

Personnel & Student Welfare (PSW) Committee Meeting
Thursday, 25 FEBRUARY 2021 at 5.30 pm
Via VIDEOCONFERENCE

Chair: Carl Lander

MINUTES

Present:

Carl Lander - **Chair**
Tahir Darr – **(TD)**
Ashley Russell – **(AR)**
Ruth Henry – **(RH)**
Steven Mackay (*Headteacher*) – **(SMK)**
Sarah Mills **(SM)**
Louise Nevers **(LN)**
Kelly Ogden **(KO)**

In attendance:

Jessica Lobbett **(JL)**
Ishbel Tovey **(IT)**
Jeremy Kaye (*Clerk*)

| | Item |
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| 1. | Welcome and Introductions The chair offered a welcome to the meeting. |
| 2. | Procedural items 2.1 Apologies No apologies were received 2.2 Confirmation of Quorum It was agreed that the meeting was quorate 2.3 Declarations of Interest for this meeting None were notified 2.4 Notification of Any Other Urgent Business One item was accepted – Return to school Note: <i>It was noted that the SEN update should be taken to the Curriculum committee</i> |

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| <p>3.</p> | <p>The minutes of the last Curriculum meeting on 5 November 2020</p> <p>3.1 The minutes were APPROVED and will be signed in due course</p> <p>3.2 Matters arising from the minutes of the meeting on 5 November</p> <p>4. Safeguarding. Staff making use of CPOMS? SM gave a brief explanation of CPOMS.</p> <p>Q: TD: What is it for? A: SM: explained the reporting system for protection and mental health, like an incident log linked to a child</p> <p>Q: AR: Is the use consistent with manual methods? A: SM: We can see who is on the system and who has used it so no, greater and more regular control</p> <p>Q: AR: Are the same amount of people using it? A: SM: More and they are on the system more regularly</p> <p>Q: KO: IS CPOMS the same as NOTIFY? A: SM: No, it's separate, like DASH reports from BAINS only</p> <p>CL: so individual staff make inputs and a picture builds</p> <p>– ONGOING</p> <p>4. Safeguarding. All governor to have read and confirmed KCSIE – GOVERNORS COMPLETE on GH. STAFF COMPLETE SEPARATELY.</p> <p>7. School improvement partner report – ONGOING as no visits possible.</p> <p>ACTION: It was AGREED that SMK would look into alternative people with options discussed with TD & AR then taken to FGB</p> <p>10&11. SIP deep dive when complete and reviewed by CL - ONGOING</p> |
| <p>4.</p> | <p>Safeguarding</p> <p>The safeguarding report by SM had been distributed and read by all in advance. She advised that the safeguarding audit had been updated from last year and advised that we mark ourselves harshly. She ran through the action plan and advised that she would report back on progress.</p> <p>Q: TD: Kids back on March 8th, how will we handle vulnerable kids? A: SM: We touch base with all vulnerable kids when they are back and are expecting disclosures.</p> <p>Q: TD: Do we have enough staff?</p> |

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| | <p>A: SM: we have more than ever, so yes. The school social worker is on call and the two school nurses will be available when they are back at work.</p> <p>AR: Last year it was useful to go through the audit, I will do that again before it is submitted.</p> |
| 5. | <p>Student Welfare</p> <p>SMK advised that there was no further update to his HT report that had been distributed in advance.</p> |
| 6. | <p>Staff welfare</p> <p>SMK advised that there was again nothing more to add other than what was in his HT report but that the wellbeing committee had met and was being followed up. There is anxiety around a return which is being addressed as well as an anxiety over testing. However, everyone is looking forward to coming back and we will do a staff wellbeing survey soon</p> <p>IT explained additional insurance taken for counselling services at extra cost as it was a useful item.</p> <p>Q: CL: Do we get information on numbers using this service? A: IT: No, it is confidential but we do know it is being used.</p> <p>Q: CL: Do we have anyone shielding who is not able to return to site? A: SMK: No</p> |
| 7. | <p>School improvement partner report</p> <p>This item had been covered in matters arising</p> |
| 8. | <p>Risk register</p> <p>SMK advised that there were no updates or changes required at this time</p> |
| 9. | <p>KCSIE confirmation update</p> <p>This item had been covered in matters arising and is COMPLETE</p> |
| 10. | <p>Any other URGENT business (as previously agreed in item 2.4)</p> <p>SMK gave an update on return to school:</p> <p>All pupils will return to school next week and will be tested before school. The risk register will be amended with regard to use of masks and testing. The plan to test bubbles has been superseded. Online learning will be kept on standby, just in case. SMK had met with the two union reps to go through the risk assessment. A message will go to all parents saying we are back because the rest of society isn't.</p> <p>Q: CL: Was consent discussed?</p> |

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| | <p>A: IT: We have to get consent for 16+ but also need to make the parents aware before we ask the 16+ for consent.</p> <p>Q: CL: I guess some have not given consent?</p> <p>IT explained an issue with emails and consent that had been sorted and explained that getting the balance of replies is time sensitive and may require phone calls.</p> <p>She explained the appointments and how parents were asked to bring pupils in if possible. There were 15-minute windows with 30 tests each 15 minutes. She explained that there were 43 trained volunteers with DBS in place with risk assessments complete. There was a contract for waste and the largest issue was logistics with 3000 tests over 6 days. Registration takes time and is one by one with results by text.</p> <p>SMK added that we should not underestimate the amount of work and that from next week staff will test at home. He then explained the ongoing pupil home testing.</p> <p>CL pointed out that home tests may be ignored and pupils may be sent to school even if it was positive.</p> <p>TD asked for a thank you email to be sent to the volunteers and IT suggested a post covid cream tea be arranged.</p> <p>CL thanked IT for her hard work and great organisation.</p> <p>Other</p> <p>SMK noted that they are aiming to interview for an Assistant Head on 23rd 24th and candidates had been lined up. He also advised that a SENCO had been appointed, Suzanne Crosby who will start after Easter.</p> |
| 11. | The date of the next meeting was agreed as 11 June 2021 |

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| By: | |