 **Holly Park School – Staffing & Pupil Welfare Committee Date 24th September**

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

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| **AGENDA ITEMS** | **KEY DISCUSSION POINTS** | **ACTION (who? /timescale?)** |
| Items from last meeting* Anti Bullying governor
* Share good news re behaviour with parents
* GDPR governor
 | AB gov – Kate TressGood behaviour shared in newsletter for new staff, Maria doing workshop tomorrow for parents GDPR gov – Claire Hegarty |  |
| 1. Current Staffing Position
 | Full complement at present.Avalon Mountford on Maternity until ChristmasMr French down to 4 daysXenoulla on Maternity leaveSpend from tutoring at Bruswick Park now transferred to teacher from an agency who comes into school to see PP childrenGov Q – does he take kids out of class? No, he has a timetable to cover class (following teachers plan) so the teacher can take out the PP children (other ch also gain if they are taken out with the PP children)How do ch feel about being taken out? – they are used to it as ch go out for all kind of things so it is normal and they often like the extra attentionDo they miss out on timetabled learning in class? No, they go out during a different lesson each week due to the flexible timetablingIs it cheaper as well as working better than the extrernal tutoring? Not sure, about the same cost but the teacher is best placed to know what kind of the support the children need and relate it to what is happening in class |  |
| 1. New SIP – relating to this committee
 | Not in place yet but pastoral team have an action plan, which relates to this committee – will be in place by end of Sept |  |
| 1. Appraisal
 | Gov pay committee met last week and staff will have a letter next week.Support staff will also have their appraisals by the end of October and AP by the end of Dec.  |  |
| 1. School Lunches
 | ISS have been our caterers for 3 years and the contract runs out 1.4.19 – school has to give 6 month’s notice (ie by 1.10.18)If we don’t give notice we are tied in for 3 years again. If we terminate the contract they can tender again. AP has spoken to other HTs who say going to tender is a huge undertaking and a lot of schools get an outside company to do this. Some schools have gone with new caterers using a company called ‘Educo’ to manage the tendering process. AP has met a rep from Educo and presented the information to the govs: Educo set up the school contract based on what the school wants, they would terminate our contract with ISS and invite them to tender and TUPE all the staff to the new company. They would advertise the tender for HPS and Coppett’s Wood together. Once there is a shortlist of providers they host a day for e.g. HT, DH. Govs. School then chooses caterer (can be different from coppetts wood). Educo keep up ongoing involvement to e.g. fine caterers if they don’t meet contract commitment. The rep was shocked that ch are paying £2.30, asked how much the school gets from this however and were shocked that the whole amount is paid to ISS. Other schools charge the same amount for the dinners e.g. £2.30 but pay caterers £1.90. With that difference HPS could save £10,000 a year which could cover e.g. a deep clean of the kitchen and contingency for equipmentQ What is the cost of using Educo? 3.7 per cent per mealA local school who always used Educo this year left to manage the contract themselves but then went back to them.Q – is there any upfront cost in addition to the percentage they take from the school dinners? No we would start paying the percentage charge per dinner from April and the first payment would be at the end of the summer term. If we go with Educo will the rep deal with terminating the contract? No, he will send the wording to the HT to send in hard copy and email. Once ISS have received this he will then contact them.Q Can we get ch to feedback on dinners? When we have done this in the past the ch tend not to agree with each other.Govs present agreed it was a good idea to go with Educo for the tendering process. |  |
| 1. Safeguarding Report (ST)
 | 1 child with a CP Plan3 Children on a Child in Need plans3 referrals to social care – being monitoredTeachers had briefing about keeping ch safe in education. 2 looked after moved to Kent, 3 new joined last week. (we now have 4 altogether in school and 2 previously looked after children).Does school get any extra money – Yes PP plus for previously looked after children which school receives. This goes directly to the virtual school for currently looked after children.  |  |
| 1. Behaviour Report (MM)
 | Drop from 250 to 166 of behaviour reports in the last year. There are current plans to continue this improvement including workshops for parents, contracts for children to sign, anti-bullying ambassadors and sports ambassadors being trained up to help in playgrounds.What years are the ambassadors in? Y4-6Kathy Puzey is training as a mental health first aider – come about through Resilience Training pilot. Y6 have had workshops on hate crime and modern slavery. Y2 had W’shops about inclusion.This week the Prevent officer is coming in from Barnet to talk to the children.Q – will focus on mental health be in SIP? Yes under section on wellbeing. SIP has to include things we are already doing and is also a fluid document that we can add to.Can govs attend e.g. Prevent session? Yes MM will email dates |  |
| 1. Young Carers (ST)
 | Achieved Bronze AwardSilver is very Secondary school focussed so unlikely we can apply5 ch go to Barnet young carers. No recent referrals.  |  |
| 1. SEN (DK)
 | 9 ch with an EHCPY1 ch with emergency funding – should have EHCP by Oct44 ch on SEN registerNew EP – previously brought in 3 days, now streamlined so can see more childrenQ have they just become more efficient? Now does less long assessment, DK now types meeting minutes and this saves 1 hour of EP time.Are savings something to do with this EP – will it continue if he leaves? Note writing is an arrangement with DK, but cutting down on long assessments is borough wide.Q will he meet the child? Or just parents. Not if the case isn’t complex, he will meet teachers, parents DK and advice can be given to team including parents. In more complex cases meeting the child and carrying out assessments will still be necessary. |  |
| 1. DfE Workload toolkit
 | DfE is encouraging ways to reduce staff workloadMr French went on NUT workshop but said he didn’t gain ideas school isn’t already using.DfE about to publish a toolkit so we can see if there is anything more we can do when it is available. |  |
| 1. GDPR and medical care at after school club
 | Now required to have lockable cupboard for medication and name lists or photos to protect ch’s data.After school club are a 3rd party and previously used the first aid room a lot. From September children who need medication should bring their own to after school club as the club will no longer have access to the first aid room supplies. Parents who use the club were informed in advance that they need to bring separate medication. Parent requested that medication was handed by school to after school club and back again. School refused due to level of risk/ room for error. Q where is Caroline’s lockable cupboard? In the dining roomIs she using photos to identify children? We don’t know – she is separate from school and manages this herself |  |
| 1. Staff wellbeing
 | Previous chair provided ‘treats’ to Staff at Christmas and Easter. AP assumed it came from collection of govs. Govs assumed there was a special fund to provide this. Also on inset days AP and DH provide food at a cost of £100’s/ year to themselves. It was agreed that these expenses should not fall to individuals to pick up.It was agreed that there should be a ‘Staff Wellbeing’ budget and that between now and April this should be taken from contingency. Staff will be consulted about how they would like this to be spent. TG (Chair of govs) offered to still donate his time (instead of money) to buy the Christmas treats for the staff end of term. |  |
| 1. Policy Review – Staff Absence

 First Aid Anti-Bullying Parent Code of  Conduct Safer Recruitment Online -safety Lone Working Dog Policy |  |  |
| 1. AOB
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| 1. To Take to Full Govs
 |  | PoliciesSchool Lunches – Educo and the tendering processStaff Well Being in the budget |

CH – sends apologies