



MINUTES OF THE PERSONNEL COMMITTEE MEETING

Held on Thursday 27th February 2025 at 6.00pm

Present: Doug Eve, Jade Fuller, Ajay Joshi, Emma Smith, Peter Tarry, Jane Walker-Smith, Richard Sullivan, James Griggs, Rebecca Lonsdale, Karen Francis, Annie Thomson, Angie Farrance, Sharon Roberts

Apologies: Clare Hawkins, Nicky Mitchell

In attendance: Jo Wiles (Clerk to the Governors)

1. Apologies for absence	Apologies were received and approved from Clare Hawkins and Nicky Mitchell.	
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	No items received.	
6. Minutes of the previous meeting	The minutes of the meeting held on <u>Thursday 27th February 2025</u> had been previously circulated and were approved. A signed copy of the minutes will then be placed in the school file.	
7. Matters arising from the minutes	<u>Policy Schedule</u> Mr Eve shared the policy schedule for the Personnel Committee and minor adjustments were suggested. Mr Eve to update and send to Governance Professional	



It was suggested that other committees create a similar schedule. **Action: Mr Eve to discuss at SLT**

The policy schedule is now available for all to view on Governorhub.

Behaviour Update

SEND meeting still be arranged. **Action: Mrs Smith/ Mr Eve**

Heads Report – Staffing

Recruitment Meeting to be rearranged and governors are invited to attend. Governors to inform Emma Smith if they would like to attend/ Mr Eve to arrange new date. **Action: Mr Eve/ Mrs Smith**

It was agreed for this meeting to be put on hold, Ms Thomson advised that due to a drop in teacher recruitment in the UK they are considering whether to appoint teachers from overseas.

Feedback from new starters. **Action: Ms Fuller to present at the next meeting.**

It was agreed to use feedback from new starters to support the recruitment process. Ms Thomson advised that this process is already in place but agreed to formulise feedback to provide insight into candidate's expectations.

Safeguarding Update

Can governors be involved in the mental health week activities?

Mr Griggs responded that if anyone is interested to contact Mrs Smith, there will be a workshop in the hall on Wednesday – Friday. **Action: All to note**

Mrs Walker-Smith attended and gave feedback that as students opt in to the activities would it be beneficial for all students to view?

Mr Griggs updated that the presentations will be uploaded for all students to access and are looking to use some of the activities with target groups.



	<p><i>Can you circulate the link once the videos are ready so that governors can view?</i></p> <p>Mr Griggs confirmed he will advise when the next presentations take place and will notify Governance Professional to upload video onto Governorhub.</p> <p><i>How many of the 283 concerns logged equate to how many students?</i></p> <p>Mr Griggs informed that he will find out and bring to the next meeting.</p> <p><u>Staff Absence Report</u></p> <p><i>Is there a possibility of the school buying into a Health scheme and would it be a taxable benefit?</i></p> <p>Mrs Fuller responded that it would be a question of whether there would be a budget available. Action: JFS to discuss with Mrs Dean</p> <p>Ms Thomson reported that Mrs Dean is reviewing in terms of liability and are looking to proceed with buying into a Health Scheme.</p> <p>Behaviour Update</p> <p>Home Learning needs to go on Edulink. Action: Mr Eve to review with SLT.</p> <p>Ms Thomson advised that feedback has been received from the recent home learning survey and emphasised finding the balance is key, going forward the HOFs need to oversee the home learning set to ensure that the home learning is according to policy.</p> <p><i>Was the consultation due to home learning not being available on Edulink?</i></p> <p>Mr Eve responded that the consultation was to review the consistency of the home learning offer.</p> <p>The reward for students doing home learning was discussed and agreed that it should be applied for the students that are going above and beyond and not just for completing.</p> <p><i>Achievement points were discussed and a suggestion of a 'pinkie' to be given for no negative behaviour points.</i></p> <p>Action: DEE to refer to SLT</p> <p>Mr Eve reported that there is a reward assembly and those with no behaviour points to get credited.</p>	
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8. Safeguarding Update	<p>Mr Griggs gave a presentation on safeguarding showing the number of concerns and explained that there is more than one concern for the same student.</p> <p>Self-harm raised 11 concerns which relate to for 4 students and suicidal thoughts raised 13 concerns relating to 4 students.</p> <p>Wellbeing concerns raised is currently at 74 and Mr Griggs advised that this is usually a lot higher for this time of the year. This category is used where there is no judgement and quite often the concern changes to other categories once further details are obtained.</p> <p><i>Why is there a category for eating disorders and restrictive eating?</i></p> <p>Mr Griggs explained that only when diagnosed will it be recorded as eating disorder, otherwise restrictive eating is used.</p> <p><i>Are you concerned around the influence of Tate brothers now they are becoming more active again?</i></p> <p>Ms Thomson advised that they can signpost parents if incidents arise and senso will pick up any concerns.</p> <p><i>Is there a shift or trend in overall concerns?</i></p> <p>Mr Griggs responded that mental health remains a concern and mental health first aiders are used to speak when concerns are raised for suicidal thoughts.</p> <p>Ms Thomson advised that parental mental health and neurodiversity has increased and this is impacting students.</p> <p>Diversity Calendar Dates</p> <p>This has been circulated and is available on Governorhub.</p> <p>Governors were invited to attend the diversity workshop in May.</p> <p>Mr Griggs informed that Neurodiversity celebration week will involve assemblies and exploring neurodiversity within the community and the challenges some students or staff have and how we can overcome them.</p>	



9. Policies for review	<p><u>Equality Policy</u></p> <p>The policy was shared to all for review prior to the meeting.</p> <p>All recommended for ratification at the next FGB Meeting. Action: Governance Professional</p> <p><u>Use of Alternative Provision Policy</u></p> <p>The policy was shared to all for review prior to the meeting.</p> <p>The policy includes an equality annual review and it was agreed to add to the next agenda. Action: Governance Professional for agenda</p> <p>All recommended for ratification at the next FGB Meeting. Action: Governance Professional</p> <p><u>Health and Attendance Policy</u></p> <p>The policy was shared to all for review prior to the meeting.</p> <p>It was discussed that the inclusion that all staff should phone both absence and line manager on a daily basis.</p> <p>All recommended for ratification at the next FGB Meeting. Action: Governance Professional</p>	
10. Staff Absence Report	<p>Ms Fuller presented the staff absence report and it was discussed in detail.</p> <p>The common themes for short term absences was migraines and cold and flu.</p> <p>The long term sickness report was presented showing the number of days lost and Ms Fuller gave an explanation of the reasons for the long term sickness.</p>	



	<p>Going forward Ms Fuller advised that they will continue to monitor any staff reporting mental health and work related concerns.</p> <p>Ms Thomson explained the impact of the short term absences and commended HOFs for taking on additional work and advised of the cost involved of supply staff to cover teaching and raised concerns over the quality of teaching from some supply staff.</p> <p>Ms Fuller presented the new staff wellbeing benefits with School UK Health and informed that staff have provided positive feedback. It was agreed to review in October half term to bring feedback on the impact of the offer.</p> <p>It was noted that supply teaching staff should be included onto the Risk Register.</p> <p>Mrs Smith and Ms Fuller to reschedule a meeting to review Performance Management policy and procedure.</p>	
11. Review Risk Register	<p>This Risk Register was scrutinised in detail.</p> <p><i>Do we record Staff turnover?</i> Ms Thomson advised that currently there are no benchmarking figures available. Ms Thomson advised that Mrs Dean could take this to her next FD meeting to discuss and will provide an update as to whether this could be collated locally.</p> <p><i>Suggestion made as to whether there should be a link governor to meet with Jade to discuss recruitment concerns?</i> Rather than a link governor it was agreed that this could be reviewed by sections in more detail at personnel committee meetings.</p>	
12. Behaviour & Attendance Update	<p><u>Attendance Update</u></p> <p>The school's current attendance is 91.72% with the national average being 91.4%.</p> <p>Mr Eve shared an update on the number of students with high levels of absence and reported that 10</p>	



students have been recommended to receive fines to the Local Authority with 5 students currently on a part timetable.

What impact do you think the Government initiative of fining has had?

Ms Thomson advised that there is robustness in terms of knowing more regarding students missing in education and around those that are being home educated.

Behaviour Update

Mr Eve presented the current suspensions and exclusions report.

The total number of exclusions and total numbers are up in comparison to the same time last year but affecting fewer students.

Mr Eve reported that the SEN students with incidents of exclusions reported and disadvantaged students have decreased in terms of total days lost has reduced from 63% to 49% against the same time last year.

Mr Eve reported on the disruption and defiance behaviour points reported by week for the last time in year groups.

Extra support has been provided to Y8 and this has supported in the reduction of behaviour.

What does that the support look like?

Ms Thomson reported that this is in terms of being visible, Mr Griggs has been supporting the director of learning who has mobility issues by being seen at break and lunch times.

Do we still use external agencies like commander Joes?

Mr Eve responded that there are still interventions in place and Moses is now directly employed by the school to offer support to students.

Have Y7 changed in terms of behaviour?

Ms Thomson reported that they are more confident and robust.



<p>13. Heads Report</p>	<p><u>Staffing</u></p> <p>Ms Thomson updated that they are now coming up to the uncertain time in terms of receiving resignations prior to the end of May deadline.</p> <p>The school are currently recruiting for the following vacancies:</p> <ul style="list-style-type: none"> • Food teacher • Food technician • Film Studies • Maths – interviews due to take place • English – Long term sickness / maternity and another maternity on the way <p>Ms Thomson informed that Shona Fogerty in her new role as HOF for English has undertaken a big task and has shown real leadership and resilience. <i>Action: Mrs Walker-Smith to send a note of thanks from the governors</i></p> <p>Ms Thomson updated that they have successfully appointed a Physics and Engineering Specialist.</p> <p>Ms Thomson advised that a review on how tutors are appointed each year will take place and an update will be given in due course.</p> <p>There is an ECT in Art who will be departing after a year in post.</p> <p>The Engineering teacher was approved a secondment to go travelling. Ms Thomson updated that his teaching time will be covered by teachers who have freed up time following the departure of Y11's for the exam period and study leave and the site assistant who is skilled will also be covering some lessons to support.</p> <p><u>Students</u></p> <p>Concerned for Y11 students in English as there is currently a teacher on long term sickness and are looking at implementing interventions to support.</p> <p>Behaviour is being closely monitored and focus is on parental engagement to support in ensuring behaviour expectations are being met.</p>	
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	<p>Ms Thomson reported good feedback has been received from visitors with how well the values are implemented around the school.</p> <p>240 places will be offered with currently 7 students with an EHCP and there is a healthy continued interest list.</p> <p><u>Misc</u></p> <p>Ms Thomson updated that they have received 2 quotes to installing a second set of gates at the front of the school to improve security. They are looking to make a bid application to help cover the financial cost of installing new gates.</p>	
14. Any Other Business	No items declared	
15. Date and time of next meeting	<u>Thursday 1st May 2025</u>	
16. Close of meeting	The meeting ended at 7.50pm.	

Signature.....

Emma Smith - CHAIR

Chair of the Personnel Committee

Date.....

