

MINUTES OF THE PERSONNEL COMMITTEE MEETING

Held on Thursday 3rd October 2024 at 6.00pm

Present: Doug Eve, James Griggs, Jane Walker-Smith, Annie Thomson, Sharon Roberts, Richard Sullivan, Angie Farrance, Clare Hawkins, Ajay Joshi, Nicky Mitchell

Apologies: Peter Tarry, Emma Smith

In attendance: Jo Wiles (Clerk to the Governors)

1. Apologies for absence	Apologies were received and approved from Peter Tarry and Emma Smith.	
2. Election of Chair/ Vice Chair	<p>The Governance Professional advised that Mrs Smith expressed interest in continuing in the role as Chair.</p> <p>All unanimously agreed Mrs Smith as Chair of the Personnel Committee for the academic year 2024/25.</p> <p>All unanimously agreed Mr Joshi as Vice Chair of the Personnel Committee for the academic year 2024/25.</p> <p>Richard Sullivan agreed to chair the meeting in the absence of Mrs Smith.</p>	
3. Declarations of interest	None were declared.	
4. 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
5. To receive any other business	No items for further business were received.	



6. To receive any correspondence	No correspondence received.	
7. Minutes of the previous meeting	<p>The minutes of the meeting held on Thursday 20th June 2024 had been previously circulated and were approved.</p> <p>A signed copy of the minutes will then be placed in the school file.</p>	
8. Matters arising from the minutes	<p><u>SEND & EHCP Update</u></p> <p>It was agreed to invite Daisy cooper to come in to the school to discuss the current issues. Action: ATN Ms Thomson suggested for the SEND link to come to a meeting in the Autumn Term to review in September and updated that there are currently eight children starting in Y7 with EHCP's in September and that they have been consulted for over eighteen applications.</p> <p>Ms Thomson advised that she will invite Mr Fitzpatrick to attend a future meeting.</p> <p>Mr Eve presented the current SEND numbers for 2024/25 year group. There are currently 7 students with an EHCP with 43 students receiving SEN support.</p> <p>SEMH was the category with the highest number of students.</p> <p>Ms Thomson expressed that the school work hard to try and meet the needs of all students. The school are currently trying to recruit ATs to assist with supporting students and with the growing needs.</p> <p><i>Where do the categories come from, is this from a diagnosis from a doctor?</i></p> <p>Mr Eve responded that they receive from doctors or other professionals, some are private doctor assessments.</p> <p><i>How does the EHCP process work?</i></p> <p>Mr Eve advised that the school receive EHCP from county for students that wish to attend the school</p> <p><i>Is it possible that students with SEN remove their need?</i></p>	



	<p>Mr Eve responded that this is possible but it is more usual that students get a diagnosis whilst at secondary school. Some symptoms are masked when students are younger and these are developed and behaviours are picked up on as they get older.</p> <p><u>Risk Register</u></p> <p>It was agreed to add a point around succession planning in the SEND Department and the expertise, resources and the high risk associated with this. Action: DEE to update This has now been completed.</p> <p><u>Behaviour and Attendance Update</u></p> <p>Ms Thomson informed that data around movers would be interesting to review. There have been 41 students leave Marlborough, largely due to moving country or electing to be home educated. IT was agreed to review the number of students who are new in the last year at the next meeting. Action: Mr Eve</p> <p>Mr Eve presented data for students from 2023 to current which provided a breakdown of reasons for students leaving the school.</p> <p>Ms Thomson reported that those leaving the area is more prevalent following covid and the increase in the cost of living in the St Albans area. The report showed 10 students left school to be home educated.</p> <p><i>Do you know the reasons why people elect for home education?</i></p> <p>Mr Eve reported that parents do often give a reason as to why they choose to home educate and is often around severe anxieties experienced by some students or becomes an option for parents whose children are non-attendees.</p>	
9. To review and agree the terms of Reference for 2024-25	This item will be carried over to the next meeting.	
10. Safeguarding Update		



	<p>Mr Griggs presented the safeguarding report and talked through the categories including Operation encompass and attendance. Mental Health was still the highest concern being reported.</p> <p><i>Does this include students in Y7?</i></p> <p>Mr Griggs responded that this report does not include students in Y7 as referrals are sent as reports.</p> <p><u>Online Safeguarding</u></p> <p>Mr Griggs presented an update on the results from the filtering and monitoring system with 36 concerns received this term but only 2 have needing further investigation.</p>	
11. Diversity and Inclusion	<p>It was agreed to carry this item over to the next meeting.</p>	
12. Policies for review	<p>The following policies were circulated via Governorhub for review prior to the meeting:</p> <ul style="list-style-type: none"> • Children Looked After Policy <i>All unanimously agreed to recommend for ratification at the next FGB Meeting.</i> • CP and Safeguarding Policy The suggested changes were informed and circulated to all prior to the meeting. Mr Griggs reminded all that Emma Higgs is also now a DSL. <p><i>With regards to advising parents of seeing an image of a nude or semi-nude what is the guidance?</i></p> <p>Mr Griggs advised that KCSiE informs to do what is in the best interest of the child and the guidance for this is not to inform parents. Staff would need to make a decision and seek advice as required on a case by case basis.</p>	



Could we carry out an audit on how much time management are taking with managing the new legislation?

It was agreed that analysis would be helpful to monitor and measure the impact. **Action: JGS**

All unanimously agreed to recommend for ratification at the next FGB Meeting.

- **Physical and Restrictive Intervention Policy**

All unanimously agreed to recommend for ratification at the next FGB Meeting.

- **Self-Harm Policy**

It was agreed to name this to the Protection from Self-Harm policy.

All unanimously agreed to recommend for ratification at the next FGB Meeting.

- **Attendance Policy**

Mr Eve advised of the changes following legislation and the shortening of registration times resulting in students being marked as unauthorised.

Mr Eve advised of the changes in fines with students now missing 10 sessions in a 10 week period which takes closer monitoring.

Previously there was more leniency and there is further guidance around on what should not be authorised.

Why does the policy ask for 20 days' notice when much notice is required on a shorter notice period?

Mr Eve informed that there are rare occasions when notice will not be able to be given.

Mr Eve informed the new regulation around penalty changes.

What does that mean for persistent absentees?

Mr Eve responded that this is dependent on a student by student basis and whether the child is ill due to mental health, or if parents are not

JGS



	All unanimously agreed to recommend for ratification at the next FGB Meeting.	
13. Staff Absence Report	<p>A staff absence report was circulated by Mr Eve in Jade's absence.</p> <p>Mr Eve asked for comments on the report and any suggestions on the information that they would like to be included in future reports.</p> <p>The meeting asked to receive a breakdown on gender and age on future reports.</p> <p>Mr Eve shared the action plan for 2024-2025 which includes:</p> <ul style="list-style-type: none"> • New joiners check in within a month of joining. Return to work HR meetings for staff taking more than 5 days of absence. • Leadership programme which will include a session on absence management for coaching middle managers. 	
14. Behaviour & Attendance Update	<p><u>Attendance Update</u></p> <p>Mr Eve presented the attendance data from September 2023 – May 2024.</p> <p>The national average was 90.9% for attendance last year. The school's average was 90.4%.</p> <p>Further work is being carried out for students to understand what attendance looks in terms of a day by day.</p> <p>Mr Eve advised that the current attendance figure is 93.9%.</p> <p>A more detailed report will be shared at the next meeting.</p> <p><u>Behaviour Update</u></p>	



	<p>Mr Eve presented a report showing the number of exclusions year on year.</p> <p>Mr Eve reported that the school do try and provide alternative provision rather than permanently excluding students where possible.</p> <p>Fixed term suspensions were presented, the report highlighted that the total number of days for suspension for the academic year 2023-2024 reduced from 440 the previous year to 387.5.</p> <p>Behaviour for students with SEN was presented which showed a higher number of suspensions received in 2023-2024, Mr Eve also gave the narrative around the data.</p> <p>The reasons for suspensions was presented to all.</p> <p>Mr Eve informed that they will continue to work and look closely to reduce physical abuse carried out on other students.</p>	
15. Heads Report	<p><u>Staffing</u></p> <p>Ms Thomson reported that staff absence was concerning.</p> <p>New head of English has settled in well and has been adapting and covering additional lessons to support absence in the department.</p> <p>Potentially there could be around 15 staff moving on at the end of the year for a variety of valid reasons including retiring, returning to homeland, change of career. Discussions have taken place with heads of faculty to start succession planning.</p> <p>There are lots of new staff on different pathways, apprenticeships, fast tracks and early careers and all require different methods of assessment with is demanding for staff and capacity. There are also some staff that require additional support which is proving challenging.</p> <p>Ms Thomson advised that succession planning is required for SEND department and the school are seeking to recruit a second in department.</p>	



	<p>2 AT's have been recruited to support the SEND department.</p> <p>On average there has been approx. 10-13 of staff absent each day which has caused pressure on covering lessons.</p> <p>Ms Thomson reported that all new appointments are settling in well into the school.</p>	
16. Review Risk Register	<p>The updated Risk Register was available on Governorhub for all to review prior to the meeting.</p> <p>No further changes.</p> <p><i>Mr Eve left the meeting at 7.20pm.</i></p>	
17. Any Other Business	No items declared	
18. Date and time of next meeting	<u>Thursday 14th November 2024</u>	
19. Close of meeting	The meeting ended at 8.30pm.	

Signature.....

Emma Smith - CHAIR

Chair of the Personnel Committee

Date.....

