 **Holly Park School – Staffing & Pupil Welfare Committee Date 21st September**

Present- Anne Marie Thomas, Tim Graveney, Clare Hegarty, Clare Wischhusen, Nicky Eimer, Kate Tress, Anna Sherrington, Ann Pelham, Maria Michael, Diana Kelly, Sally Thomas, Fiona Quinton

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| **AGENDA ITEMS** | **KEY DISCUSSION POINTS** | **ACTION (who? /timescale?)** |
| Items from last meeting   * Maria Michael to invite MTS to Inset Days * Maria to send child friendly anti bullying policy to Fiona for website * Sally Thomas to compile packs for Meet the Teacher with bullying information in * Monitor staff wellbeing * Diana to call SEN families on her return during lockdown | This was done in September and proved very useful.  This was done and is now on website.  This was done. Packs were sent out at the beginning of the term including Anti-Bullying Policy.  This was done. Staff were telephoned. Some had meetings and discussions. There are no major incidences to report.  This was done in the summer term. |  |
| Items on Aut SIP   * To ensure a smooth transition back to school in September * To support pupils to be school ready and to feel part of the HPS community * To establish active and engaging playtimes in Zones * To establish a recovery curriculum: Wellbeing Curriculum * To begin to establish the new PHSE curriculum * To focus on staff wellbeing * Enhance physical health and well-being Build positive relationships with others: * Understand and manage feelings and behaviour | Preparation began last term - risk assessments, newsletters regarding getting children school ready, courses. Videos were prepared to show what the school would look like when the children returned. The children who were already in school last term helped as they already knew the routines etc. The September start has gone well, pretty much to plan. We have had to make a few minor tweaks, as expected - i.e. queuing in the morning, we now have 3 groups of parents and children queuing instead of one. Children come into school without their parents. The tweaks will be on-going but no huge changes are expected.  As above. Focused on some values specifically and skills through PHSE tasks in summer term. We are doing the “Holly Park School Forever” project, celebrating everything that is Holly Park, drawing maps of the school, looking at people who work here, the history and the future of Holly Park. The children are really enjoying this.  We have a Zone System. The children move zones each week. We have bought a lot of new playground equipment for each zone so the children have different equipment each week which the children like. The new playground space is of huge benefit. It has enabled us to effectively space out the children.  This is a temporary thing for now but may need to be extended across the year. The children made their Happiness Boxes focussing on keeping a positive frame of mind. They shared them in class. Each child has decorated a piece of bunting with a positive memory from lockdown – these are displayed. Circle times, assemblies and PHSE lessons are all Well Being opportunities for the children.  The new PHSE curriculum was announced by the government a year ago. Eve Mehtar, PHSE leader, Maria Michael and Ann Pelham attended courses last year. There are no huge changes. The curriculum now covers mental as well as physical health. We do cover all the aspects of the curriculum at Holly Park. The Sex Education only impacts Year 6. Other years learn about body parts and health education – which is part of the science curriculum. Parents cannot withdraw children from these lessons as they are part of Science learning. Year 6 learn how a baby is made and born. This is part of the Sex Education lessons and parents can withdraw their child.  Eve carried out staff training in July. She gave staff the new curriculum which should have been implemented in September. The government have moved this implementation to Summer Term 2021. However, Holly Park have started to use the new curriculum now. This will give us the opportunity to make any changes necessary. Eve will do more staff training and will be going on Barnet PHSE Leader training.  It is important to keep an eye on this and ensure staff have the opportunity to talk about any concerns. Everyone is different and have different personal thresholds about Covid and returning to school. There are 3 members of staff we will be keeping an eye on, but there are no major concerns.  This is important as some children have not been active during lockdown. Some have no gardens and some were too nervous to go out. We have PE twice a week. There is no Forest School at the moment. Non Stop action and Football Clubs have re-started. Children are encouraged to take part in outside activities – run a mile (track around the school), take ten, etc. Some children are struggling with relationships – sharing, taking turns, etc. These are being addressed during Circle Time.  Children are being encouraged to reflect on their own feelings and behaviour and to think about their actions. Children’s emotional wellbeing is better than we thought it would be. Safeguarding issues are quiet, although things could be bubbling under the surface. When children become more relaxed issues may emerge. Maria has noticed that behaviour issues have been quiet for the first couple of weeks. Small things are surfacing. Children have forgotten strategies to deal with issues. They need to be reminded. It has been observed that children’s eating habits in the dining hall are not good since returning to school in September.  A governor was surprised at this. Another governor was not surprised. Parents have allowed children to eat in front of the TV during lockdown etc. It’s understandable where these habits have come from. A governor agreed with these points.  A governor has heard of unscrupulous companies offering training for PHSE. Ann informed the committee that our training is Barnet led.  A governor asked about the changes on the PHSE curriculum. We are doing everything. Gender Identity is not part of the primary curriculum.  A governor had heard that some primary schools are being pushed to teach about Gender Identity. There is a lot of speculation and hype around this issue. Some schools wanted this to be part of the curriculum. It can be added with governor approval. However, this is a sensitive issue and we will follow government guidelines. Year 6 are taught in a sensitive way giving emphasis to loving relationships. A governor was looking at this from a safeguarding perspective.  A governor felt that information given is very hetero normal. This is difficult when you are from a same sex family.  We have reviewed school forms Letters are now headed “Dear Parents & Carers” and information forms now have “Parent 1 and Parent 2”. A governor felt communication should be as neutral as possible. This will help going forward. A governor felt that the key thing is acceptance and inclusion for the children. A governor felt that Holly Park does this very well. We are open to change. The school is very inclusive. This is all being reflected in the communications from the school. | Children will also be coming into school in their PE Kits on the days their class have PE.  Class Displays of the HPS project will go up in each classroom  Forest School – hopefully starting after half term  Keep an ongoing review of forms and communication to make things as open and inclusive as possible. |
| 1. Current Staffing Position | We have no temporary class teachers. We have a temporary music teacher for 2 days per week teaching Early Years and KS1. She is from an agency and things are going well. We have no Maternity Leaves and no pregnancies.  A governor asked if we had appointed a new Music Teacher. No she is from an Agency. A governor asked if she was on a permanent contract. No, she is paid by the day as she is employed from an Agency. A governor asked if this costs more. No not really as she will not be paid for holidays or sickness. A governor felt the cost would be cheaper than Terry Hogan therefore saving money.  Terry resigned after the resignation date. It was too late to advertise for September therefore we went to an Agency. She is an experienced teacher. Going forward we do not know what will happen. It will depend on what Terry decides to do.  We do have some temporary teaching assistants for one-to-one children. We chose to do this as things are liable to change. |  |
| 1. Appraisal | Teacher Appraisal meetings have to happen before 31 October and Head Teacher meeting by 31 December. Due to the current situation it will be difficult to set targets. Ann is going on an Appraisal course. This will deal with setting targets in the present climate.  Tim, Clare Hegarty and Ann will have a Pay Committee meeting before the end of September. It has been made clear that all members of staff who are due to go up a pay point will do automatically this year. |  |
| 1. Safeguarding Report (ST) | 1 child on Child in Need Plan. 1 child with a supervision order. There have been 2 referrals to the MASH team. There have been a few alert forms. Things are not as bad as had been expected. Sally did staff training on the Inset Day in September about the new Keeping Children Safe in Education document. A governor agreed that these numbers are very low. This may change in the longer term as children begin to talk more. | Four members of staff will renew safeguarding training this term. |
| 1. Behaviour Report (MM) | Things are not too bad. There have been 10 alert forms for 6 different children. Of these there are no concerns with 3 and minor concerns with another 3. Children are struggling to cope with friendships so these numbers may change. We have had 2 bullying allegations. One child is struggling to cope and Kathy Puzey is working with her. The other is really due to the two mum’s falling out. Maria has observed the children a lot and they seem fine. She will keep an eye on this. |  |
| 1. LAC & Young Carers (ST) | We have 7 Looked After Children. This is the highest number we have had. Three were new this September. They will all need a PEP meeting in the first half of this term. The children have all settled well.  Three children are registered with Barnet Young Carers. One is active at the moment |  |
| 1. SEN (DK) | We have 12 children with an Educational Health Care Plan. One child in Nursery has SEN funding to the end of term. We will then apply for an EHCP. All of these children have settled well. The transitions to the new year groups has gone well. Most children have kept their Teaching Assistant from last year.  Diana is applying for an EHCP for a child in Year 6. She applied for an EHCP for a Year 5 child last term. This was unsuccessful. Diana will look at Reception as there may be problems we are unaware of. She will meet with teachers next term. Outside Agencies are coming back in. We do not have a Speech and Language therapist at the moment. Barnet are trying to fill this vacancy. TA’s have been very good at filling this gap.  A governor commended Holly Park on the way they have dealt with SEN children returning to school. When she visited with her child prior to September return everyone went out of their way to help. Her child has returned to school very happily. She thanked the school.  Another child visited by arrangement with the class teacher and the TA.  TA’s made transitional booklets for our SEN children. These were also made for Reception and Year 1. These were either emailed or posted.  A governor asked Sally and Diana what the practical difficulties and challenges have been working remotely. Diana felt that not meeting face to face makes it difficult to build good relationships. She tries to meet parents at school. At the moment this is outside in the Story Garden. Sally agreed with this.  A governor asked if there was anything governors could do to help. There isn’t but thank you for the offer.  Teachers are having phone calls with parents and have also used the Story Garden for meetings. This is fine now but as the winter approaches will not be ideal. |  |
| 1. Staff well being | Staff have returned very rested and enthusiastic. Although they have been working during lockdown it has been in a different way. Staff are now becoming tired more quickly and have been hit by colds earlier than normal. They have lost some of their immunity – being at home, sanitising all the time, etc. Staff are struggling with tiredness and the shock of coming back to work with the additional stress of sanitising etc. It is another layer of responsibility to remember.  Holly Park is a workplace where people matter. They will be listened to and worries acted upon if deemed good and sensible. We have created an additional staff room in an unused classroom in the Junior Building giving staff more space to social distance. The danger is staff to staff infection not pupil to staff. A member of staff was concerned about the fabric chairs in the staff room. We have purchased more non fabric chairs.  We have moved an Inset day from July to 5 October giving staff time to plan and reflect.  A governor asked if the new staff room opened onto the new playground. No it is on the other side.  A governor felt we should not underestimate what everyday life is doing to people at the moment as they manage the pandemic.  Uncertainty of life in general has an impact – talk in the staff rooms, news etc.  A governor felt this all sounds good. | Staff wellbeing is the top priority |
| 1. Pupil Wellbeing | There is lots of planning and there are opportunities to do positive things. The Pastoral Team meet and discuss children to put things into place to help them. Children are resilient. They have returned to school happy to be here. This could change in the future. Pupil Wellbeing will continue to be in the curriculum. |  |
| 1. Policy Review – Staff Absence   First Aid  Anti-Bullying  Parent Code of  Conduct  Safer Recruitment  Online -safety  Lone Working  Dog Policy | Ann has not received any comments. Any comments must be with Ann by Friday. |  |
| 1. AOB | A governor informed the committee that there are squatters in the Doctors Surgery. Staff need to be aware due to the proximity of the Infant Playground.  Sally said that pupil mobility is high this term having an impact on staff particularly with children new to the UK.  This is not unique to Holly Park. Other schools are experiencing low numbers.  Our Nursery numbers are the lowest ever. This will affect our budget. The numbers are low everywhere but we do not know why. The Wren Academy is having an effect on us but also local church Primary schools. They have lost children to The Wren as older children are in the Senior School and it is easier for parents to have all children in the same place. If children are in the Infant School they automatically get a place in the Senior School.  More secondary schools are building primary schools which makes them the school of choice through the system.  If a child joins Holly Park the day after Census Day we get no income for that child for the whole year. Schools are desperate to fill vacancies now to ensure income.  A governor asked if we had seen an increase in children on Pupil Premium. Not as much as expected. Ann put something in the newsletter to ask parents if their circumstances change to contact the school office. Maybe when the Furlough scheme ends thing will change. If a parent becomes eligible it can take up to 6 weeks for Barnet to recognise this. The Pupil Premium is not backdated. We do think numbers will grow.  A governor thanked the school for making the return so easy and friendly.  A governor said that feedback she had received from parents has been terrific.  A governor asked about the net loss of numbers. This is difficult to say. We would need to compare to last year. The Nursery is definitely less than last year which will have an impact on the budget.  A governor asked if we had lost any children to home schooling. No, but this is up 8% in Barnet.  A governor knows a new mum with a Year 5 child placed at another school. She wants Holly Park. Should she approach the school? No she will have to apply through Barnet. She could ring the school to check if we have space, but ultimately Barnet will allocate places. They are slow at this due the pressure of this time of year.  A governor asked if a child moved into an area would they have priority to get into a school if there was no space. If a child has no school priority is given to find a school within 2 miles of where they live. There is no choice for the parent.  Occasionally a child will get into a school where the class size is 30 via the Fair Access System. Parents can apply and Barnet will allocate the school but this does not happen very often. If a child is given a place and the class goes over 30 the school receives some extra funding- a few hundred pounds – nothing significant.  A governor asked if something can be done to increase Nursery numbers. No there is very little we can do. A governor suggested advertising on on-line groups, informal adverts etc.  A governor suggested a banner on the school gates for local residents.  A governor asked when Census day is.  1 October. However, there is a Nursery Census each term so there is more possibility to increase numbers.  A governor agreed numbers are decreasing in Barnet. Once local school has gone from 3 form to 2 form. |  |
| 1. To Take to Full Govs | Policies |  |