**Holly Park School**

**Staffing & Pupil Welfare Committee**

**Date:** 10th January 2022

**Time:** 7pm

**Location:** <https://us02web.zoom.us/j/9688643046>

Present- Ann, Clare H, Annemarie, Maria, Fiona, Gemma, Claire P, Clare W, Lorean, Anna, Sarah, Andrea

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| **AGENDA ITEMS** | **KEY DISCUSSION POINTS** | **ACTION (who? /timescale?)** |
| Items from last meeting:  Parent Champions - Kathy to give Ann info to share with govs about champions  Possible learning walk later in year  November Inset day – wellbeing  Diana to monitor SEND changes  Make office position permanent rather than time sheets  Appraisals to be carried out including the HT appraisal  There will be a governor safeguarding learning walk later this term  Terms of reference to be emailed and confirmed | Still ongoing with this. Training completed.  Learning walk is next week  This went well, - In November there was mindfulness, hand massaging, NHS 5 steps to wellbeing.  Also had a January inset with teachers on workload and stress, how they can manage their own stress and how the school can help with workload and the NEU workload charter which follows 10 steps. Governor asked what were the staff issues if any in regard to NEU 10 steps - discussed the reports format as this has not been looked at for a couple of years.  Use of TAs - If teachers are off we do use a mixture of supply and TA’s as we do not have the budget to cover all absences with just supply staff.  Ongoing monitoring.  This has happened.  This has been carried out.  This has been actioned.  This has been actioned | Learning walk planned for more feedback to governors  More wellbeing sessions later in year  Sarah to meet with Diana. |
| Items on SIP:   * Partnerships with parents – parent champions * ELSA (emotional literacy support assistant) Project * Wellbeing – for all. – DFE Charter – time to discuss and include staff ideas and opinions in decision making * SEND changes * RRR (renaissance, recovery, reset) project - Y4 Opera & Y5 Lego technology * Compass for life project * Develop Zones of regulation & tool boxes – especially in KS1 * Pupil voice – councils back up and running * Work towards Rights Gold award | Ongoing and will find out more in the coming weeks. The training has been delivered, there are lots of ideas and the pink fluorescent jackets that the parent champions will be wearing have arrived.  Kathy has been doing this, there is a governor learning walk in March where more information will be given.  Kathy has received training and has learnt lots and has already started putting this training in practice and putting things in place.  This is ongoing, rolled out continuously over the year/next year.  There is a wellbeing policy for children and a separate policy for staff.  This is ongoing.  Positive feedback from parents and TAs and teachers  This is a project setup as Barnet had funds and schools could bid for funds. We have partnered up with other schools and made a bid together.  We used the funds for coding for Year 5 girls – we brought into a company who deliver coding in the morning twice a week to a group of children. This has gone really well and the children involved have really enjoyed this.  A governor commented on how good it was that girls were being given this opportunity  Funds also used to Year 4 PP children (20 in total girls and boys) to go and see The Nutcracker at Sadlers Wells Theatre on 25th January. All year 4 children will be involved in learning some opera songs, we will come together with the partnership school to provide a concert of the children’s work to parents.  There will also be another theatre trip to see Swan Lake later in the year – this will more than likely be for the PP children.  Year 4 project around achieving goals, raising aspirations funded by Barnet. Alice Biggs will be leading this and will provide feedback.  We started this 3 years ago and have relaunched this with KS1 to make it more manageable. Each child in KS2 has a tool box for regulating their emotions. In KS2 each child makes their own and now in KS1 & EYFS there is a class tool box rather than one each.  Feedback is positive and that this works well.  We were keen to get this back up and running after COVID which we have and will be ongoing. We have lots of different school councils, play leaders, travel ambassadors, champions etc. In the Autumn term a newsletter was sent out giving feedback and information on this, this is the 1st time we have done this and will continue.  Maria will be doing an action plan for this. This is going well, we are linking rights to the curriculum, rights assembly every other week.  This is helping with the children’s behaviour and understanding of children around the world.  A governor asked if we needed to reach out to the community as part of Gold  We have started helping others by being part of various wider school campaigns e.g being part of the Rucksack Campaign.  There is still quite a lot of work to be done to obtain the gold award. | Learning walk planned for more feedback to governors – led by Kathy Puzey  March Governor learning walk – ELSA  Wellbeing questionnaire will be sent to staff  Diana is monitoring and will do a gov learning walk later in the year  Consider using PP money to buy into this for the summer term too |
| 1. Current Staffing Position | Terry Hogan retired but came back as a supply to cover music. Due to Covid he no longer wanted to supply anymore.  We did advertise for a music teacher for two terms, four people applied and two were invited for an interview – only one showed up. We did not employ.  We will continue with supply (supported by Terry) and will look to recruit for September, we may have an internal candidate for the music teacher position.  A teacher will be having an operation in a couple of weeks. |  |
| 1. Safeguarding Report | No children on any plans, we sent 2 referrals to MASH last term.  The safeguarding learning walk went well.  We have purchased an online safeguarding reporting system called CPOMS – all staff have logins and we have started using for lower level concerns and will start using for behaviour. Ann, Maria, Diana and Kathy have access to see all children’s records, other staff will just see the forms to complete.  We are part of Operation Encompass which means if a there is a domestic violence incident at home whilst the child is present and the police are called the school; are then notified of this.  Governor asked if all staff including TA’s and MTS have access to CPOMS  Yes all staff including TA’s have access, MTS do not as they would not have the time to do this reports so they will pass on the information to be logged onto CPOMS.  Governor asked if when a child leaves would the information from CPOMS be accessible by their new school  The new school would have to also have CPOMS to access information, if not we would send paper copies.  A governor asked for clarification – if all staff see all of a pupil record. Maria explained no – they just fill in their form and upload. They don’t need to see all of the prior information on that child as it is confidential. The form gets linked to the child’s file once it is uploaded |  |
| 1. Behaviour Report | Not much to report. Number of children with more than 2 incidents is 14. One child has 11 incidents, 2 internal exclusions and they are also working with HEWs.  Anti-bullying week in November went well and there have been no instances of bullying reported in Autumn term. |  |
| 1. LAC & Young Carers | We have 6 LAC, 2 previously LAC, 3 local authorities across 4 families.  All LAC have PEP meetings which involve the class teacher, Sally Thomas and the virtual school.  We have received funding from Barnet virtual school which has been used for online maths tuition, this has started well but the novelty is wearing off. The children do not see the tutor’s face – only hear their voice. Progress data shows the tutoring has been effective and teachers have advised that confidence in maths has improved.  We have also been funded for a classroom questioning programme – feedback on this has not been so positive but Sally needs to find out more.  We have 2 young carers at HPS. We can make a referral if any other children are identified internally as a young carer. |  |
| 1. SEND | 16 children have EHCP’s, 2 nursery children have SENIF (early years funding), 61 on SEN support register.  Diana has applied for 2 further SENIF and 3 EHCP’s  Biggest area of need is autism, 13 ASD diagnosis.  Speech and language therapist is in every other week seeing all EHCP children.  HEWs is continuing, Tony is currently seeing 6 children.  Interventions still running. There will be another set of Pupil progress meetings in Spring term.  Education physiologist is in and she is in her last year of training.  If SEND takes up a certain percentage of children in school, we could get more funding from Barnet.  Governor asked about the financial implications on the school with new EHCPs, have we budgeted? are we within budget?  We can’t really budget for this as we never know how many we may get, we are overspending and will probably have to go into contingency. |  |
| 1. Staff well being | Covered above. |  |
| 1. Pupil Wellbeing | We are continuing to work on this.  We have used PP money on mental health 1st aid. We were disappointed with this, the content was good but the person running the groups was not great – we will not be looked at doing this again.  Kathy and Maria have sat in on sessions and could potentially use what they have seen going forward.  Governor asked how much this cost  Around £350.00 which was 1 hour per week over 6 weeks and this was for a group of 30 children. So good value – had it been good.  Governor asked what is happening with the wellbeing garden  Work is in progress and children have come up with lots of ideas and designs. No take up for donations from local businesses. More work when the weather improves. |  |
| 1. Policy Review:   Teacher Appraisal  Support Staff Appraisal  Positive handling  Personal Care  SEN & Inclusion  Wellbeing  Staff Code of Conduct  Food Policy  LAC Policy | Have had some feedback on policies. |  |
| 1. AOB | None |  |
| 1. To Take to Full Govs | Policies. |  |