 **Holly Park School – Staffing & Pupil Welfare Committee Date 29th April 2019**

Present- Tim Graveney (Chair), Fiona Quinton, Diana Kelly, Kate Tress, Anna Sherrington, Annemarie Thomas, Maria Michael, Sally Thomas, Ann Pelham, Nicky Eimer, Clare Hegarty

Apologies – Fiona Vettiankal

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| **AGENDA ITEMS** | **KEY DISCUSSION POINTS** | **ACTION (who? /timescale?)** |
| Actions from last meeting   * Catering update * Kate Tress to meet with Maria Michael re her role as governor responsible for anti-bullying. * Maria Michael to attend Rights Respecting School course * Clare W to meet with Sally Thomas re safeguarding | Notice was given to ISS. 4 companies were interviewed. ISS left on the last day of the Spring Term and Caterlink started on the first day of this term.  95% of their food is made from fresh produce. The first lunch was pasta as the company were awaiting a produce delivery.  A governor asked if this would happen again. No as the delivery was delayed due to the Bank Holiday on the Monday.  There was an assembly last week to inform the pupils about the new catering company and about some changes to the lunch times i.e. new plates and bowls. Representatives from the company joined the assembly and spoke to the children. The children were very excited and enthusiastic.  Things are going well. The area manager is fantastic. A governor asked if the food looks as good as the tasting session on the interview day. It does look attractive. There is now fruit water, the portion sizes are better. A child said it tastes like her mum’s cooking. 60 additional children had a school lunch last week.  A governor asked how the children are coping with plates and bowls. They are fine. The company offered trays but we are just having the plates and bowls.  A governor asked if the children are being served from the Salad Bar. We now have a Salad Table. The children serve themselves. A governor asked about the cutlery. This is now on the table in attractive pots.  There have been a few issues with the Mealtime Supervisors regarding the change of company. They have not been so receptive to the changes in routine. A governor asked if the work was harder. It is different. They now have the food waste in the alcove in the dining hall which has to be carried across the dining hall into the kitchen. A governor asked if the MTS’s had a trial run. No they did not. A governor asked if they were informed about the company and the changes. Yes they were included and given all information.  Flight trays are still being used for Nursery and Reception. Plates and bowls are being used for Years 1 – 6.  Ann asked for feedback from parent governors. A governor asked about larger portion sizes as her child has said she didn’t get enough tuna for her jacket potato. There is definitely more food on the plates but it will be monitored. A governor asked if the children can ask for more. No the portion sizes are taken from the National Food Guide. A governor said that the parents on a Watsap group are very happy with the new company. Tim reminded the committee that the school now makes a small profit on each meal. A governor asked how long the catering contract is for. 3 years. A governor asked if there is a break clause. No.  We do not have a permanent chef at the moment due to the late decision of the previous cook to move with ISS. We have a chef trainer with us until an appointment is made.  A governor asked about the waste. This goes into the general waste bin. The kitchen has 1 bin per day.  Meeting taken place  Course attended  Meeting taken place | There will be a tasting session for parents on 7 May and the company are going to meet with the school council for their input regarding the meals. The company will then feedback. There will be a “token Box” - I liked / didn’t like my lunch today for the pupils to use which the company will use to inform their menu choices. |
| 1. New SIP – relating to this committee  * Restorative approach * Resillience * Anti-Bullying * Rights respecting schools | There is a meeting for Year 3 parents and children tomorrow. This is now imbedded into the school. Children are more open and understand the language used and questions asked. Behaviour is improving.  Kathy Puzey attended the Resilience programme led by Barnet. We have a Therapy student with us until Christmas. Barnet cannot afford to continue supporting this after this time. Maria will attend another meeting in a couple of weeks.  Last Friday of the month is Feel Good Friday. This encourages children to do or say something nice to their peers and staff.  There is an anti-bullying meeting today. Children will be encouraged to be an “upstander” not a “bystander” and report any issues. An action plan has been drawn up and Anti-bullying ambassadors will be around throughout the year.  We have the Bronze Award at present. Maria has been on a course to apply for Silver. Maria feels that the school does enough to get the Silver award. Someone will spend a day in school to assess whether or not we are of the correct standard. We hope to get this within the next 10 months.  A Governor asked if there is a Rights Respecting Governor. No.  A Governor asked if there is a therapist for staff. Richard Griggs works for Barnet. Staff can meet with him for free. There is also a therapist we can recommend at a cost. The school has used both options in the past.  A governor asked if we just have one Mental Health First Aider. Yes – Kathy Puzey. We can have another.  The Chair asked if Ann is happy with these areas in the SIP and does she need any help. All is going well. | Maria and/or School Council to draw up an anti-bullying document which will be child friendly.  Maria to write an action plan.  Ann & Maria to consider other staff wellbeing initiatives  Barnet are to commission an on-line counselling service – Quell for staff. |
| 1. Current Staffing Position (AP) | Diana Kelly – SENCO starts Maternity Leave in June. Her role will be replaced as follows:  Cover in classes - Agency teacher  Managing TA’s - Maria Michael  SEN Data - Sally Thomas  SEN Role - We will employ a part-time SEN specialist teacher probably from September for 2 days a week.  A Governor asked if this will save money. Yes.  Ann is not expecting any staff resignations. Two more teachers will be working 3 days a week from September. We will now need another teacher and have advertised on the school website. The member of staff currently on a one year contract is interested in this post.  Alison Cooper – Level 3 TA left at Easter. We will not be replacing her.  Ann had a request from a parent of a boy in year 5 that he have a male teacher in year 6. A Governor asked what were the parents reasons for the request. Preparation for secondary school, single parent although the child does see Dad.  A Governor had some sympathy for the parent as her child did not have a male teacher until year 6.  A Governor said her child has no male role model at home but she would not expect the school to provide this.  A Governor asked what is looked at when selecting teachers to classes. There are lots of considerations i.e. personalities of the children and teachers, if the class has had a job share in the past, SEN makeup of the class. Ann meets with the teachers to discuss where they would like to teach in September.  A Governor pointed out how important pairing of the teachers in a year group is – an experienced teacher could guide an inexperienced teacher, some people would not work well together.  A Governor asked if Year 4 was the last time children are mixed up. Yes. We have very rarely moved individual children. It is not our policy to move children except in very unusual circumstances and usually with the involvement of an outside agency.  A Governor stated that it would set a dangerous precedent to do this. | Diana will do 10 keeping in touch days across the year – will probably use at the end of each term  Diana will also do a handover in September with the new agency person |
| 1. Attendance (AP) | Our attendance at the moment is 96.45% . Ann showed governors Attendance Calendar of actions which has been drawn up. Governors felt this was a good idea.  Attendance is broken down – girls, boys, ethnicity, SEN, pupil premium.  A Governor asked if parents are called in for persistent absence. Yes we do. The Pupil Welfare Officer from Barnet visits the school to discuss attendance also. She will do home visits and can threaten court.  A Governor confirmed that we have had no closures this year for snow or heating issues. This has kept our attendance high.  A Governor expressed concern about a measles epidemic as children are not being vaccinated affecting our attendance. Could we ban children from school if they have not been vaccinated? We would need to get guidance from Barnet Health.  A Governor asked if we knew who had been vaccinated. We cannot ask for this information.  A Governor stated that the vaccination is not compulsory.  A Governor asked if we asked about Tetanus vaccinations. Only for school journeys. |  |
| 1. Safeguarding Report (ST) | Sally reported. 1 child on Child Protection Plan. 4 children on Child in Need Plans. 2 children may be on Child in Need Plan.  There have been 3 referrals since the last meeting. 1 went to a case conference. 2 not progressed.  1 referral to local authority Designated Officer. A Governor asked what this was. LADO (Local Authority Designated Officer) deals with allegations against staff which does happen from time to time. All allegations have to be investigated. A Governor asked if we always report allegations. Yes we do. A Governor asked when governors would be involved. If police are informed or it becomes a disciplinary issue.  A Governor asked why there are so many children on plans. Barnet seem to be taking more notice of referrals and more internal alert forms are being completed.  Tim Graveney reported that the Level 3 Safeguarding training was very useful. Clare Wischhusen will be doing the training in May. This training has to be done every 2 years.  Tim Graveney said that the learning walk re Pastoral Care was excellent. He is happy to share his experience with other governors. | There will be a Holly Park on-line Safety day on 4 June. A company will come into the school for a day. At 9.00 a.m. they will run a parents workshop. Ann asked parent governors to encourage other parents to attend. Governors are welcome to attend this workshop. From 4 – 5 pm there will staff training which governors are also welcome to attend. A Governor said that this is a huge problem seeping through. Children are using age inappropriate material on line. |
| 1. Behaviour Report (MM) | Maria Michael breaks down difference types of behaviour. Alert forms are completed by staff. Maria tracks the behaviour from term to term and year to year. Maria handed out report showing break down of behaviour for last term. From last Spring to this Springs there have been more alerts. However, staff feel behaviour is actually better. Years 5 & 6 are doing well but there are more alerts about younger children. A Governor asked if the 2 cases of bullying reported have been sorted out. Yes – they were friendships that had gone wrong.  A Governor asked if the good behaviour trend could be due to the Restorative Approach. Maria said it could be but there are lots of other factors to take into consideration.  There were no internal or external exclusions last term.  A Governor asked if non uniform days affect behaviour. Yes it does as the children are more excited. It is just low level and not reportable. Wet and windy days have the same effect.  Maria feels this year is calmer even with 90 children in year 6. Two years ago the 90 children in year 6 were a very difficult cohort. Not having a lot of movement in year 6 also helps.  A Governor asked about the boy / girl split regarding behaviour and is anything being done regarding the boys. Maria has spent a lot of time in Year 6 encouraging boys to show emotions and talk more. Boys behaviour is more physical and easier to record than girls whose behaviour is often more subtle. It was agreed that dealing with girls behaviour takes much longer than dealing with boys.  A Governor asked if Circle Time still happens. Yes it does. Ann has reminded staff about this recently.  Tim Graveney reminded the meeting that Ofsted would have given us an outstanding for behaviour but for the presentation inchildren’s books. Ann explained that this is seen as learning behaviour |  |
| 1. Young Carers | Sally reported that we have the Bronze Award. BYCASS (Barnet Young Carers and Siblings) has been restructured and there are new staff. This is charity funded.  8 children are registered with BYCAS – 3 are new referrals. There are 4 sessions in school to work with these children. 2 children are receiving tutoring.  A Governor asked if the school pays for this. We do not. A Governor asked if the 3 new children are from the same family and did the school refer them. They are not from the same family. 2 were referred by the school and 1 by a GP.  A Governor asked about the impact on Sally’s time. It does involve a small amount as Sally has to liaise with BYCAS. |  |
| 1. LAC (ST) | We have 4 looked after children – 3 from one family managed by Enfield and one other managed by Barnet. This involves a PEP meeting termly and a review twice a year. Barnet works well, Enfield are not so good.  We have 2 previously looked after children who have to be monitored. |  |
| 1. SEN (DK) | There are 66 children on the SEN register, 10 with EHCP (Educational Health Care Plan).  One child in Reception should receive an EHCP by June. We have applied for additional funding from Barnet for a child in Nursery. Diana Kelly things this child will move on.  Diana is applying for EHCP’s for a child in Year 1 and a child in Year 4.  We now have a Speech and Language Therapist with an assistant and a student. This means more children are being seen and helped.  A Governor asked if this happens in school. Yes it does. The Educational Psychologist has visited school to observe children along with the Autism Advisory teacher.  A Governor asked about the interventions pilot that Jenny Owen is conducting with Maths. Diana reported that this is going well with a few issues. Jenny identifies children need intervention. She has to change her style of teaching and there are issues fitting this into the school day. A Governor asked which year group this was. Year 4 is the pilot year. If we decide to go ahead with this system it will only be for KS2. |  |
| 1. GDPR (AP) | Ann had nothing to report. It has been in schools for one year and we are compliant. | A Governor has seen a course – GDPR one year on. Clare Hegarty as GDPR governor will look into doing this course and will feed back. |
| 1. Policy Review –   Behaviour  Attendance  Managing aggressive behaviour  Access Policy  Missing Child  Data Security  Playtime Policy  Staff Induction | Ann thanked the committee for their feedback. It is the Governing Body’s responsibility to make sure policies are on the website and review annually.  A Governor asked if Ann highlights when a policy is new or has been significantly changed. She does.  A Governor asked about the Educational Visits policy – does it contain instructions i.e. not stopping at the top of an escalator. The policy does not have specific instructions. There is always a risk assessment and the teacher will talk to the class regarding health and safety issues.  A Governor asked about the curriculum policy. This is still being worked on but this really relates to the Teaching and Learning Committee. |  |
| 1. AOB | None |  |
| 1. To Take to Full Govs | * Catering Contract - update * Anti –Bullying update * GDPR | Ann Pelham  Kate Tress to speak to full governing body meeting  Clare Hegarty to update on course. |