



MINUTES OF THE PERSONNEL COMMITTEE MEETING

Held on Thursday 14 November 2024 at 6.00pm

Present: Doug Eve, Angie Farrance, Jade Fuller, Clare Hawkins, Ajay Joshi, Nicky Mitchell, Sharon Roberts, Emma Smith, Peter Tarry, Annie Thomson, Jane Walker-Smith

Apologies: Richard Sullivan and James Griggs

In attendance: Jo Wiles (Clerk to the Governors)

1. Apologies for absence	Apologies were received and approved from Richard Sullivan and James Griggs.	
2. Declarations of interest	None were declared.	
3. Confidentiality	Colleagues are reminded that minutes remain in draft until they are signed off at the next meeting and should therefore not be shared before signing off, nor the content discussed outside of the meeting.	ALL
4. To receive any other business	No items for further business were received.	
5. To receive any correspondence	Ms Thomson reported that the school had received 5 responses with regards to the consultation process regarding the expansion to the school. The concerns received were regarding future succession planning and sustainability around ratio to teacher/ students. Ms Thomson advised that a letter of response to address these concerns has been sent to all.	
6. Minutes of the previous meeting	The minutes of the meeting held on <u>Thursday 3rd October 2024</u> had been previously circulated and were approved. A signed copy of the minutes will then be placed in the school file.	



<p>7. Matters arising from the minutes</p>	<p><u>SEND & EHCP Update</u></p> <p>Ms Thomson suggested to invite Mr Fitzpatrick to attend a future meeting. Action: ATN</p> <p>This item will be</p> <p><u>Diversity and Inclusion</u></p> <p>Due to the absence of Mr Griggs this item will be carried over to the meeting.</p>	
<p>8. To review and agree the terms of Reference for 2024-25</p>	<p>A discussion took place around the DfE proposed changes to performance related pay and agreed that a review on the impact of the terms of reference will take place when further information has been received.</p> <p>The link governor informed that a recent EDI visit has taken place and has provided feedback.</p> <p>All agreed for the addition of a point to be included in working in synergy with the other governor committees to ensure due diligence is shown.</p> <p>All unanimously recommended for ratification at the FGB meeting on 5th December 2024.</p>	
<p>9. Safeguarding Update</p>	<p>In the absence of Mr Griggs, Mr Eve provided an update on Safeguarding.</p> <p>Mr Eve presented the safeguarding report showing mental health incidents that had been recorded which was further broken down by category and gave a comparison against last year.</p> <p>It was reported that suicidal comments had increased since last year and Mr Eve explained the context for the reported incidents and advised on the work that is carried out by the school to support any students that are at risk. This included a member from the county Crisis team attending to provide training to the SLT to facilitate the school in working more collaboratively to support students.</p> <p>Ms Thomson reported that all staff involved with serious safeguarding matters are offered supervision.</p> <p><i>Are there any repeated incidents from the same student?</i></p>	



	<p>Mr Eve reported that these were different incidents for different students.</p> <p><i>Do you feel that students using this language is common parlance?</i></p> <p>Ms Thomson informed that they are in the process of developing training around behaviour delivery and with students spending more time online, impacting interaction with others and the line being blurred on acceptable language.</p> <p><i>Is oracy still being delivered in form time and PHSCE lessons?</i></p> <p>Ms Thomson responded that oracy work is still carried out during form time and PHSCE and that there is more work to do, particularly with the younger students on how to interact with each other and the development of resilience.</p> <p>A suggestion was made for Student Leaders to support in improving the awareness of how students interact and the language that they are using.</p> <p>Mr Eve informed that on the report, wellbeing has now been further split into other categories such as suicidal thoughts and therefore impacts on comparison against previous years. Mr Eve reported that Mr Griggs will provide an update at the next meeting.</p> <p>Children Services have called an internal review on the incident that took place last year and a meeting has been scheduled for Mr Griggs and Ms Thomson to attend. A further update will be provided following the meeting.</p> <p>Antibullying website was shared with all and the video has been shared with all students through assemblies. Outputs of the anti-bullying work to be presented at the next meeting.</p>	<p>ATN to note</p> <p>JGS</p> <p>JGS</p>
10. Policies for review	<p><u>Searching Students and Confiscations Policy</u></p> <p>The policy was shared to all for review prior to the meeting.</p> <p><i>What happens if a student won't give you a password?</i></p>	



	<p>Ms Thomson reported that they will update the policy to include that any refusal will result in referral to the behaviour policy.</p> <p>All recommended for approval with the updates made. Action: Mr Eve to send to Governance Professional to be ratified at the FGB meeting</p> <p><u>When to call the Police Policy</u></p> <p>The policy was circulated prior to the meeting for review.</p> <p>It was agreed to include the process that will be followed for any illegal activity.</p> <p>Approved with amendments to be made and to be recommended at the next FGB meeting. Action: Mr Eve to send to Governance Professional to be ratified at the FGB meeting</p> <p>It was agreed for the following policies to be reviewed at the next meeting:</p> <ul style="list-style-type: none"> • Appraisal Policy • Grievance Policy • Support Staff Probationary Policy and Procedures • Pay Policy <p>Going forward it was agreed for the policy schedule along with review dates to be shared with Governance Professional to support SLT and allowing governors time to review. Action: Mr Eve to share schedule with Governance Professional</p>	<p>DEE</p> <p>DEE</p> <p>DEE/ GP</p>
11. Staff Absence Report	<p>Ms Fuller presented the staff absence report.</p> <p>A discussion took place around the gender differences in terms of absence and the report highlighted that staff absences had remained consistent year on year.</p> <p><i>Do you keep reasons for sickness?</i></p> <p>Ms Fuller confirmed that a log is kept of the reasons for absence and any trends are identified.</p>	



	<p>Ms Fuller presented a breakdown of absence by age and a suggestion was made to present a breakdown of short and long term absence to see if any further trends would be identified.</p> <p><i>Do you complete return to work interviews?</i> Ms Fuller confirmed that these do take place</p> <p><i>Is there an offer of support around what happens after a trend or trigger is identified?</i> Ms Fuller informed that a informal meeting takes place to provide support and develop an action plan.</p> <p>Ms Thomson also advised that they staff are signposted to an EAP and have Occupational Health to provide support if required.</p> <p>At the last meeting it was reported that staff absence had increased in the autumn term, is this still the case? Ms Thomson reported that there are peak and troughs and aware that this time of year is likely to be staff absences due to the weather and spreading of infections and viruses.</p> <p><i>Is there an opportunity to benchmark the staff absence data of another local school?</i> Ms Thomson reported that she would approach another local school to see if they are able to share to facilitate an opportunity to provide benchmarking.</p> <p><i>Ms Fuller left the meeting at 6.30pm.</i></p>	
<p>12. Behaviour & Attendance Update</p>	<p><u>Attendance Update</u> Mr Eve presented the attendance report with all school attendance currently at 92.88%, with the national average currently at 92.6%.</p> <p>Currently Y11 attendance was noted to be considerably higher than the national average at 92.6%.</p> <p><u>Behaviour Update</u> Mr Eve presented the suspension and exclusion report which highlighted a reduction in the number of student suspensions.</p>	



Has this reduced due to teachers not suspending or has the behaviour improved?

Mr Eve responded that the use of the reintegration room provides support to students whilst providing a sanction and can then negate the need to issue suspensions.

Mr Eve informed that a discussion with SLT has taken place around the consistency of behaviour points being given to students and discussions have taken place for a back to basics approach around delivering the expectations of behaviour.

Mr Eve also reported that there has been an increase in lunch time detentions rather than after school and the students really dislike having to miss their lunch times. Suspensions also provide an opportunity to review any undiagnosed behaviours.

Is the increased reported behaviour incidents in SEND students due to the increase in SEND students numbers entering the school each year?

Ms Thomson reported that this was the case and also reported an increase in need for multiple reasons such as cost of living, etc and advised that the school have received 18 consultations for September 2025

Link Governor SEND to meet with Mr Eve once a further analysis on impact of behaviour and increased need of SEND students has taken place. **Action: Mr Eve/ Mrs Smith**

Ms Thomson reported that a letter will be sent to the local MPs regarding the concern and impact around increased need and what constitutes reasonable adjustments for students. Increased individual student needs is impacting behaviour and the provision of delivering quality teaching and learning.

Ms Thomson shared a letter from the Lib Dem report on statutory send services. **Action: Governance Professional to share with governors.**

Mr Eve presented the overall categories of reported behaviour incidents where inappropriate language has been used and explained the work that has been carried out with students around the impact of language. It



	<p>was reported in context this was a small proportion of students and Mr Moses is having a positive impact on supporting improving behaviour.</p>	
<p>13. Heads Report</p>	<p><u>Staffing</u></p> <p>Ms Thomson provided an update on staffing and advised that she had received resignations from an ICT and D&T teacher, along with a resignation in Science. There is currently a vacancy in History which is proving to be challenging to recruit.</p> <p>Ms Thomson also reported a resignation from an English teacher and advised that there is currently an English teacher on Maternity leave due to return from part time to full time so will not need to recruit for this vacancy.</p> <p>Proposal from an engineering teacher to request a Secondment from Easter 2025 to return in September 2025.</p> <p>All agreed with the proposal to approve.</p> <p>Ms Thomson reported that there were a number of possible retirements and a discussion took place around workforce planning and the succession planning that is in place.</p> <p>Ms Thomson reported that new staff that started in September have settled in well and is looking at options for hybrid mentoring to enable further support for early career teachers.</p> <p>Ms Thomson reported concern around the current number of Assistant Teachers and expressed the difficulty in recruiting.</p> <p>Due to staffing absences and difficulty in recruitment there has been an increased need for supply cover which impacts budget.</p> <p>All were invited to attend SLT to have a discussion around ideas of developing recruitment strategies and workforce planning and share ideas with Mrs Smith to then present at the next SLT meeting. Action: Mrs Smith to provide an update at the next meeting.</p>	



	<p>A discussion took place around feedback from new starters and asking what attracted them to working at the school. Action: Ms Fuller to produce a survey and collate responses.</p> <p><u>Students</u></p> <p>Ms Thomson raised concerns around the number of consultations that are imminent and the impact of these meetings have on the SEND department and the SENCO.</p> <p>Ms Thomson reported that there appears to be an uneven distribution of SEND students in the local area which is challenging and concerns have been raised to the local authority.</p>	
14. Review Risk Register	<p>It was agreed to carry out a full review, Mrs Hawkins to meet with Ms Thomson. All committee members were asked to send any questions prior to December. An update will then be provided at the next meeting. Action: Mrs Hawkins and Ms Thomson to schedule a meeting date to review</p>	
15. Any Other Business	No items declared	
16. Date and time of next meeting	<u>Thursday 16 January 2025</u>	
17. Close of meeting	The meeting ended at 8.30pm.	

Signature.....

Emma Smith - CHAIR

Chair of the Personnel Committee

Date.....

