**Holly Park School**

**Staffing & Pupil Welfare Committee**

**Date:** 27th September 2021

**Time:** 7pm

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

Present- Ann, AnneMarie, Maria, Tim, Claire W, Fiona, Nicky

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| **AGENDA ITEMS** | **KEY DISCUSSION POINTS** | **ACTION (who? /timescale?)** |
| Items from last meeting   * End of Year review of PHSE Curriculum(Eve) * Continue with swimming * Ann & Maria to take days * Continue with behaviour strategies      * Review of EHCP provision * Receive feedback from online training for parents * Review office staffing | Eve carried out inset for staff, all staff happy. Workshops for parents where run. PHSE has been implemented well and will keep on SIP. Due to COVID not every element of the curriculum could be covered last year due to time.  Swimming was continued. Year 4 finished off what they should have done and then Year 5 & 6 had catch up swimming for poor and non swimmers and received well by parents.  Ann has taken 1 day and Maria has taken 2 days. Will take 3 days each by half term and all 5 days by Christmas.  This was carried on and there was reduction in behaviour as per summer term Head Teachers report.  This was reviewed in summer term 2021 and trialled and implemented. (discussed in detail later in the meeting)  Company did not give any feedback on the online training for parents so not sure how many parents engaged with it.  New structure in place. This was run for a term and identified we did need to add another member of staff to the team which we have done for 3 hours a day in the mornings. This has proved to be essential as the office has been down to one person on site for a while – which is not sustainable. |  |
| Items on Aut 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 | Supporting parents who might need parent classes – we have 15 parents signed up for this. Kathy is organising parent champions – we have 4 signed up they will receive training then this will be communicated to wider school community.  This was in newsletters but take up was low.  A governor asked if this would be confused with parent governors. The role is very different, Ann will share more info about it with governors  Kathy will be receiving training for this and to further her own role to support the children.  A governor asked if this would be seen as a literacy project by those who don’t understand. It was explained that this is not really a project – it is just a course that Kathy is doing,  Thinking about staff wellbeing, a policy has been written for this. Staff inset in November will be a focus on staff wellbeing – its important and whilst treats etc have been provided there is more we can do. DFE have now produced a charter around this and is in new Ofsted framework. Will be a focus for our year.  A governor was very keen to have more mental health first aiders – this will support the culture we are trying to create and also may help to support seeing initial signs of mental illness  A governor was also keen to point out the difference between mental health and mental illness and that we need to create a culture where there is no stigma about mental illness  SEND changes introduced in June. Previously each child was given a band type, which related to hours working with child per week by a TA.  This has now changed and that is quite old fashioned practice.  As have more EHCP’s not best practice having a 1:1 glued to each child – so this has made the school reflect on practice. The school decided to change approach based on each child’s needs and what lessons they needed support in for example did they need a 1:1 in music/PE lessons. TA’s may now work with more then 1 child or in small groups of children. Introducing this approach is helping with the child’s social skills also.  The school usually make any changes to TA’s in September but as this can be a big change to the child as well as a change of class and teacher this was done in June this year. In response to TA feedback and issues with Y6 EHCPs - will look to make these changes in October from next year. Diana will monitor this throughout the year.  The staff had Inset in advance of this change and most TA’s were ok with the change and onboard with this some have taken abit more time to take this new approach on board. All staff had SEND training in Sept from the Ed Psych  A governor commented that whilst she thought the changes were positive and could see the benefits – she felt that there could have been more parental information/discussion on this before the change happened,  Projects in place, Year 4 will go to see the nutcracker.  Year 5 girls are involved in Lego technology classes, this will continue until Easter next year.  This is for Y4. Ann did training and Alice. Alice is the key project leader. The aim is for children to have positive outcomes by setting goals and seeing how education is important in their life.  KS1 and early years - class tool boxes rather than individual as KS1 struggled with this.  KS2 have individual ones and have them on their desks so it is in front of them. This has helped them move to different zones when needed.  The councils are back up and running, exciting projects coming up and the children are excited and looking forward to these.  The difference between silver and gold – rights being in place and influencing others. The children will be having an assembly at St Pauls. The rights are about campaigning for what you feel strongly about at Gold level. | Kathy to give Ann info to share with govs about champions  Possible learning walk later in year  Policy circulated to staff  November Inset day  Diana to monitor  Diana to check in with parents individually about how its going for them and their child  All of these items will stay on S&PW agenda for the year. |
| 1. Current Staffing Position | We are fully staffed. ECT in year 5 Andrew is her mentor and Maria induction tutor. Covering Avalon’s maternity cover which officially started 24th September.  Office staff increased – Bogumila now working in the mornings.  Music needs to be looked at, Terry did retire and did come back but is now currently in Ireland and unsure when he will be back so is being covered by agency at present.  Look to recruit for position next year, possibly interest from current member of staff. Terry is happy to support with this.  Governor asked if choirs would still happen  Choirs not happening at moment as still not having parents on site so unlikely to be lots of concerts this year. However hope to have a choir set up  A governor asked if they would only teach music if they are a current class tecaher.  Member of staff would only teach music and will need to recruit if this happens.  Governor expressed concern that music may suffer as has been a high profile and that Terry is a musician not just a teacher.  Teachers teach differently and music is important to the school. There have been teachers before Terry who were great but different. Music will continue to be a high profile but will be different.  A governor commented that music needs to be enjoyable and that the supply music teacher doesn’t engage that enthusiasm  This is a temporary situation with supply cover, Agreed it should be enjoyable, | Make office position permanent rather than time sheets |
| 1. Appraisal | This has to happen by law. Teaching staff to be done by end of October and the support staff will be done by end of October. Head Teacher appraisal to be done by December.  A governor asked if the HT was considering doing appraisals differently  Will investigate doing appraisals slightly differently – want to go down more of a coaching route and its more about doing the teacher observations differently. But all targets still linked to SIP. | Appraisals to be carried out including the HT appraisal |
| 1. Safeguarding Report | Main updates for staff done at Sept Inset day, keeping children safe has been updated. Maria has been sending a quiz each week to staff. Maria is looking into an online safeguarding package to make it more secure and a better way of completing forms.  No children on any plans at present. One referral has been made and two welfare checks have been done this term. | There will be a governor safeguarding learning walk later this term |
| 1. Behaviour Report | Behaviour has been ok,  14 alert forms so far this term all low level. |  |
| 1. LAC & Young Carers | One less LAC than we had as we had a year 6 leaver. LAC continuing 3rd space maths tuition this term.  PEP meetings for LAC will now include the class teacher along with Sally. |  |
| 1. SEND | 3 EHCP at draft.  2 applications being made.  1 which has been rejected twice by panel – parent and Diana both chasing this.  15 EHCP and more in pipeline, nursery and reception have several needs.  Speech and language back again. |  |
| 1. Staff well being | Discussed above |  |
| 1. Pupil Wellbeing | Discussed above |  |
| 1. Policy Review | Policies sent. | If any feedback please let Ann know |
| 1. AOB | Year 6 will be taught FGM, not within sex ed lessons. This is recommended by the DfE.  Would not teach below year 6 due to content, making children aware of what it is, will be taught with sensitivity and there will be other members of staff in the classroom to be there and support the children.  A governor who couldn’t attend the meeting where this was discussed expressed concern about it being taught and how it would be taught and possible trauma caused by it. She also commented that it was too late for any girl who had already had it done  There was a discussion between a couple of governors  It has already been agreed at the previous meeting that this will be taught to Y6 after they have done their sex ed sessions and not as part of it | Feedback to governors later in the year about how the FGM session in Y6 wenmt  Terms of reference to be emailed and confirmed |
| 1. To Take to Full Govs | Policies |  |