



Holly Park School

Staffing & Pupil Welfare Committee

Date: 24th April 2023

Time: 7:45am

Location: HPS

Present- Annemarie, Sarah, Clare H, Maria, Ann, Eve, Otto, Lorena, Claire P

Apologies - Jane

AGENDA ITEMS	KEY DISCUSSION POINTS	ACTION (who? /timescale?)
Items from last meeting: TOR reviewed and ratified Outcome on healthy snacks consultation	Completed A poll was placed on google classroom for to vote. Option 1 was fresh fruit and veg, option 2 was fresh fruit and veg and plain carbohydrates. Children and parents overwhelmingly voted for option 2 and we are trialling this option this term. The first week has been ok, most parents are following this. If wrong snack is sent in we hand back to the child to take home. We have noticed already that it has raised awareness with the children of healthy snack options.	SLT to review over the summer term

Appoint new music teacher	We do not have a music teacher at present, we did advertise but had no applicants. We have contacted an agency who specialise in music cover, they will be starting on 2 nd May and will be in for 3.5 days. The agency provides full support to them, music curriculum, training.	Induct new music teachers
LAC children to be updated	Completed	
<p>Items on SIP:</p> <p>Behaviour</p> <p>· To update our behaviour policy and Practice</p> <p>· To create generic toolboxes in shared areas</p>	<p>We have provided behaviour workshops for parents, final workshop will be held this week. We have explained the zones of regulation, provided homework around this and also advised how to approach and ideas that can be used at home not just in school.</p> <p>Governor mentioned that in the policy other wording is used not just Ready? Respectful? Safe? and if these words are still being used such as 'Helping Hands' etc</p> <p>We still use 'helping hands' along side Ready? Respectful? Safe? as these are strategies for the children</p> <p>Children like the behaviour chart as they feel they are fair.</p> <p>Toolboxes are linked to zones of regulation. Inset was deliver to teachers before Easter and one more session to be provided, feedback will be gathered on what is working and useful. We will also look at providing homework around this.</p>	<p>SLT to review policy at the end of the school year as part of SIP review</p> <p>Maria and Annemarie to look at what data should be presented to govs that is useful – consistent – and fulfils the Ofsted requirement and our policy requirement</p> <p>Teachers will deliver 5 lessons and 5 homework sessions on this</p>

<ul style="list-style-type: none"> · To establish whole class toolboxes in all phases of the school · To make parents more familiar with the zones of regulation · To review, evaluate & audit processes and practices in relation to Bullying <p>Personal Development</p> <ul style="list-style-type: none"> · Introduce Debating/Discussion as an integral part of the curriculum so children can express their opinions and ideas 	<p>Generic strategies placed around the whole school.</p> <p>Eve has run parent sessions across the year</p> <p>Maria has been working on this throughout the year. Small gaps were previously identified but we have already started to rectify this with providing lots of training around bullying especially for our MTS's.</p> <p>Final action plan to be submitted at the end of June.</p> <p>Jane Morris will be our new safeguarding and anti-bullying governor.</p> <p>Eve has completed Inset with staff to encourage debates and discussions in lessons, knowing it is ok to have differing opinions but always staying respectful to other people's opinions. Good for English skills and gets the children talking, thinking about and offering own opinions on matters.</p>	<p>Eve to continue to monitor this for impact</p>
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<p>· To improve healthy eating through encouraging healthy lunchboxes and healthy snacks</p> <p>· To achieve the Gold Rights Respecting Award</p> <p>· To Introduce the Junior Duke in KS2</p>	<p>One example of a debate in year 6 class was whether we should have the year 6 SATS and lots of opinions was given during this.</p> <p>Eve will be gathering evidence from teachers.</p> <p>Governor asked if introducing debating/discussion this was just class based or including online.</p> <p>Just class based discussion at present on a variety of topics. This would be part of the computing curriculum where there is a unit in every year on online safety</p> <p>As mentioned above regarding healthy snacks, lunchboxes have not been looked into as yet.</p> <p>Assessment day for this is 5th July 2023. Assessors will meet with Maria, Ann, governors, parents and children. They will be looking at our current displays around the school. The recent work we have done regarding healthy eating, foodbank aid and collections for the local foodbank all go towards this award.</p> <p>Cost per child for this was £10 per child. We are well underway with this and have asked that children complete all 7 tasks by the end of June, some have already completed the tasks required.</p>	<p>We will consider this next year</p> <p>Maria will ask for some governor volunteers for the assessment</p>
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<p>· To increase the number of staff mental health first aiders</p>	<p>Some children did drop out at the beginning or part way through, we have realised that there is a lot of parent involvement needed to complete.</p> <p>Feedback received from a parent governor whose SEND child has completed their tasks is that they are glad their child joined, their child has enjoyed it, it's a good thing to do and has helped them with life skills.</p> <p>Other parent governors also confirmed their child had enjoyed it and they were learning good skills</p> <p>Maria, Eve, Kathy, Diana have now completed this training and Andrea will be attending the training next week.</p>	<p>Andrea doing training in May</p>
<p>I. Current Staffing Position</p>	<p>We are fully staffed. No one has indicated they will be leaving, resignation letters are due to us by 31st May.</p> <p>We have had to lose an agency TA due to budget so there is now 5 class TA's across the school having to cover different year groups. The level 3 TA's have been really good with this change.</p> <p>Children and teachers are getting less support in class as TA's are covering their usual year group classes and other year groups when needed.</p> <p>We have a small turnover of staff as most staff have been at Holly Park for a long time so salaries are higher.</p>	

	Our budget is to be sent to Barnet by 31 st May. Our nursery income is not as high as we expected, unfunded staff pay rises have cost the school around £100k.	
2. Safeguarding Report	<p>We have 2 children at child protection, 2 at child in need. We have sent 3 Mash referrals last term, 2 no further action was taken and 1 is still being assessed.</p> <p>We now have a large safeguarding team and rather than just Maria taking this all on it is now spread amongst the team – each member has a day.</p> <p>We will be having a safeguarding audit on 7th June with Liam Foote.</p> <p>Maria and Michelle will be attending Single Central Record course in May.</p> <p>Every few weeks Maria is emailing all staff a safeguarding scenario with a follow up of answers to get people thinking and having safeguarding at the front of their mind.</p> <p>Parents online safety day workshop will be on 6th June.</p>	<p>Maria and Jane to meet</p> <p>Safeguarding Audit</p> <p>Parent online safety session</p>
3. Behaviour Report & reflect on the reporting in the HTR	As mentioned above. We will also be looking at how we show and report this for governors.	Maria and Annemarie to meet to discuss data
4. LAC & Young Carers	Report on Governor Hub.	

	<p>We have 4 looked after children and 2 previously looked after children. All PEP's have been completed and dates booked in for future meetings.</p> <p>Funding received has been used towards 1 to 1 tuition, play therapy, lego therapy, art clubs.</p> <p>Sally has recently attended a course on working with children who have experienced trauma.</p>	
5. SEND	<p>Report on Governor Hub.</p> <p>WE have 21 children with EHCP's at present. This has a big impact on the school budget as funding received for each child does not cover the costs of having a TA. We have noticed more SEN throughout the school than previous years and more severe needs.</p> <p>Governor asked if there was any research as why there is a growth of SEND in the school. Not that we are aware of but it does seem to be across other schools as well not just us.</p> <p>We have a child who has been offered a place in an ARP for September, mum will only take the space offered if she receives transport for him as it is too far away for her to drop and collect him. We have another child who has been assessed for a special school but there are no places at present for him.</p>	SEND Review

	<p>Governor asked if we felt that growing numbers of SEND children will continue.</p> <p>Yes we are noticing more and more and feel this will continue.</p> <p>We have started interventions for children which will start at 8.30am which started today.</p> <p>We do not currently have a speech and language therapist.</p> <p>Level 2TA's have received training,</p> <p>Emma and Diana have carried out Inset around the curriculum for SEND children.</p> <p>We have asked for a SEND review to be done.</p> <p>Sensory room is 99% complete</p>	
6. Staff well being	<p>Feedback is generally good and people happy.</p> <p>We do give out treats etc</p> <p>This year Ann has had termly meetings with groups of staff to ask what is going well, what if any is on their mind. This has worked really well. The staff feel they are being listened to and their opinions are taken onboard.</p>	Questionnaire on staff wellbeing will be handed out this term.
7. Pupil Wellbeing	<p>Pastoral team meet every week, there are limited resources for us as no HEWS available any longer. We know our children well and their wellbeing is good.</p>	
8. Policy Review: Behaviour policy	Comments received on Governor Hub.	

Attendance policy Managing aggressive parents and visitors policy Access policy Missing Child Policy		
9. AOB	<p>Ongoing gate issues although gate seems to be working fine at present as Simon has adjusted the gate so all working and safe.</p> <p>Barnet have advised they could not pay for a new gate, they have sent a contractor to look at gate and will report back.</p> <p>Annemarie has previously written to our MP who contacted Barnet, we were advised we would have a response back by 24th April. Annemarie will chase.</p> <p>We have received 2 quotes for a new gate they have come in between £13k-£15k.</p>	Consider the way forward with the gate
10. To Take to Full Govs	Policies Outcomes of the SEND & Safeguarding Review	