 **Holly Park School – Staffing & Pupil Welfare Committee Date 23rd April**

Present- Ann Pelham, Maria Michaels, Diana Kelly, Claire Hegarty, Fiona Quinton, Gael Birtill, Kate Tress, Tim Graveny, Sally Thomas

Apologies - None

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| **AGENDA ITEMS** | **KEY DISCUSSION POINTS** | **ACTION (who? /timescale?)** |
| Actions from last meeting* AP and AN to look at Reception attendance and see if there are any patterns/ repeat absences for certain pupils
 | Rec attendance has improved. AP reports that it is still our weak area but this trend is the same in other schools.Gov asked – are Rec class in the reward scheme? No, as they don’t attend assembly but the do have stickers, certificates and the coloured letters sent last term.Gov asked – re definition of ‘authorised’ absence? AP explained. It is clear on website. Gov asked is there a line in the coloured letters explaining what ‘unauthorised absence’ is to parents? No as it still counts as absence either way, authorised or not. We want a clear message that children should be in school. |  |
| 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
 | **RJ approach** is ongoing. All staff have had training including TAs and MSAs. It will take time to become embedded but it is becoming part of the culture. MM to deliver RJ workshop for parents this term.**Anti-Bullying** – school is still on course to submit evidence for award from the Anti-Bullying Alliance (many others schools have not continued). Actions outstanding include a case study to be completed this term and appointement of an A.B. governor. Kate Tress stated that she would not object to being nominated.**Resilience**- this term the Tavistock training is due to be rolled out for parents and children (staff received it last term).MM and Kathy Puzey will attend mindfulness course this week. | Appoint Anti- Bullying Governor |
| 1. Current Staffing Position (AP)
 | There will be two vacancies to fill for September. (One teacher is leaving and another two will be job sharing). One position is only for a year as the current bulge in Y5 will leave in July 2019. Gov asked – can we give a fixed term contract? Not usually but in this case there is a business reason.Gov asked – is anyone entitled to a jobshare? No, anyone can request to be considered. AP advised that 2 job shares per school is considered the maximum to be effective/ practical.  The position for innovations and new technologies lead will also be open and will be advertised internally. A Nursery Nurse will be leaving at the end of this year as the bulge year moves to Y1. School would like to keep her in Y1 next year but this is not possible. |  |
| 1. Attendance (AP)
 | Governors looked at attendance data from Sept- end Spring term over the last 3 years. S.T. reported that the data includes that of a child in Reception with 100% absence as they have been undergoing a bone marrow transplant. The EWO has told school there is a way of removing her data using a code which will hopefully mean the end of year data is improved.Gov asked – Is White Eastern European a new category? Yes, it has been included as there has been an increase of children in this group.Gov asked – are we planning future interventions to improve attendance to build on last term’s? No just to maintain e.g. the coloured letters, ringing the bell on the path and late children reporting to the office for late slips. AP asked if govs had heard any feedback re the coloured letters? A gov reported that a few parents had commented on waste of paper/staff time. AP reported that the paper was a worthwhile cost and the time taken was minimal. |  |
| 1. Safeguarding Report (ST)
 | S.T. reported on current status:1 child on a Child Protection plan 3 on a child in Need plan 1 child with a CAF3 Looked After children3 Previously looked after children 6 children attending BYCASGov asked – what does it mean to be a ‘previously looked after’ child? These are children who have been adopted from care. Gov asked – do they receive extra funding? Yes, they get Pupil Premium Plus (around £1,900 a year) but this is given to the Virtual School and we have to apply for it according to a child’s needs.Gov asked – are Previously Looked after children included in all the Pupil Premium events/ opportunities? Yes, as long as they are suitable for the child.This evening the ‘WRAP’ INSET training (PREVENT) is going to be delivered by a Barnet officer.  |  |
| 1. Behaviour Report (MM)
 | MM reported that:Alert forms numbers have dropped significantly this term compared to last term. This may be partly due to a Rec child who was contributing to the data, but is hopefully also due to the RJ approach and resilience training taking effect. This has enabled more preventative work. MM reports that they have more capacity this yearGov asked – is this due to the previous Y6 leaving? Partly but also we have double the amount of HEWS capacity.Gov asked – has the reporting system changed at all (as it did for first aid reporting, effecting the figures). NoThere were two external exclusions (for the same child). Gov asked – how long were they for? 5 days and 1 dayAP questioned whether this Y5 class would have similar issues in Y6 as the last year’s class, who were also a bulge year. Gov asked – have the current Y5 class had the same mobility issues as the previous Y6 class? No, but there may be the same mobility issues with this year’s Rec classGovernor asked - Will we share the good news about behaviour improvements with the parents? It was agreed that this was a good idea. | Share good news re behaviour improvements with parents/ carers |
| 1. Young Carers
 | There are 6 young carers. 3coming to the ending of mentoring probision and 2 coming to the end of tutoring provision. All are invited to a fortnightly Youth Club.Gov asked – do we know if they attend the Youth Club? No. |  |
| 1. LAC (ST)
 | See above (Safeguarding) |  |
| 1. SEN (DK)
 | DK reported:2 children have been referred to the paediatrician and speech and language therapy2 children have been referred to CAMHS1 child has seen the E.P. and we are waiting for the report1 request for an EHCP has been sentDK reported that she has been to Panel for the first time and it was really useful in terms of finding out more about how to improve applications. DK explained the outline of how panel works and who is usually there (e.g. 2 SEN heads from the borough and a mixture of SENCOs, Heads, E.Ps, Paediatricians) Gov asked – out of 27 cases panel saw the day you were there, how many plans were agreed? For the ones at the request stage less than half were agreed, whereas the ones where the assessment had been carried out all got through.Gov asked – what is the waiting list for children we refer e.g. to the paediatrician? One child considered to be high level need is currently waiting 8 months. |  |
| 1. GDPR (AP)
 | AP reported on training attended by herself and JH (Business Manager). Currently we are in the process of using the School Bus website toolkit to prepare all the new policies which are required when the new legislation comes in on 25/5/18AP will be Data Controller and MM is Data Protection Officer and is undertaking webinar training today.We will need a GDPR Governor – AP asked if anyone present has relevant experience. T.G. and C.H. both willing to be considered for the role as have some knowledge. | Appoint GDPR Governor |
| 1. Policy Review –

Behaviour AttendanceManaging aggressive behaviour Access Policy Missing Child Data Security Playtime Policy Staff Induction | A gov asked whether school had already experienced misuse of Social Media and whether they had found the policies robust enough? AP asked the Gov to share relevant policy from her workplace | Govs to send any amendments to AP individually |
| 1. AOB
 | None |  |
| 1. To Take to Full Govs
 | Policies |  |