

Holly Park School – Staffing and Pupil Welfare Committee Minutes

Date : 26th April 2021

Present:- Ann Pelham, Maria Michael, Tim Graveney, Fiona Quinton, AnneMarie Thomas, Nicky Eimer, Anna Sherrington, Clare Wischhusen

Apologies:- None

AGENDA ITEMS	KEY DISCUSSION POINTS	ACTION (who? /timescale?)
<p>Actions from last meeting:</p> <ul style="list-style-type: none"> • None 	<p>N/A</p>	
<p>Items on Aut SIP</p> <ul style="list-style-type: none"> • 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 	<p>The transition in September went well. Lockdown happened again in January and full return to school in March which again went smoothly.</p> <p>This is going well, there are many projects in place to help and assist such as 'What We'll Build' project which helps with positive thinking.</p> <p>We are still currently using different zones for year groups whilst using the playgrounds which we feel will still be in place for the rest of the school year. A Governor asked if the children had different playtimes and if any scope to move this further to enable the children to use different zones. KS1 and KS2 have different break times We cannot move bubbles to different times within the day as would take most of the day to ensure they all had a break.</p> <p>This has been done and signed off. As it was most relevant to September and Autumn term</p> <p>Currently still working on. This is statutory from September 2021 with optional sections we do not need to do but will do. Eve is arranging parent meetings for years 3, 4, 5. We will be reflecting on what we have already done at the end of this academic year.</p> <p>A wellbeing basket located in the office was filled by Ann and Maria on a</p>	<p>Eve to review at end of year Continue next year</p>

<ul style="list-style-type: none"> Enhance physical health and well-being Build positive relationships with others: Understand and manage feelings and behavior 	<p>weekly basis, this is on pause at present. The staff do seem refreshed after the Easter break feel this is due to lockdown easing and now being able to do more and see friends and family and also coming back to school with no changes this time. Governor reminded Ann and Maria to take their additional days. Ann advised this would possibly be after half term.</p> <p>Children are outside during break and lunch - we know that not all children have any outside space at home. Forest school has restarted, non-stop action are in doing PE sessions and they are also running after school football club twice a week. Swimming will be restarting next week for a year 4 class. Teachers trying to get children outside as often as possible. All PE lessons resumed.</p> <p>We are still working on behaviour, we have already done lots of work around this and still work to do. Behaviour did start to improve. negative behaviour is low level for example children are irritating each other, generally just not getting on with each other and they do not at present seem to have the resilience to deal with this.</p>	<p>Ann & Maria to take extra days by end of September Wellbeing basket to be intermittent</p> <p>Swimming to start again</p> <p>Continue with behaviour strategies</p>
<p>Policies: Behaviour policy Attendance policy Managing aggressive parents and visitors policy Access policy Missing Child Policy Data Security policy Playtime policy Staff induction policy including NQT induction policy(new)</p>	<p>Thank you to all that have come back regarding the policies</p>	<p>Policies to be commented on ASAP</p>
<p>I. Staff wellbeing</p>	<p>As mentioned above staff seem refreshed. A teacher who attends NEU meeting says our school is great compared to some schools. Main thing for NEU is workload, teachers say this is demanding every year and it does come up at Holly Park. We do ask staff when they raise this with us, we ask staff to think about this and come back to us with suggestions and comments</p>	

	and they never do. The teaching job by it's nature is demanding	
2. Pupil wellbeing	We are running circle times within each class, zones of regulation, workshops, PSHE curriculum. We do have some children with concerns and anxiety, we are teaching about emotional wellbeing and this has helped, without this it would be worse. Most children are ok but we do have a few who are taking up a lot of time. Kathy is running happy to be me groups and also having poppy with the children helps. We have made some referrals to Barnet and HEWS.	
3. Safeguarding	<p>Since 3rd March 2021 we have made 3 referrals for various reasons. 1 child on a child protection plan 1 child on Child in Need plan.</p> <p>More safeguarding training for teachers will be delivered on an inset and then all other staff will receive it on an Inset day. More training to be given on how to fill out alert forms correctly and will be explaining to staff the whole process of what happens with an alert form when Maria receives it. Maria has received training and will be setting up Operation in Encompass which will ensure that If a domestic violence incident at the home of one of our students where the police have been called we will be notified. We will be sending a letter out to advise of this.</p> <p>Michelle has attended a Single Central Record course and also had a zoom meeting with Jane Morris to look through to ensure all is correct.</p> <p>Online safety will be delivered to the pupils on 8th June 2021, the following week staff will also receive training. A pre-recorded parent workshop will also be available for 1 week, the company who are running this have advised that there is usually a greater take up of parents when delivering this way.</p>	Online safety training – see if this method improves parental engagement
4. SEND	<p>We have 1 new EHCP for a year 6 child. We have 2 EHCP's at the draft stage – nursery and year 5. One EHCP assessment for a year 5 child happening at present. One application going to panel in early May for a reception child. We have had 2 Early Years High needs funding accepted this term in Nursery and 2 more applications going in in May.</p>	

	<p>We have 15 EHCPs and 58 SEN support.</p> <p>This term we have 7 annual reviews.</p> <p>The school budget is affected by the number of EHCPs as the school must fund the first £6k, then we get an amount in funding, but this is not enough to cover the TAs. If we were to get to 3.8% of EHCPs we would get more funding, we are currently at 3.6%.</p> <p>We will be making some TA changes after May half term, because making these changes in September can be a big change for pupils as they have to change classroom, class teacher, 121 so changing them around earlier it will mean the children are settled and familiar with their TA when they change year group in September. Diana will be holding a meeting with the TAs on 27th April 2021 to advise of this change and will then advise parents of the changes.</p> <p>There is also a plan to change the way our TAs work as currently each EHCP child is given a TA in the morning and one in the afternoon who will work 1:1 with them. If a child has very high needs this will continue, however for some children this intense level of support is making them very reliant on their TA and they are losing the ability to become independent.</p> <p>Diana will be speaking to other SENCOs at different schools for further ideas about the changes we can make - we will then make a plan and hope to implement after half term.</p> <p>Governor asked the reasons for a year 6 pupil only now getting an EHCP. Ann advised it could be for a number of reasons such as parent has previously refused, new pupil, the needs was not picked up until later, we may be aware of needs but cannot get the EHCP for the child. It takes 20 weeks to get EHCP and application can be turned down and if we were to reapply we have to wait a certain amount of time between applications.</p> <p>Governor asked if a pupil takes their EHCP to secondary school with them. It does go with them. Every EHCP has an annual review to see if they are still in need of same level of support. Many secondary schools have TAs working with a group of EHCP children rather than 121.</p>	<p>Review of EHCP provision</p> <p>Diana to investigate how other schools run their provision</p>
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<p>5. Disadvantaged & LAC</p>	<p>Currently 95 children receive Pupil Premium, 84 FSM and 11 Ever 6. Although several PP children left during the last term, new families are entitled to FSM – both new starters and existing children where family circumstances have changed keeping the numbers up.</p> <p>All classes from Y1 to Y6 continue to have a weekly lesson with Richard, Maria or Sally while the class teacher works with the PP children.</p> <p>17 PP children will be leaving this year which will affect numbers and funding.</p> <p>We have 7 LAC and 3 previously LAC, the LAC are from 3 Local Authorities. All LAC have PEP meetings every term and they are booked for this term.</p> <p>Using PP and Virtual school money we have signed up 12 children onto online maths tutoring with Third Space Learning. They all work on a laptop with headsets and all have a tutor assigned to them individually. This is going well so far although the younger children are struggling slightly this could be because this is not a face to face session so finding it hard to learn and concentrate.</p>	
<p>6. Attendance</p>	<p>8th March to Easter attendance was 97% and continues to be good. Attendance will be put on the pupil reports this will not include any covid/lockdown absences. We will continue to send electronically like we did last year due to lockdown - this worked well.</p> <p>We had a couple of parents ask to take their children abroad now and return in September we have advised we would not hold their place for them if they were to do this. One child has travelled so therefore lost their school place and another is still possibly going to travel anyway.</p> <p>There has been a lot of movement with children leaving and a number of new ones starting with us.</p> <p>New reception numbers for September are very low, only 37 have been offered and we have a waiting list with 12. This could be due to a low birth rate, Covid and movement. The low numbers could cause future redundancies due to the budget being affected.</p>	

	<p>Governor asked if there were any dates we can get updates on the coming reception places.</p> <p>Reception places need to be accepted by end of April and there will be a second round of offers in May.</p>	
7. Behaviour	<p>Last term was busy with behaviours issues, 53 behaviours reported. Autumn term there was 153. Most of these were children hurting other children, forgetting strategies, being unkind to each other.</p> <p>Part of teacher appraisals is to continue to implement strategies for behaviour.</p> <p>Governor asked if there was a rule for children to miss breaktimes.</p> <p>Yes there is, we do try to avoid a child missing their playtimes but if they are hurting/continually hurting other children there need to be consequences in place and missing break sometimes must be used. This may also be used if a child is constantly not doing classwork, wasting time, working too slowly, being disruptive in class.</p>	
8. Appraisal	<p>Appraisal process is in place. Mid-year reviews started this week and by the end of next week all staff will have been completed this is to look at targets already set to check everyone remembers them, assess how they are going, see if they are still appropriate and if any support is needed.</p>	
9. Current Staffing position	<p>Janis has now retired.</p> <p>Michelle Hounslow is now Office Manager.</p> <p>We have brought into Barnet Finance, Mel the finance assistant comes into school once a week on a Monday and Mike the school accountant will come in every other week.</p> <p>Currently Michelle and Andrea are in the school office until we look to employ another member of office staff but we are unsure yet on hours and what jobs they would cover within the office team.</p> <p>We currently have two long term agency staff covering Music. If Terry Hogan comes back this will be on a supply basis. Ann and Maria to discuss the future of Music at Holly Park.</p> <p>Governor asked what would we do with Music.</p> <p>We must teach music but we do not have to have a Music teacher, some schools the class teachers teach this. Terry may want to do long term supply, one of the agency staff may like to be permanent or it may be possible to employ 1 teacher to cover music 4 days a week.</p>	<p>Review what is needed in the office and look to employ someone for September or October half term</p>

	Staff have been advised they would need to hand their notice in by 31 st May if leaving. One teacher has already expressed interest in leaving as they need to work closer to home.	Ann & Maria to consider staffing for September after half term
AOB	NONE	