



Holly Park School

Staffing & Pupil Welfare Committee

Date: 12th January 2026

Time: 7:45am

Location: Headteacher's Office

Present- Ann, Maria, Eve, Diana, Leanne, Dominic, Ally, Atia, Sophie Apologies Sarah, Clare

AGENDA ITEMS	KEY DISCUSSION POINTS	ACTION (who? /timescale?)
Actions from last meeting: Early Help at the Playgroup (Ann) *All other matters covered through SIP items	Kathy Puzey invited early help to a playgroup session so parents could speak to them. Early help is support for families, parenting, therapy, housing, guidance etc.	
SIP: <u>Behaviour</u> Embed work on emotions to support work on the zones of regulation	We have been using the zones of regulation for a number of years. Teachers go through this with their class at the beginning of each year and there are also assemblies throughout the year around this. Year 1 also have lessons and some homework around this so parents can see what it is and use this at home.	A paragraph on Zones of regulation to be added to a newsletter to remind parents about it

• Develop a relational policy to embed relational approaches to behaviour that reflects trauma informed approaches • Ensure that Positive Approaches to Challenging Behaviour (PACB) is up to date <u>Attendance</u> • To reduce the number of children with persistent absence even further – from 36 children in July 2025 <u>Personal Development & Wellbeing</u> • Embed character education further	A governor asked if parents were still involved with this. In Y1 they are – there is some homework set on this at the start of the year so parents know what it is. Barnet are running this and want schools to do this, which is different slant on a behaviour policy. Maria has attended courses around this and there will be further courses to attend. Staff have previously attended Team Teach training as when having to restrain a child staff must be trained to do so. Barnet now use another provider (PRICE) Five members of staff have attended the training and more will be signed up in due course. We have noticed that it is the children with special needs and younger children with challenging behaviour who are the children where this applies most. Persistent attendance means 90% or lower. At end of December we now have 20 children in the category. We have no severe persistent attendance currently. We are focusing on 1 positive trait a term. Last term was generosity. Spring term is Responsibility and Summer term is resilience. Eve has delivered assemblies across the school about this. Teachers use short films, books, discussions and real-life scenarios to speak to the children.	A paragraph on Character Education to be added to a newsletter to remind parents about it
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• Embed playtime games more into playtimes • Strengthen community links – locally • Introduce Economic education • Develop Oracy further in talk time and debate • Achieve Healthy Schools Gold Award • Participate in the 'In the Know' project to reduce waste	We have received funded from the PTA to pay for painted squares (four square) to be put in the playground for the children to use. French skipping has been reintroduced to the playground. A governor commented that clapping games are still happening at home. Year 6 visited Asda to help pack bags. Year 5 have visited Oakleigh Special School. Year 4 have visited our own nursery and playgroup, they have also visited a local nursery. Year 3 will be hosting a tea party to talk, sing and play board games. Part of PSHE is learning about money, spending, saving. Eve will do an inset for teachers. Eve and Maria delivered an Inset last term and Emily will deliver more inset this term. The gold award is about being healthy mentally and physically, we decided to look at mentally for gold as we had done lots of work on physical for previous awards. We are almost ready to submit. We applied to take part in this project and were successful. They have come in and met with SLT, gave an assembly carried out an audit of our rubbish and an action plan has been produced. More assemblies will be given and some subject leaders will be receiving training. Chefs in school will also be involved – talking to children about food waste.	
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• Embed the work done on Trauma Informed Schools <u>Inclusion</u> • Build a more cohesive curriculum for the Treehouse • Build confidence of teachers with even more challenging needs coming through the school • Reflect on adaptive teaching – incl for more able learners • Increase staff awareness of ADHD • Improve early identification and targeted and universal support for children with Speech, Language and Communication Needs – ELSEC project	This was mostly done last year and insets delivered. This year is about reminding staff of trauma informed schools. The treehouse has been up and running but we decided we needed a more cohesive. Curriculum. Diana has attended meetings and found other schools who are feeling the same around curriculums for SEND spaces. This is a work in progress. Teachers and TA's have been attending courses and more are planned. Joanne Moore was in last term and will be coming in to deliver more sessions reminding and refreshers for teachers on adaptive learning, hoe adaptations are different not just SEND and being inclusive. Diana has also done a session with the governors. A governor asked how are adaptations made for more able learners. An example was given that if word banks are provided – a bank of more advanced vocabulary can be given. Teachers have attended courses, we will also have a parent in to speak to teachers during an inset around ADHD later in the year. ELSEC project is run by Barnet speech & language team and have been working with year 1. Our year 1 & 2 TA's have received 6 weeks of training	
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<u>Safeguarding</u> • Track staff CPD more systematically • Ensure that filtering and monitoring is robust • All of SLT to do the Brook Traffic Light training about how to respond to sexual behaviours in young people • Be very aware about how safeguarding is actively taught - plot across the school how safeguarding is taught • Embed the evaluation of CPOMs safeguarding entries	to run intervention groups. ELSEC will also be running a parent workshop, 8 parents have signed up. A governor asked for clarification if all Y1 parents were invited or just those taking part It was all Y1 parents A governor asked if the 8 who came in were parents of those taking part or others All training will be logged on a spreadsheet so we can keep track of the training and when it may need to be renewed. This is in process. We use LGFL to filter and monitor. Maria has received training so she can run checks. The Brook Traffic Light tool can be accessed once training has been completed. All SLT will be completing this training by July. We can use the tool to look at ages, context and scenarios to help us identify if something should be flagged with an outside agency ie socials services, police etc. A curriculum map has been made – this maps out how safeguarding is taught to children across the school. CPOMS is where we log any behaviour, safeguarding, cause for concern items. All staff	
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• All volunteers will have a basic safeguarding induction/briefing • Analyse safeguarding data and trends <u>Leadership and Management</u> • Continue the strategic line management of the Treehouse • Better identify young carers • Further develop effective relationships and communication with the parent group	have access to log but only the safeguarding team can access all parts of system/ Governor asked if parents can request copy of information on CPOMs. Only if a formal Subject Access Request is done. This info is also passed on to the next school. SLT look through CPOMs entries once a term to check on the quality of entries. This is being done for volunteers. who are making visits on a regular basis. A governor asked if it was for people who come in once. No this is for those who are making visits on a regular basis and are not with the teacher. This was started last term and data is included on head teachers report. This stays on the SLT agenda, Diana and Ann work closely together on this. Governor asked how the staff are now in the treehouse They are much more stable and working very well together as a team and seem happy. Ann attended a HT meeting and a member of the young carers team spoke about young careers. A coffee morning has been done for parents and a staff Inset has been planned later in Spring term. Last year Ann set up a parent council which worked well. This year she has invited parents from across the school to meetings.	
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	A governor asked how the parents are chosen. Ann explained it is at random – she just picked people from a class list. Next time it will be different parents and the next time different ones etc	
1. Current Staffing Position (Ann)	Currently fully staffed. 2 staff on maternity leave. Year 5 teacher retired and we have covered. Diana Kelly will become an Assistant Head for Inclusion which will be announced in due course.	
2. Safeguarding Report (Maria)	No children on a child protection plan. One family having a section 47 assessment. 7 children on a child in need plan. All staff up to date with safeguarding training. Online safety training will be this term. A governor asked if they need to do safeguarding training. Yes governors all need to do the safeguarding training offered by Barnet and should book on.	
3. Attendance (Ann)	Attendance overall is 96.4% as of December. We are 21st in Barnet out of 90 schools. Persistent absence is 7.1% we are 17th out of 90. Severe absence is 0% we are 1st out of 90 schools. Nationally we are in top 10-20% of schools for overall attendance. Schools are now given a target figure for attendance, ours is 95.7% by the end of the year. This is based on Pre Covid attendance.	
4. Behaviour Report (Maria)	Behaviour is generally good across the school with strategies in place which are working well. We are finding lunchtimes are challenging across the school and thinking of ways to run lunchtime	

	club differently as there are more and more children attending. It is the behaviour of SEND children that is our main concern currently.	
5. LAC & Young Carers (Report from Sally)	No LAC and 5 post LAC. Governor asked what LAC is Look After Children – ie children in care/fostered. We have 5 young carers registered with Barnet. Sally will be contacting Enfield to see if any of our children are registered with them. We are working with BYCAS to try to identify more children who could possibly be young carers We aim to raise both staff and parent awareness	Staff Inset Assembly in March Staff suggestions to identify more Young carers Contact parents Make referrals Ensure admission forms ask about caring roles
6. Pupil Premium (Report from Sally)	We currently have 95 pupil premium children.	
7. SEND (Diana)	We currently have 19 children with EHCP and 2 children who receive exceptional funding. We will be applying for 3 EHCPs and will be applying for early years funding for a nursery child along with 2 plans for EHCPs. We have a new Educational Psychologist and a regular Speech and Language Therapist. We have employed a senco admin assistant who will be starting this week.	
8. Wellbeing (Ann & Maria)	Nothing particular to report.	
9. Policy Review:	Lots of comments and feedback already received.	
- SEND & Inclusion Policy - Staff Code of Conduct		

• Personal care Policy • Food Policy • Pupil Wellbeing Policy • LAC Policy • Data Security & Acceptable Use Policy		
10. AOB	N/A	
11. To Take to Full Govs	N/A	