



# Holly Park School

## Staffing & Pupil Welfare Committee

**Date:** 9<sup>th</sup> January 2023

**Time:** 7pm

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

Present- Annemarie, Ann, Maria, Clare H, Clare W, Sarah, Anna, Lorean, Eve

AGENDA ITEMS	KEY DISCUSSION POINTS	ACTION (who? /timescale?)
Items from last meeting: <ul style="list-style-type: none"><li>Recruiting for another MTS</li><li>Safeguarding audits</li></ul>	<p>This was unsuccessful, only received 1 application and applicant was not suitable for the role. We are currently using agency staff to cover this at present and will look to recruit again later in the year.</p> <p>All 3 completed at end of Autumn Term and these have been uploaded to Governor Hub. We send these to Barnet but they do not provide us with any feedback but is a useful exercise to do. Lady responsible for safeguarding at Barnet is leaving which is a loss as she was very experienced.</p>	

<ul style="list-style-type: none"> <li>• Check budget, recruit new councillor</li> </ul>	<p>This has not been done as yet, Diana is chasing this.</p> <p>Governor asked why we have now started to use Governor Hub</p> <p>Many schools have started to use this, it is a centralised system, more secure then emails back and forth. All files are in one place to refer back to when needed, it also helps when we ask for feedback on policies as you can see each other's comments so no duplications.</p>	<p>We are unlikely to find something now before the end of this academic year. We will need to reconsider spending on this in the next financial year</p>
Review Terms Of Reference	This item did not happen at the meeting	TOR to be reviewed
<p>Items on SIP:</p> <p><b>Behaviour</b></p> <ul style="list-style-type: none"> <li>• To update our behaviour policy and practice</li> <li>• To create generic toolboxes in shared areas</li> <li>• To establish whole class toolboxes in all phases of the school</li> <li>• To make parents more familiar with the zones of regulation</li> <li>• To review, evaluate &amp; audit processes and practices in relation to Bullying</li> </ul>	<p>This has been updated, we have made some changes regarding rewards and we have gone through the policy with staff.</p> <p>KS1 have created class toolboxes and KS2 will now have more generic toolboxes as individual toolboxes are not really working in KS2. Generic and simple toolboxes, learning how to move from one zone to another and what strategies can be used to help move zones. We have previously had a behaviour workshop for year 5 and the feedback from the parents was great, and will be looking at having more of these with different year groups and we will be looking at involving parents more so they can also use the toolboxes at home. Eve will also be leading an inset on this.</p> <p>Maria has completed audit form for this, this does not just cover bullying it also covers many other</p>	



<ul style="list-style-type: none"> <li>· To Introduce the Junior Duke in KS2</li> <li>· To support and nurture the highest possible levels of emotional wellbeing</li> <li>· To increase the number of staff mental health First Aiders</li> </ul>	<p>This has been introduced and we are on track with this. Lots of children did sign up but we have had some children drop out already. Many tasks are what children may be doing already for example swimming or baking. The booklets provide free alternatives to tasks if an activity involves a cost.</p> <p>We will look at who started and finished the booklets later in the year.</p> <p>As mentioned below.</p> <p>This has been actioned and more staff are now Mental Health First Aiders, Eve is booked in for this training next month.</p>	<p>Andrea Needham will also do the training later in the year</p>
<p>1. Current Staffing Position</p>	<p>We are fully staffed apart from MTS vacancy. Two level 3 TA's are covered by one agency and one level 2 that has stepped up will be looking at the budget to see if this can continue.</p> <p>New music teacher is pregnant and will likely take a year off. We had planned a choir concert later in the year but this will now be before she leaves for maternity leave.</p> <p>We will probably have to advertise this role we have previously had supply covering and this did not always work well, we had different people covering which did not work.</p> <p>Governor asked if BEAT may have contacts to help cover this role</p> <p>This is a possibility for us to look into and enquire.</p>	<p>Advertise for a new music teacher for one year</p>
<p>2. Safeguarding Report</p>	<p>On inset day all staff undertook Online training on prevent.</p>	

	<p>We now have a large safeguarding team Emily and Eve have now joined the team, Sally and Andrea will be redoing their safeguarding training as this need to be done every two years.</p> <p>Maria has carried out a parent workshop on safeguarding and what school do to keep children safe, what children can do to keep themselves safe and what parents can do to keep children safe.</p> <p>A child friendly policy has been launched with differing vocab for years 1&amp;2, Years 3&amp;4 and years 5&amp;6 which teachers are using in class and referring to this when needed.</p> <p>NSPCC have been booked to lead workshops for years 5&amp;6 and Maria will lead NSPCC assemblies.</p> <p>We have 5 children on a child in need plan, 2 children on a child protection plan and 2 children engaging with early help.</p> <p>We have made a few calls to MASH this week.</p> <p>Governor mentioned we will shortly be losing our safeguarding governor</p> <p>Yes, Clare W will be at the end of her term on 3<sup>rd</sup> February 2023 but may stay as an associate governor until end of Spring term 2023. Ann and Clare to meet.</p> <p>Governor vacancies will be advertised to parents</p> <p>It is statutory that governors must have safeguarding training,</p> <p>A governor asked what was happening with the Barnet training – it didn't appear to be on the list of courses</p> <p>Barnet are not advertised any dates for this training at present. It is listed as tbc</p>	
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3. Behaviour Report	<p>136 Behaviour logs on CPOMS last term which is high but behaviour is not bad at present, most is low level Any high level things are already in place.</p>	
4. LAC & Young Carers	<p>We have 6 LAC and 2 young carers, 1 child is from Hampshire and 1 child from Oxford.</p> <p>All actions from PEP meetings for LAC have been completed, we have improved these meetings by including and involving the class teachers.</p> <p>PP funding has been used towards play therapy, tutoring, lego clubs.</p> <p>Sally keeps up to date and in touch with social workers and attends meetings. Sally recently contacted bycass to enquire if we have any further young carers but only the two we are aware of at present</p> <p>Sally is booked to attend a course for children who have experienced trauma.</p> <p>Governor asked if child is from a different local authority who deals with and funds them.</p> <p>Another governor explained that if a child goes into care they are still under the care of the original local authority and will remain under their care as long as they are a looked after child.</p>	
5. SEND	<p>Pupil progress meeting have been done and plans set up for this term.</p> <p>Deep dive in maths went well and support for bottom 20% was the focus.</p> <p>The Pupil progress meetings ensured that the bottom 20% in each class in R,W,M are getting support of some kind.</p> <p>Emma &amp; Diana's project of adapting curriculum to meet the needs of SEN children has gone well and is having a positive impact.</p>	

	<p>Sensory room is up and running, it is not finished as yet as we are still waiting for some items to arrive. We are getting the TA's to use this room more rather than going to Kathy's room with the children.</p> <p>We have brought into a product called Widget which is a tool for writing social stories and can be done in any language.</p> <p><b>Governor asked whether we have a speech and language therapist</b>  We have had on last term but will not now be back with us until later in the year, TA's will be supporting children this term.</p> <p><b>Governor asked about children's development after lockdown and what we are seeing now.</b>  It is working its way through the year groups, longer term problems for example speech and language for the younger children. Year 1 teachers have done lots of work with the children around social skills e.g sharing and parties etc as many hadn't attended parties due to lockdown. It is evident that Y6 have gaps in learning due to missing parts of Y3 and Y4 – the start of KS2.</p>	
6. Staff well being	<p>Ann has completed 3 day DFE mental health and wellbeing course – now she is a Designated Senior Mental Health Lead. Good content of course and she has received her certificate for this. The DFE want school to do as much as they can around wellbeing and mental health and eventually all schools should have a DSMHL in place. At Holly Park we do have a strong team</p>	

	<p>now with all our mental health first aiders and good knowledge around this.</p> <p>Staff questionnaires have been done previously, staff wellbeing newsletter now produced for staff termly. Pastoral team meet once a week, good strong team with valuable knowledge. The school feels that it is in a good place with wellbeing and mental health.</p> <p>Mental Health is complex and can link and fall into other things for example it is a strand of special needs – it is also part of behaviour and also part of safeguarding.</p> <p>Governor commented that it is great that Ann has completed this course and others will be booked onto Mental health first aider courses around this in future.</p> <p>The now have a whole school approach We have an audit, a policy, a strategy.</p>	
7. Pupil Wellbeing	As above.	
8. Policy Review: Appraisal & Capability Policy Food Policy LAC Policy Personal Care Positive Handling Policy Pupil Well-Being Policy SEN-inclusion policy Staff code of conduct Support staff appraisal policy	<p>All policies are available on Governor Hub website.</p> <p>Governor asked if food Policy will be changed as this does not seem to have been updated as yet.</p> <p>We will look into this, we are looking at getting new caterers so may have to be tweaked once new caterers in place and for healthy snacks.</p> <p>A governor mentioned that some of the LAC policy needed updating in terms of legislation etc</p>	Governor to update the LAC policy
9. AOB	NONE	
10. To Take to Full Govs	3 highlights to take to full govts to inform all governors about.	