cycling through the Amber & Green whilst concentrating on the Red was also discussed. SMK gave example of SEND Base of last year RED item and how this had been addressed with which items should be dealt with by which committee.</p> <p>The Chair noted that once the SIP has been updated, he will go through it and select RED items, then Ambers for individual committees to take on.</p> <p>TD suggested that maybe it would be better for the committee chairs together to select which one takes the task.</p> <p>SMK advised that the update to the SIP had been delayed.</p> <p style="text-align: right;">ACTION: CL to review the SIPs once complete</p>
12.	<p>Policies & Procedures for review</p> <p>12.1 Behaviour for learning - JL explained a few changes that were required in appendixes 3 & 4 and Covid related wording requiring change. Also, Covid related changes to Appendix 7.</p> <p>Q: AR: Appendix 4, exclusions. Can we highlight where we are with this? A: JL: Yes. Q: AR: Appendix 6 has two changes, right? A: JL: Yes</p> <p>There was then a discussion around Drugs and Legal drugs and how the clarification of which is being referred to may be required.</p> <p>The policy was APPROVED after a show of hands.</p> <p>12.2 Retirement – there where no changes to this policy and it was APPROVED</p> <p>12.3 Attendance POLICY, Covid appendix – The appendix was brought in line with Covid requirements, SMK had added extremely vulnerability item in line with Covid guidelines. It was AGREED to lift the Covid element from the policy to allow SLT to revise as needed and not revert to the committee for approval. On this basis this policy was APPROVED</p>
13.	<p>Risk Register SMK CONFIRMED that the risk register updates for Covid had been completed in June.</p>

14.	<p>Any other URGENT business <i>(as previously agreed in item 2.4)</i> Although no AOB had been proposed or agreed the chair accepted the following:</p> <p>14.1 TD advised that Kelly Ogden had sent apologies during the meeting. 14.2 AR asked if item R10 on the risk register could be re worded. SMK COMPLETED this immediately.</p>
15.	The date of the next meeting was agreed as 25 February 2021

Signed on:	
By:	