 **Holly Park School – Staffing & Pupil Welfare Committee Date 18th September**

Present- Clare Wischusen, Kate Tress, Maria Michaels, Sally Thomas, Ann Pelham, Fiona Quinton, Gael Birtill

GB agreed to continue as Chair

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| **AGENDA ITEMS** | **KEY DISCUSSION POINTS** | **ACTION (who? /timescale?)** |
| Items from last meeting* Tennis and Cricket to be introduced to ball area
* Nursery marketing
* posters to alert kids to water
* notice in newsletter re sugar content in popular drinks
 | * Last term tennis was demonstrated in assembly, and introduced successfully in ball area e.g. no arguments, different children (ch) accessing, good feedback from staff. This half term Cricket will be introduced. Next half term will be football. Now have 2 x new grit bins to store equipment. Gov asked what cost has been? Not a lot and some equip has been brought in by parents. Gov asked re basketball – we are checking if fence is high enough.
* No longer need to do the marketing for nursery – it is full up, due to the intro of 30 hours provision. Gov asked when will the parents have to do their registration renewal? Could there be a fall out? Doubtful as they won’t want to lose their place. They will receive text reminders. Reception may need to pay more than nursery for after school due to having an extra 15mins? Could you see a time when they would want to see extra nursery hours in the holidays? No we would have to employ new staff just for 6 weeks.
* Posters have not been done to alert ch to water, but the ch probably all know now. The message was given in assembly and newsletter. Is it working? Are they bringing less sweet drinks? Could do a survey next week? A parent asked a gov if snacks could be monitored more? SIT did not agree to fruit only policy.
* Newsletter and healthy living council did something on sugary drinks last term
 | Carry out a survey to see how many children still bring sugary drinks in their packed lunch after the introduction of water jugs on tables? |
| 1. Current Staffing Position
 | * Full complement of staff currently. New TA in Y3 Mrs Reinikainen. Gov asked how many times can you give someone a one year contract? Twice. The post will be advertised again at the end of the year if we have the funding. Only issue is that her DBS hasn’t come yet. Also have new nursery nurse, Ijlal Dogacan, who worked here before. Now on a one year contract as she is with bulge year.
* Mr Karini is on Paternity leave and a supply teacher is covering the two weeks.
* Avalon Mountford will go on maternity leave just before Christmas. In process of looking for someone for a two term contract.
* Diana Kelly (SENCO) is still on Mat leave until January
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| 1. New SIP – relating to this committee
* To support pupils to take ownership of their own behaviour through a restorative justice approach.
* To revaluate our approach to anti bullying and ensure all systems are strong. To work with the premise that we are ‘All different but equal.’
* To ensure that our whole school community (pupils, staff and parents) develop greater resilience
 | * MM explained background to introducing Restorative Justice (RJ) approach – we want ch to learn about how to change and do the right thing rather than be punished and then repeating the behaviour. Have had training / support from Child’s Hill, Circle Time started weekly, Further training is booked. Children go in classroom with teacher and fill out reflection forms. Gov asked what is done with the forms? They are kept by Mr French and if repeats occur they are dealt with.
* Child involved in parental complaint re bullying has now left. Whole incident is opportunity to reflect on our practice, making a plan for improvement, continuing on-line training and potentially getting an award from the anti-bullying alliance.
* THRIVE project (pilot), involves working with children, parents and staff to build resilience. Gov asked how they will build staff resilience? Agenda item number 4 coming up.
* Posters for ch with SIP highlights have been made and displayed around the school
 | Wit hRJ  |
| 1. Appraisal
 | * Detail will be in HT report.
* All have to be done by 31st October
* AP, ST and MM meet each teacher to discuss targets for year, pupil progress, CPD, T&L and for those with specific role a 4 th target related to this role. Teacher standards forms are filled by staff throughout the year and all the above are discussed in relation to pay rises (anonymously) by HT, Chair and Vice Chair.
* Do TAs have appraisal? Yes HPS school have always done them for all staff but now with unified pay it is obligatory.
* Teacher pay runs sept-sept. TAs runs April to April but now school does the TA appraisals sept-sept and backdates pay-rises.
* HT appraisal is due by 31st Dec, but will be done by 31 Oct with targets set
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| 1. Staff Well being
 | * Part of the resilience project will include supervision. The format will be that staff support each other. Gov asked When might it happen? Timetabled into staff meeting on Mondays after school regularly. Will they be in the same group all the time? Yes
* School have started a ‘secret friend’ – optional and the majority of people have taken part. Involves simply doing ‘nice’ things for someone anonymously.
* Staff were asked what they think would help, some of the staff suggestions can be implemented e.g. organising an exercise/yoga class where teachers pay for sessions and school provides space. Some can be adapted e.g. impractical to offer a day off for birthdays but can organise a late start/ early finish that day
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| 1. Safeguarding Report (ST)
 | * No CAFs or CP cases at present
* 3 potential Child in need cases
* 1 x looked after child in Y3 (in long term foster care), 2 other looked after ch have been offered places – one has had home visit (7 week in placement) and other not answering calls.
* All staff had CP training on inset day
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| 1. Behaviour Report (MM)
 | * Nothing to report at this stage. General improvement in Junior playground
* Governors looked at figures from previous two years
* Figures increased last year for defiance and rudeness, likely to be linked to the cohort that has now left year 6
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| 1. Young Carers
 | * 6 children known of attend Barnet Young Carers, 3 are getting tuition of some sort. BYCAS not coming in to work in school any more as funding cut. Some 1:1 visits are happening occasionally
* ST looking at getting award for being a school that supports young carers
* Gov asked what kind of situation the ch are in – many have parents with mental health needs, one has sibling with severe behaviour needs so child uses BYCAS as respite. Gov asked are the ch able to thrive at school? The ones who live with parents with mental health issues always have problems but the BYCAS staff can help to develop good rels with the parent
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| 1. SEN (HC)
 | * Y4 ch draft EHCP has been approved, funding hasn’t begun but we have put 1:1 person with them part-time which can be increased with funding
* Y4 just received EHCP being drafted by LA. Parent intends to take up personal budget. Gov asked if the parent is likely to work with the school to agree best use of the budget? Not sure, they may not necessarily consult with school which could potentially make it difficult for school to fund resources to meet their needs.
* Another Y1 ch has EHCP in process. Sch has funded support out of contingency while we wait, probably until Dec
* New EP, Gov asked have we had contact with them yet? No
* 2 x new SALTs Weds and Fri
* ASD advisor coming in shortly
* Ch in Rec who may have ASD and has hurt other Rec children, while their parent is there settling them in. An application for emergency funding in process
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| 1. Policy Review – Staff Absence

 First Aid Anti-Bullying Parent Code of  Conduct Safer Recruitment Online –safety Lone Working Dog Policy | * Committee agreed for ‘sexist bullying’ to be added to list of types of bullying in Anti-bullying policy
* Some governors has emailed changes to AP which she has included
 | ‘sexist bullying’ to be added to list of types of bullying in Anti-bullying policy |
| 1. AOB
 | * Gov requested putting ‘HPS’ in front of file attachments to make them easy to identify
* Y3 students needing prompting to come to lunch in case they miss the Bell
 | * ‘HPS’ to be used in front of file attachments to make them easy to identify
* Y3 to be prompted by midday staff to go in for lunch
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| 1. To Take to Full Govs
 |  | * Policies to be ratified
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