

Staffing and Curriculum Committee Meeting
Minutes of the Meeting held on Tuesday 10th June 2025
at 6pm on Google Meet



Fran Boto (FB)	Co-opted Governor (Chair)	Present from 18:08
Gemma Davies (GD)	Co-opted Governor (Vice-Chair)	Present
Penelope Fox (PF)	Parent Governor	Present from 18:12
Katerina Kelesidi (KK)	Co-opted Governor	Present
David Murden (DM)	Ex-Officio Governor / Headteacher	Present
Fiona Taylor (FT)	Foundation Governor	Absent
Beth Brooks (BB)	Head of School; The Hill campus	Present
Anna Richardson (AR)	Wellbeing; Trans-disciplinary specialist	Present
Rosemary Viggiani (RV)	Governance Professional / Clerk	Present

	Item	Action
1.	<p>Welcome; Apologies for absence and quorum (3)</p> <p>FB was slightly delayed due to technical difficulties logging in; GD opened the meeting at 6:00pm and welcomed all to the meeting.</p> <p>Apologies were received and accepted from Fiona Taylor for personal reasons.</p> <p>Declarations of Interest</p> <p>There were no declarations of interest regarding items on the agenda.</p>	
2.	<p>Minutes of the previous meeting held on 11th March 2025</p> <p>DECISION: The minutes of the meeting held on 11th March 2025 were approved as a true and complete record of the meeting.</p> <p>Matters arising:</p> <p>The actions are recorded and updated in the table at the end of these minutes.</p> <p>FB joined the meeting at 6:08pm; PF joined the meeting at 6:12pm.</p>	
3.	<p>Senior Leader's Report (<i>report circulated prior to the meeting</i>)</p> <p>The Head was thanked for the report. The report was taken as read.</p> <p>Governors commented on how they can see the narrative changing and that it is really encouraging to see the developments; there is now a clear narrative re attainment and it is clear why some year groups are not achieving.</p> <p>On another positive note it is clear that some year groups are performing above expectations and Governors asked for more narrative around that as well. However, it is good to see the highlighting of key points in the report.</p> <p><i>As regards those not achieving e.g. where there had been a bereavement in the family or there was long term sickness, governors asked if the expectations set were too high? Also, what mitigations are in place when a child is identified as vulnerable?</i></p> <p>BB noted that it is difficult to generalise. Where issues are highlighted the report has touched on the reasons. Bereavement has had a significant impact this term. Mitigations are discussed and around the time of the mid-term data drops teachers are able to indicate whether it is likely to turn around. Leaders are now requesting prompt updates. There are some discussions in house regarding cover where a teacher is absent - eg from an STA role; some have been put on teacher training to develop people in house and this will give greater flexibility. There is also more training for the STAs to ensure classrooms run well.</p>	

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<p>Some further training sessions will be held before we break up this year. The Hill are sharing training and good practice with the Park to get consistency across the two campus.</p> <p>AR described the use of the Progress tracker; it is a holistic progress where all staff involved with the class come together to discuss each child in the class; the tracker can see if this is happening or if the child's progress is static. Senior Leader's can note whether the class can support that child; whether we need to look at the way the provision is managed or whether there are other risks that we need to better understand. There is triangulation of all the different reasons.</p> <p>There is real benefit from the different training days. Training is held on Tuesday afternoons after school meaning that the TAs can be there as well. This is really helpful; the training times were moved to allow for collaborative working.</p> <p><i>Governors acknowledged that the Tracker is really helpful and asked for some more information on how it is used? Who owns the process and outcomes?</i></p> <p>AR explained that the manual has coding as to how to use the tracker and how score children. There is a colour system and number referenced to a descriptor; it is different on each campus at present but the school are looking at merging it into one.</p> <p>SLT and wider leadership team with nursing colleagues look at the risks in a meeting and look at the provision. The SLT feed back to the team around the child. The staff team can do the progress part once per term and this involves the whole class team around the child; it is minuted with actions agreed and recorded.</p> <p>This is the first year with data which can then be reported; the school are exploring how to get the information into the Evidence for Learning system. The Tracker is now feeding into the annual review to update parents. It can also be potentially used for reporting to Governors.</p> <p>AR explained how the progress is tracked and concerns spotted early through the colour coding with safeguarding and wellbeing status concerns highlighted in red allowing the school to request early intervention and support for the child at provision meetings.</p> <p><i>Governors thanked the school and noted how the Tracker should be really help the staff to troubleshoot early and improve progress.</i></p> <p><i>Governors asked about the data summary table for educational progress and the dip in KS3?</i></p> <p>BB outlined how there is a dip in KS3 / early KS4 for the Hill campus; this is often linked to puberty and the school will explore more about how this is impacting on learning. The school consistently see solid progress in KS1 and 2 with a dip in KS3 dip where students often don't make fast progress; wellbeing needs must be addressed before learning can progress.</p> <p>AR noted that if the student enters The Hill at secondary (year 7) then they may have been struggling in their previous setting and their needs and family issues will need identifying and addressing.</p> <p><i>Governors asked about the EYFS on the Hill and the staffing?</i></p> <p>BB noted that the EYFS has an amazing teacher this year and is sharing her practice with the other, newer staff. Many staff have benefitted from her experience.</p> <p>The Governors noted the Headteacher's request to approve slightly modified Ethos and Mission and it was noted that this will come to FGB for approval before the end of term.</p>	
4.	<p>Standing Updates: Safeguarding and Attendance</p> <ul style="list-style-type: none"> - Update re reporting from Sleuth and MyConcern - Update on Safeguarding from the School - Review Online Safeguarding audit issued by LSCP / to monitor progress against actions. - Update re Attendance

Item	Action
<p data-bbox="194 206 746 235">– Matters arising for Governors’ information</p> <p data-bbox="194 257 769 286"><u>Update re reporting from Sleuth and MyConcern</u></p> <p data-bbox="194 295 1260 465">The school are doing well with MyConcern; improvements have been made at the Park campus which is now more up to date. Active concerns are classified and cases opened on the day; however there is still need for timely closure. Staff are tending to close cases in bulk on a fortnightly basis so the work has been done but the case has not been closed on the system.</p> <p data-bbox="194 474 1284 712">At the Safeguarding meeting yesterday the behaviour data on Sleuth was reviewed; There are some issues with the data being up to date which is sometimes due to staff being off or a lack of devices – a bid is being made for IT to address this latter point.. However, it is also partly a training need and staff are being reminded that data needs to be logged as soon as possible as a part of a safeguarding reporting. It is making data reporting difficult – and it sometimes is simply a reporting issue. Leaders are looking at monthly data and sending emails where they think it is a reporting issue.</p> <p data-bbox="194 721 1241 750">FT and FB attended the meeting yesterday; FT has requested training and this is in hand.</p> <p data-bbox="194 759 1241 896">FB noted some concerns with the reporting and AR noted that she has reviewed the data and can see anomalies and will be speaking with the Head about the way forward. It was also suggested that there is more 1:1 work with staff who are not reporting to help find a way forward.</p> <p data-bbox="194 904 790 934"><i>Governors asked if AI could be helpful in this area?</i></p> <p data-bbox="194 943 1284 1008">AR explained how Sleuth is used and the reason for adopting it. The issues arise mainly due to staffing issues. She also explained developing a policy on the use of AI can be contentious.</p> <p data-bbox="194 1030 678 1059"><u>Update on Safeguarding from the School</u></p> <p data-bbox="194 1068 1268 1205">AR talked through the assurance meeting held yesterday giving assurance re the processes on each campus. Josh is now coming in to support Meg and there are improvements in escalating quickly, pushing social care; it is helpful to have new joint meetings and they are appreciating the need to work more closely with the school.</p> <p data-bbox="194 1214 1268 1279">Governors who attended felt reassured and had observed rigorous and holistic care for our families. The only are of concerns was with regards to Sleuth as noted above.</p> <p data-bbox="194 1288 1268 1352">FB and FT will visit the school to review the SCR in late June just before the LA safeguarding audit. (Action 40)</p> <p data-bbox="194 1361 1284 1532">AR noted that it is really helpful for the DSLs to have time to reflect and have support; they are realising how challenging the situations are that they are facing. The support service from the LA was commended; the school find that it provides outstanding support for the school – from Hayley Cameron and her team. They are always at the end of the phone at all times of the day and night.</p> <p data-bbox="194 1554 1220 1583"><u>Review Online Safeguarding audit issued by LSCP / to monitor progress against actions.</u></p> <p data-bbox="194 1592 1189 1621">AR noted that the actions required have been received and will be reviewed shortly.</p> <p data-bbox="194 1644 470 1673"><u>Update re Attendance</u></p> <p data-bbox="194 1682 1157 1747">The school’s attendance was outlined noting that the Hill is performing above the benchmarks from the Borough and the national average.</p> <p data-bbox="194 1756 853 1785">The Park is a little below national and borough average.</p> <p data-bbox="194 1794 981 1823">Overall the school is slightly above average in terms of attendance.</p> <p data-bbox="194 1832 1276 1968">The leadership team are reviewing who is best to follow up with parents. At the moment this is the Head of School but it feels inappropriate to contact parents at the Head of School level so early in the process. The main point is for the school to be able to support parents and it is important that this is how parents see it.</p> <p data-bbox="194 1977 1220 2007">Generally the reasons are not a concern but due to known and complex medical needs.</p>	

	Item	Action
	<p><u>Matters arising for Governors' information</u></p> <p>It was noted that a confidential meeting had been held between DM and the Chair of Governors and DM had an action to communicate this back to the relevant parent. It was also noted that there is one open LADO case being managed by DM and JB.</p>	
5.	<p>Policies / papers to approve</p> <p>Policies for review at this meeting and recommendation to FGB for approval:</p> <ul style="list-style-type: none"> - SEND Information Report for Governors - Supporting Students with Medical Needs & Administration of Medicines Policy - Careers Education & Guidance Policy - HR Policies: Staff Grievance; Disciplinary <p>DECISION: The Committee approved the SEND Information Report for recommendation to FGB for approval and publishing on the website.</p> <p>The other policies were not yet available for approval.</p> <p>The Careers Education & Guidance Policy is due for review in the Spring Term 2026.</p> <p><i>For scrutiny and to note HT approval:</i></p> <ul style="list-style-type: none"> - Moving and Handling Policy - Wellbeing (Anti-bullying) Policy - Wellbeing (Behaviour) Policy - Wellbeing (Restrictive Practice) Policy <p>Governors noted that the Wellbeing (Restrictive Practice) Policy replaces the Well-Being (Positive Handling) policy.</p> <p>Governors noted that the Moving and Handling Policy was scrutinised by the PHS Committee and replaces the Policy replaces the Manual Handling and Positioning Policy.</p> <p>The other Wellbeing Policies were last noted by FGB at the start of the 2024/25 year and updated versions will be noted at a future meeting.</p>	
6.	<p>Governor Visits and Training</p> <p><u>Update re Governor visits and training</u></p> <p>Governors are updating their individual training records on Governor Hub. There were no other updates.</p> <p><u>Consideration of Link Governors for 2025/26</u></p> <p>The Chair talked through the change in the school's Ethos, Mission and Values proposed in the Headteacher's report and noted that it would be helpful for the Link Governors to reflect the shift in the four school priorities and link with the new Strategy Plan.</p> <p>ACTION: Chair to bring proposed new Link Roles to the Board on 8th July.</p>	44
9.	<p>Confidential items (to note)</p> <p>There were no items to be recorded in the Part B Minutes.</p>	
10.	<p>Any other business / Dates of future meetings</p> <p>There was no other business.</p> <p><u>Forthcoming Meetings:</u></p> <p>FGB 17th June; 8th July 2025;</p> <p>The meeting closed at 7:45pm</p>	

Signed: _____	Print Name: _____
Chair	Date: _____

Questions asked in advance:

#	Question	Response
Admissions		
1	Please could you outline what data may come out from the focus on end of school outcomes and how this might be presented to governors (pg1)	This was discussed in Item 3 above. The data will be presented in a future report.
2	Has the updated local offer and curriculum pathways been uploaded to the website? (pg2)	AR noted that these are in the final review stages at the moment and will be upload to the new website when released.
3	Any outcomes as yet from the two SEND tribunals? (pg2)	AR stated that the Tribunals have not yet sat. AR explained the process to governors noting that the LA will have already considered each placement and made a decision according to needs, the ability of the provision to meet these needs and the cost effectiveness. The Tribunals will meet to review this decision taking account of the parental preferences and balancing these against whether their setting of choice can meet their child's needs in an appropriate and cost-effective manner and whether their allocated provision can do likewise. The Tribunal will then make a ruling balancing these matters accordingly.
Whole School Monitoring of risk, provision and progress		
4	Ethos and Values have been updates in the HT report	These will need approval at FGB.
5	Have items been added to the risk register (pg4)	DM: No – they are addressed through the audits; they are operational matters and not relating to whole school risk
Outreach		
6	Do we charge for the services that are being offered? (pg4)	Some are funded through Cognus Therapies. Anything over and above our normal offering or specific to an individual child will be funded through the EHCP co-ordinators.
Parent involvement		
7	Parents comms training to staff - intrigued by this - can we have a bit more detail of what this involved and what the outcome has been. (Pg 5)	BB talked through how these matters had arisen and how they had been addressed through helpful, dynamic conversations between school staff and the parents. It was noted that Internal communications are not always as good as they can be and the school are putting in place further training. It has been a very helpful experience for all parties. The same approach will be used in future but in a more planned, co-produced manner – this was undertaken at rather short notice. The school always strive to ensure that communications are good between home and school. Governors thanked the school for such a proactive approach.

#	Question	Response
Safeguarding		
8	When is the safeguarding audit due to take place? (Pg 5)	July 1st
9	Wellbeing practitioners - have we secured these yet? (Pg5)	The job adverts should go out tomorrow to recruit into the roles starting in Sept. Two will be substantive posts; two filled by agency staff.
Hill Campus		
10	Recruitment/sickness of teachers seems to have had a significant impact on achievement. This is a trend we have seen before and note the recognition of a need for more permanent staff. It seems that strong intervention appears to only come into place once the data beings to show a drop - would it not be pertinent, in these cases, to immediately try and bolster the communities affected with a strong STA etc to help prevent a slip in achievements? (Totally understand staffing issues, this question is more around timing of thought around the issues and what the possibilities are in these cases to help prevent drops in pupil achievement).	This was covered in earlier discussions in the meeting.
11	Target setting - how can you mitigate over enthusiastic targets to be more realistic?	This was covered in earlier discussions in the meeting.

Action list

Item	Action point	Who	By when	Update
Actions arising from the meeting of 11 th March 2025				
40	FB also noted the need for her and FT to review the SCR.	FB/FT	May 25	AR reported on the Safeguarding Review meeting on 9/6/25. RD had raised some concerns with regards to the process for DBS checks; whilst Ofsted had been happy with their review a couple of points had been raised by audit but, overall the school are content that the process is fit for purpose. AR will have a further discussion with Hayley to seek her advice. FB and FT will visit before the Safeguarding audit on 1 st July. Action remains open
41	BB / JB to explore how other Special Schools manage absence and requests for holidays in term-time.	BB / JB	May 25	The school have spoken with other settings and the advice remains the same. The process may change as an initial follow up by the Heads of School may feel intense for parents. It was noted that legislation does provide some support for the premise that some children with SEND have needs that make it difficult to secure appropriate equipment and accommodation in peak holiday season. Action closed.
42	AR to circulate to the Governors information about the actions arising from the Safeguarding Audits and progress towards them.	AR	July 25	The school are awaiting the July 1 st Audit and will circulate the action plan at that point. An update was given on progress against actions from the previous safeguarding audit. These included: <ul style="list-style-type: none"> - Training records to be kept for individual members of staff from September 2025. - Action re fire evacuation procedures has been completed - Safeguarding policy: the information is now included - Safeguarding tips will be provided in staff weekly briefings As regards the audit the school was fully compliant with some "even better if" improvements recommended. AR will share the Audit Update with Governors. Action remains open

Item	Action point	Who	By when	Update
43	AR to present the following documents for FGB approval: <ul style="list-style-type: none"> - <i>SEND Information Report for Parents</i> - <i>Supporting Students with Medical Needs & Administration of Medicines Policy</i> - <i>Wellbeing Policies – Anti-bullying; Behaviour and Restrictive Practice</i> 	AR	25/03/25	See Agenda item 5; The SEND Information report has been updated and will go to FGB for approval; the policies spreadsheet will be brought to FGB before the end of term. Action closed.
Actions arising from the meeting of 10 th June 2025				
44	Chair to bring proposed new Link Roles to the Board on 8 th July.	GD	8/7/25	