



MINUTES OF THE PERSONNEL COMMITTEE MEETING

Held on Thursday 16th January 2025 at 6.00pm

Present: Doug Eve, Ajay Joshi, Nicky Mitchell, Emma Smith, Peter Tarry, Jane Walker-Smith, Richard Sullivan, James Griggs, Rebecca Lonsdale, Karen Francis

Apologies: Annie Thomson, Sharon Roberts, Clare Hawkins, Angie Farrance and Jade Fuller

In attendance: Jo Wiles (Clerk to the Governors)

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| 1. Apologies for absence | Apologies were received and approved from Annie Thomson, Sharon Roberts, Clare Hawkins and Angie Farrance and Karen Francis | |
| 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 14th November 2024</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>Safeguarding</u> Website and video seen at the FGB meeting in December. | |



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| | <p>Anti-bullying work to be presented in item 8 – Safeguarding update.</p> <p><u>Policy Schedule</u></p> <p>Mr Eve shared the policy schedule for the Personnel Committee and minor adjustments were suggested. Mr Eve to update and send to Governance Professional</p> <p>It was suggested that other committees create a similar schedule. Action: Mr Eve to discuss at SLT</p> <p><u>Behaviour Update</u></p> <p>SEND meeting still be arranged. Action: Mrs Smith/ Mr Eve</p> <p><u>Heads Report – Staffing</u></p> <p>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</p> <p>Feedback from new starters. Action: Ms Fuller to present at the next meeting.</p> <p><u>Risk Register</u></p> <p>To be completed and reviewed. Questions to be sent to Mr Eve and Ms Thomson prior to the meeting on Thursday 27th February 2025.</p> | <p>DEE</p> <p>DEE</p> <p>DEE/ ESH</p> <p>DEE/ ESH</p> <p>JFR</p> |
| 8. Safeguarding Update | <p>Mr Griggs presented a detailed comparison on safeguarding referrals.</p> <p>Referrals are down from last year, improved understanding of the headings by staff has made a difference.</p> <p>Has information been cross-checked to ensure no lost information with changes in how information is categorised?</p> <p>Mr Griggs confirmed that no information has been lost.</p> <p><i>Does the information on safeguarding include staff?</i></p> | |



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| | <p>Mr Griggs responded that these concerns go directly to Ms Thomson.</p> <p><i>How does this compare to other schools?</i> Mr Griggs responded that the school is similar to other local schools.</p> <p>Mr Griggs informed that our school has been invited to share how we report our information by Children Services.</p> <p>Mr Griggs shared a case study and updated that the students' mental health is the highest concern in numbers reported and suicidal thoughts and self-harm have both increased in concerns.</p> <p>A mental health week has been arranged for 3rd – 7th February 2025 and Mr Griggs shared the schedule which covered a wide range of topics including managing mental health and resilience. Students can choose to sign up to sessions they want to attend.</p> <p>There are spaces for 600 students over the week and arrangements in place for students to see videos of sessions if needed. Videos are being created on topics by our Student Leaders.</p> <p>Follow up survey will take place after the sessions.</p> <p><i>Can governors be involved in the week?</i> 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</p> <p><i>How do we ensure that we are engaging with those we know would benefit?</i> Mr Griggs responded that staff will speak to students they feel would benefit from sessions, all students already receiving CAHMS will not be chased up.</p> <p><i>How many of the 283 concerns logged equate to how many students?</i> Mr Griggs informed that he will find out and bring to the next meeting.</p> <p><u>Antibullying Week</u></p> | <p>ESH</p> <p>JGS</p> |
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| | <p>There were 240 surveys completed by students in their own time.</p> <p>The survey results showed that 92 students would like to participate in a conference scheduled for the end of the Spring Term and discuss the survey in more detail.</p> <p>Students felt that sanctions were not severe enough but agreed that bullying is taken seriously.</p> <p>Students would like to know what happens after a serious incident.</p> <p><i>How many received the questionnaire?</i> Mr Griggs informed that 1000 students received the questionnaire with over quarter responding, mostly from those receiving support and interventions. Most responses received from students in Y7 and Y8.</p> <p><i>Is there a difference between boys and girls by gender assigned at birth?</i> Mr Griggs advised that he would look into this and report back.</p> <p>Mr Griggs informed that the plan for next term is to have diversity conversations and anti-bullying conference.</p> | JGS |
| 9. Policies for review | <p><u>Grievance 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>Support Staff 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>It was agreed for the following policies to be further reviewed by Mrs Smith, Mrs Fuller and Mr Eve.</p> <ul style="list-style-type: none"> • Appraisal Policy | |



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| | <ul style="list-style-type: none"> Grievance Policy Support Staff Probationary Policy and Procedures Pay Policy <p>The committee agreed that once amendments have been made they can then be presented at the next FGB Meeting for ratification. Action: Mr Eve to send updated policies to Governance Professional</p> | DEE |
| 10. Staff Absence Report | <p>The staff absence report and it was discussed in detail.</p> <p>It was agreed that a Menopause policy is not required.</p> <p>All noted teaching staff absences had increased in November.</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> | |
| 11. Behaviour & Attendance Update | <p><u>Attendance Update</u></p> <p>Currently attendance is slightly above the national figure of 92% with the school's target at 95%.</p> <p>Mr Eve explained the notice to improve for attendance under 80% which initiates a letter being sent to parents.</p> <p><i>How many letters have been issued?</i></p> <p>Mr Eve responded that 23 letters have been sent and emphasised that it involves a huge amount of work.</p> <p><i>Does our attendance officer drive and pick students up?</i></p> <p>Mr Eve reported that she did not.</p> <p><i>Is teaching becoming more difficult?</i></p> <p>Mr Eve responded that lack of support and pushback from parents makes it difficult. The national recruitment crisis also creates problems.</p> <p><u>Behaviour Update</u></p> | |



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| | <p>Suspensions are at the same rate as last year, however the number of days of suspension are reduced with a reduction in 90 learning hours.</p> <p>Some students have had multiple suspensions. The use of integration room has decreased particularly for Y10 and Y11 students.</p> <p>There was a 53% increase in behavioural incidents, this is because more staff are reporting incidents following the serious incident last year and Ofsted.</p> <p>Inset day focussing on behaviour was well received and behaviour has improved.</p> <p>Forgotten Chromebooks is the highest recorded, mainly due to warranty running out and broken Chromebooks as a consequence.</p> <p><i>Why is home learning so high?</i> Mr Eve reported that the policy has changed and is now departmental.</p> <p>Home Learning needs to go on Edulink. Action: Mr Eve to review with SLT.</p> <p><i>Do students with no behaviour points get credited?</i> Mr Eve reported that there is a reward assembly.</p> <p>Achievement points were discussed and a suggestion of a 'pinkie' to be given for no negative behaviour points. Action: DEE to refer to SLT</p> <p>Inset Day The PowerPoint was discussed in detail, including the different scenarios.</p> <p>Mr Eve informed that half of students had no behaviour points.</p> <p>Nationally suspensions have increased by 98k.</p> <p>Teachers find chatting the most disruptive whilst nationally the most disruptive was answering back.</p> <p>The consistent approach method was reissued to all staff and 3 request technique.</p> | <p>DEE</p> |
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| <p>12. Heads Report</p> | <p><u>Staffing</u> Head of Food has now been appointed along with a Cover Supervisor and a Second in SEND.</p> <p>The school currently have vacancies for a temporary Engineering Teacher for 1 term and a maternity cover in English.</p> <p>All new teachers are currently settling in well.</p> <p><u>Students</u> Request for freedom of information report from the LA with regard to our number of SEND student requests.</p> <p>Number for next Y7 is 240.</p> <p>Recruitment process for Post 16 has been amended to encourage more Marlborough students to apply for Sixth Form.</p> <p>Currently liaising with Verulam to look at teaching methods used for further progressing boys.</p> <p>Retake results in Maths and English were very good.</p> <p><u>Other</u> The 'Annie Thomson' award for inclusion recommended Adeyfield. This is an initiative created by renowned inclusion specialist Daniel Sobel.</p> <p>Wendy Aylward is leaving sadly at Easter and is not being replaced.</p> <p><u>Admission Arrangements</u> The Admission arrangements for 2025/26 have been circulated to all governors.</p> <p>No changes were recommended.</p> | |
| <p>13. Review Risk Register</p> | <p>No further changes to be made.</p> <p>Will be reviewed in detail at the next Personnel Meeting.</p> | |



