**Holly Park School –Staffing & Pupil Welfare Committee Date16th January 2017**

Present- Ann Pelham, Gael Birtill, Fiona Quinton, Clare Wischhusen, Sally Thomas, Maria Thomas, Michael Crookes, Headley Dindoyal, Andrew Balham Davies

Apologies – Fiona Vettiankal, Liz Pearson, Angela Peake

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| **AGENDA ITEMS** | **KEY DISCUSSION POINTS** | **ACTION (who? /timescale?)** |
| 1. Current Staffing Position | * HPS is currently fully staffed – in theory – in terms of teachers * Mrs Thrasyvoulou is on maternity leave * Student support officer role – 9 interviewed (out of 22) one was a potential but not selected after 2nd interview. Lisa is doing role part time and agency woman. There are 20 more applicants following Christmas re – advert. (Gov asked what was the main problem – AP: most hadn’t read advert properly and couldn’t answer Qs. Gov asked does Lisa want the job? AP: Not ideal for when there are high needs children who need consistency of care. Gov asked: does that mean we need someone as cover for when the person is appointed? AP: Lisa is happy to step in as are any of the first aiders in school) * Diana Kelly began maternity leave today. She plans to return just before Christmas, full-time. Her roles will be covered by Helen Constantinou (former SENCO) who works 2 days/week looking after children with EHCP and local authority plus external agencies.Sally Thomas will do SEN data, Maria Michael’s will manage level 2 and 3 TAs plus CAMHS and HEWS (monitoring interventions) and IEPs. Emails to Diana automatically direct people to the relevant person. (Gov asked situation re maternity leave AP: school has insurance and for both members of staff and in both cases they don’t need cover for classes due to forward planning.) * A level 2 TA is on long term sick due to an accident outside school. (Gov asked what is the situation for replacing her? AP: we have had an agency TA since Sept) * Mrs Reid has taken early retirement and has been replaced by agency staff for this financial year |  |
| 2. Attendance | * Attendance has improved – now 26th in Barnet (Governors looked at Autumn term data for the last 3 years) |  |
| 3. Appraisals | * Nothing to report – all teaching staff had appraisals (and other staff except SMAs) by end Oct as legally required. HT had hers before end Dec attended by external person. * End of spring term these will be reviewed |  |
| 4. Safeguarding | * Sally Thomas reports: 1 child on a child protection plan, 3 on Child in Need Plan, 4 have a CAF, 1 looked after child (Gov asked: are ch with CAF also ch with SEN/IEP? Ans: No) * Alert forms are coming in every week, some are busier than others * Staff and governors have done online prevent * Nearly all staff have done e-safety training (Gov asked if govs can do e-safety training. AP: yes school will email the link) (Gov fed-back re Prevent training she had attended) * AP: informed governors re a Barnet organisation for supporting schools to identify and work with children affected by gangs | School to email e-safety training link to govs |
| 5. Behaviour | * Last term 70 alert forms for behaviour by teachers – very high. A lot were in the last two weeks of term (it was14 weeks long ) 11 children had more than 2 incidents creating behaviour alert forms * Gov asked how do you respond to the alerts?MM/AP: Managed by SMT. Gov: what is the threshold and what types of behaviour would trigger a form AP/ST: see yellow and pink behaviours * 3 internal exclusions in the term (gov asked what happens? Parents are told by phone and letter. Child spends day alone supervised by a member of staff, getting on with their work and having time for reflection. Gove asked: does the behaviour get worse as you go up the school? MM: it does but there are sometimes cases in infants. The children have a lot of support e.g. from the learning mentor. Gov: Is it girls and boys? MM: mostly boys – will check data) | ST/MM to bring a behaviour alert form for govs to look at next meeting  MM to check data to compare girls/boys |
| 5. Young Carers | * 6/7 children access BYCAS outside school (1 child’s father does not want him to attend * Funding cuts mean the in school sessions have not been running but ST is taking the group each half term to do an art activity * Children also work with K Puzey |  |
| 6. SEN | AP reporting on behalf of HC:   * 2 applications going to panel for EHCPs, for pupils in Rec and Y3. * Permanent 1:1 staff in year 6 will need redeploying in Sept so if EHCP applications are successful they can transfer to work with these children * Gov. asked if process requires parental consent? AP: yes. Parents can in fact make the application themselves * Gov asked do the parents normally ask school to apply for an EHCP? AP: no, usually school pick it up and try to engage parents * Gov asked about the pupil repeating Y1. AP: is making progress but not at expected for year group. EP and SALT did not find difficulties. Parents going to GP route as history of hearing problems. * Louise Hurry works with SALT, who HPS buy-in, to carry over speech and language therapy work (SALT is leaving post due to promotion but will be replaced) |  |
| 7. Uniform | * On the whole the new policy has been implemented without problems with the need for a few reminders e.g. in assembly after Christmas holiday. * Some older boys need reminding re trainersgov asked: do you write to parents? AP: we tend to just chat to them when we see them at the gates |  |
| 8. Road safety | * Cameras are outside school * School and residents have been consulted re 20MPH zone – the area is exactly what we asked for when consulted last year for our travel plan * Need to be aware when there are trips as coach companies will pass on any fines to school. Will need to park on Crescent and children walk round |  |
| 9. Policies | Govs reminded to give any feedback on policies ahead of Full govs meeting in March. Some govs have already emailed AP with changes |  |
| 10. Attendance and Trips & Visits governors | Attendance governor – Gael Birtill  Trips and Visits governor – Claire |  |
| 11. Pupil questionnaires | * Governors read through pupil questionnaires and discussed * Gov asked: is there a risk that the groups chosen are more articulate and engaged? AP: the groups chosen are quite a mixed bunch and feedback from other schools tells us that children are generally very critical about e.g. behaviour. Each time groups to complete the survey are selected differently e.g. one year randomly from registers. Gov asked: do we do this annually? AP: Yes in the autumn term |  |
| 12. Parent questionaires | * Governors read through parent questionaires from Autumn 2016 * Gov asked how this will be fed back to parents? AP: on website and responses in Newletter * Gov asked re possibility of more after school clubs offered? SMT: hall is booked up and teachers are using their classrooms to prep for the next day |  |
| 13. SIP | * Circle time has been established on a Friday morning. (observed by govs on learning walk in Autumn term). Will be discussed with staff at next SIP meeting to iron out teething problems including timing of sessions and teachers who are finding it difficult to run * Restorative Justice (RJ) – Childs Hill have pioneered it’s use in Barnet. The assistant head is coming in the summer term to support HPS in developing RJ practice * Healthy Eating – children completed healthy snack homework. We have achieved Healthy school Silver Award since the last committee meeting. * Alive and Kickingcame into year 5 for an 8 week project. Results were positive e.g. In one class 5 children were above healthy weight. 4 improved BMI and 1 decreased. Average mark in Health and Nutrition questionnaire given to children at beginning and end of project increased by more than 40% * Pupils participated in walk to school week in autumn term. This term scoot to school and cycle to school weeks coming up. * Successful in bid to London Sport for a 2KM track around grounds – Y3 will run 1KM/day and if a success will roll out to other year groups |  |
| 14. AOB | * Gov asked about laminated SIP summaries mentioned at last meeting. | To be made up and distrubuted |
| 15. To take to Full Governors | * Policies | Policies updated for full govs |