

Staffing and Curriculum Committee Meeting PART A
Agenda for the Meeting to be held on Wednesday 22nd February 2023
at 6pm at the Sherwood Hill Campus



Eileen Bone (EB)	Foundation Governor (Chair)	Present	
Fran Boto (FB)	Co-opted Governor (Vice-Chair)	Present	
Gemma Davies (GD)	Co-opted Governor	Present	
Claire Hadcocks (CH)	Co-opted Governor		Absent
Vajeha Haq (VH)	Parent Governor	Present	
David Murden (DM)	Ex-Officio Governor / Headteacher	Present	
Harriet Nicholson (HN)	Staff Governor	Present	
Natalie Taylor (NT)	Associate Member		Absent
Anna	Assistant Headteacher		Present
Rosemary Viggiani (RV)	Clerk		Present

	Item	Action
1.	<p>Welcome; Apologies for absence and quorum (3)</p> <p>EB opened the meeting 6:00pm and welcomed all to the meeting. Apologies were received and accepted from CH for personal reasons. No apologies were received from NT.</p> <p>ACTION: RV to liaise with CH and NT with regards to her participation.</p> <p>Declarations of Interest</p> <p>There were no declarations of interest regarding items on the agenda.</p>	19
2.	<p>Minutes of the previous meeting held on 16th November 2022</p> <p>DECISION: The minutes of the meeting held on 16th November 2022 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>	
3.	<p>Headteacher's Report (report circulated prior to the meeting)</p> <p>The Head was thanked for his report.</p> <p>It was noted that the report was later than planned due to capacity issues in the senior leadership team. The Head apologised for its delay.</p> <p><i>Governors asked a range of questions including:</i></p> <p style="padding-left: 20px;"><i>Page 4: with regards to the individual in the senior role stepping back, was this due to a lack of training and support or something in their life outside of the school?</i></p> <p style="padding-left: 20px;"><i>What is the balance of in-house and external training?</i></p> <p>In the ensuing discussion, the impact of workload on staff wellbeing was discussed; this also relates to the proposals put forward for Friday afternoon closure to students as recorded below which would also have a positive impact on addressing staff training needs.</p> <p>PLP Data: (pages 3/4) The PLP data was reviewed noting that a more meaningful set of data is now being produced, supporting a more holistic approach and allowing the senior team to triangulate the data. The spreadsheet illustrates where children are progressing in their levels of support and wellbeing etc. This analysis will also help the discussions with the Local Authority (LA), demonstrating the challenges in providing the additional support required for the high needs students with regards to capacity and flexibility. It supports the ongoing dialogue with regards to the shortfall in therapy support.</p>	

Item**Action**

The Gatsby Benchmarks were discussed and Governors thanked the Head for the robust evidence provided with regards to the evidence for learning – good evidence. (Page 6)

Staff training / CPD was discussed and Governors congratulated the school on the significant amount of training provided. The aspiration to be more progressive with training to support the school's mission to be "Breaking the Mould" was supported but the challenge of running the training required over and above the mandatory training requirements was recognised.

AR confirmed that most training is provided in-house although external training is used where essential – for example to support the move away from using TeamTeach. Train the Trainer is used where possible to increase capacity and get best value for money.

There is great complexity in managing the training created by staff turnover with new staff requiring training. However, as the school is finally catching up re recruitment and student numbers stabilise the situation is becoming more sustainable. The challenge has been managing through the past seven years of growth with the increasing staff requirements; the coming year will be the first for some time with no growth - the school will only be filling vacancies, not recruiting additional staff.

Recruitment is working well in terms of matching personalities and there is a continual, persistent endeavour around training particularly supporting skills around self-regulation. However, in terms of staffing the ongoing issues in the support area is holding the school back. These are in the process of being resolved.

A new model of leadership is in place on the Hill on temporary basis to create middle leadership capacity, giving more time out of classroom and creating three mini-schools on the one campus; the senior team are helping and supporting these leaders. The aim is to move out of continual fire fighting. It was noted that this will require some changes to the financial model but it will free up time for senior leaders whose role becomes coaching and mentoring. There is the need to find more teaching capacity but it feels like the problems are being addressed. There is also some movement at the Park campus with more details to come.

As regards safeguarding, AR is moving away from this area, handing over to the deputy heads; supporting colleagues. There are different needs / training on each campus.

It is helpful that there is now more data available allowing all the DSLs to be closing and opening the cases and using the appropriate categories. There are a few things to iron out but the reports can now be more flexible, pulling reports off in different formats.

Update re Uniform (Action 7)

This action is ongoing; the consultation on changing the uniform is planned but not yet a priority given the current uniform requirements.

Update re HR Statistics e.g. vacancies (Action 8)

See above

Update re staff wellbeing (Proposal re Friday afternoon closure to pupils)

A paper was circulated prior to the meeting.

This is recorded in the Part B Minutes.

Review of effectiveness of PP Funding

The paper regarding PP funding was available prior to the meeting.

Governors thanked the school for a very informative document; the information within this should be very helpful to governors prior to Ofsted.

The document included the spend for last year and predicted spend for this year.

In the following discussion a number of matters were discussed including the loss of art therapy and the introduction of rebound therapy.

Item	Action
<p><u>Admissions</u></p> <p>It was noted that this is the first year that the school have been managing admissions with the high needs block funding model. In keeping to the funding model the school have been having problems as they have been unable to allocate the students into the class they should be in. The school are planning to meet with Sutton to discuss the high level needs block funding.</p> <p>The number of children needing places has never been higher. The school currently have three places at the Park and four places at the Hill but the LA have asked the school to consult on more than double these numbers. There have also been enquiries from other Boroughs.</p> <p>There are no external students in the secondary intake this year and it was noted that the level of complexity will get worse.</p> <p>There are a number of new students on both campuses – in year leavers and one out of area move; the school are increasingly working with other schools to make swaps to better meet students' needs.</p>	
<p><u>Staff Wellbeing</u></p> <p>This is recorded in the Part B Minutes.</p>	
<p><u>Pupil Wellbeing / Building Work</u></p> <p>The Hill campus is currently full and has no further space available.</p> <p>A number of bids for funding to support students have been made e.g. for sensory seating; rocker chairs etc. These can now be made available across the school.</p> <p>Wheel chair access is being reviewed.</p> <p>The Hydropool is closed and it is hoped that this can be reopened in the new three-storey extension along with a gym and library. The new kitchen will also provide meals bespoke to the students' needs.</p> <p>This will impact on the wellbeing of both staff and students.</p> <p>Governors asked a range of questions regarding the planned extension including questions as to whether this will take away from the outside space available and whether there can be other advantages e.g. with regards to solar panels?</p> <p>It was confirmed that the outside space will not be affected as the building will be on land not currently used by students.</p> <p>ACTION: AR to raise the question with regards to solar panels with Karen.</p> <p>It was noted that students will be accessing the building from the field at the back which we currently don't have access to; a more significant issue will be the noise during construction.</p> <p>At the Park, the new structures at the rear of the school will only be accessible through the playground. Again there will be some impact that needs managing.</p> <p><i>Governors asked if the noise will be an issue for autistic children? Could this lead to resistance in attending school?</i></p> <p>AR said that they have been discussing the noise issues and how to minimise the impact. Ideally the noisiest activities will be the laying of foundations and this can be carried out over the summer. Other noisy work can then hopefully be managed at other times e.g. over half-term. They are big projects – not summer holiday projects – but there will be a significant long term benefit to the school.</p> <p>The Post 16 area will be most affected and the school are working on timetables to synchronise with the work – students will be out of school for half of the day and this will minimise the impact.</p>	<p>20</p>

	Item	Action
4.	<p>Standing Updates: Safeguarding and GDPR</p> <p>DM updated Governors with regards to a serious incident that had occurred about a month ago; whilst informing them that the incident had occurred he was careful not to provide specific details in case governors might need to be involved in related processes in the future. However, he noted that all the compliance elements had been dealt with and all the necessary people informed. Managing this through had taken a lot of leadership time and involved re-writing some of the policies and holding meetings with parents.</p> <p>ACTION: EB, as safeguarding governor, to liaise with AR and DM with regards to the serious safeguarding incident.</p> <p>The extensive amount of time required from members of the senior team reflects the fact that the school does not have a Safeguarding Officer – a situation that is not sustainable. There have also been a number of low level incidents requiring leadership time; the school will explore whether there is any additional funding that can be accessed from the LA. There is also a need to further develop skills in a wider base of middle leaders. My Concern can now provide good reports of the number of incidents by category. It is a complex system and there is the need to categorise older cases; the school are still working through the anomalies. AR had provided a sample report. The question is how best to categorise incidents. Reports can be provided to governors on a termly basis and the most useful formats need definition.</p> <p>ACTION: EB/FB to meet with AR to review the information available from My Concern and SLEUTH to identify the information that would be most helpful on a regular basis. To report back to the next meeting.</p> <p><i>Governors asked about the report presented and, in particular with regards to the “near miss” category of incidents.</i></p> <p>AR explained some of the potential “near misses” and how they often lead to improvements in buildings or processes. e.g. the introduction of an “airlock” at the Park campus to minimise the risk of children exiting the building.</p> <p><i>Governors asked about the number of concerns – in particular the 172 wellbeing concerns?</i></p> <p>The range of concerns were discussed and the challenge of managing the number of concerns on a daily basis was recognised. This all increases the amount of senior leadership time required to manage safeguarding issues. Similar patterns are being seen across the Borough with an increase in wellbeing and anxiety since Covid.</p>	<p>21</p> <p>22</p>
5	<p>Policies for review and recommendation to FGB in December 2022</p> <p><u>Wellbeing (Behaviour) Policy</u></p> <p>DECISION: The Wellbeing (Behaviour) Policy was noted as still being in date and deferred to the next meeting.</p> <p>ACTION: The Wellbeing (Behaviour) Policy to be updated for the next S&C Meeting. The staff wellbeing policy is also due for review.</p> <p>To note: (HT Approval)</p> <ul style="list-style-type: none"> - Equality Policy and PSED report – FOR FGB 29th March ACTION - Wellbeing- Positive Handling - Wellbeing- Anti-bullying <p>ACTION: The Equality Policy and PSED report to be presented to FGB on 29th March 2023.</p>	<p>23</p> <p>24</p>

	Item	Action
6	<p>Presentation</p> <p>The presentations were deferred to future meetings.</p> <p>ACTION: DM to arrange presentations to FGB and/or S&C on Literacy and Communications and Target Setting and Assessment</p>	25
6.	<p>Governor Visits and Training</p> <p><u>EB to report back re Safeguarding Visit / SCR Review (Action 5)</u></p> <p>It was noted that FB had a virtual call and also met Steve in school in December to review the SCR. There were no matters to raise following these meetings.</p> <p>DM reported that Sylvia is now leading on the SCR and she is ensuring that it is up to date.</p> <p><u>Training undertaken and learning points arising:</u></p> <p>A record is kept of governor training.</p>	
10.	<p>Confidential items</p> <p>It was agreed that the item on Friday afternoon closing should be recorded in the Part B Minutes.</p>	
11.	<p>Any other business / Dates of future meetings</p> <p>There was no other business.</p> <p><u>Forthcoming Meetings:</u></p> <p>Finance: 8th March 2023; 26th April 2023</p> <p>FGB: 29th March 2023; 24th May 2023</p> <p>Premises, Health & Safety: 3rd May 2023</p> <p>Curriculum and Staffing: 14th June 2023</p> <p>Strategy Day: 21st June 2023</p>	
	<p>The meeting closed at 8:04pm</p>	

Signed:		Print Name:	FRANCES M. BOTO
Chair		Date:	14/6/2023

Action list

Item	Action point	Who	By when	Update
Actions arising from the Meeting of the 21st October 2021				
1.	To agree membership of a working party to sample risk assessments	EB	May 23	BB explained the work that has been undertaken updating the format to the new Sutton template; there is a need for training for teachers EB to pick up this up further in the Summer Term
Actions arising from the meeting of 9th February 2022				
5.	EB to liaise with Karen Cunningham re a visit for an SCR review.	EB	March 22	FB noted that she is meeting Steve and Simon at the end of next week. Fran came in before Christmas; EB to do one this term Action ongoing
7.	DM to report back to the next meeting re Uniform.	DM	Spring 23	Ongoing – push back to the Spring Term
Actions arising from the meeting of 17th May 2022				
8	DM to include percentages within the HR statistics e.g. re vacancies.	DM	Spring 23	To be included in future SLT reports Action ongoing
9	AR to share Sleuth reports on an ongoing basis including factors such as how often restraint is used, injuries to staff and students etc. Governors are invited to define what they would like to see included in these regular reports.	AR	Spring 23	DM will include information as an appendix to his headteacher's report in the spring term. This will link well with the revised format for the SDP and key goals. Action remains open.
10	AR to provide anonymised reports for governors from both My Concern in the new academic year. Governors to confirm what is needed from the report. (c/f action 9)	AR	Spring 23	For the agenda at a future meeting with a Safeguarding item on the agenda; action ongoing
Actions arising from the meeting of 16th November 2022				
15	Beth to check links between the developments with Literacy and Communication and the school's Accessibility Plan.	BB	Spring 23	Action completed and closed.
16	To put a further session regarding target setting and assessment to explore this further in a future meeting.	RV	By July 23	See action 25; action closed.
17	DM to speak with SL re the need for, and appropriate approach to, consultation for the Pay Policy.	DM	Dec 22	Confirmed consultation was not required; action closed



Item	Action point	Who	By when	Update
18	CH / RV / DM to work towards the SEF being approved at the FGB.	CH/RV/DM	Dec 22	The SEF was approved at FGB; action closed
Actions arising from the meeting of 22 nd February 2023				
19	RV to liaise with CH and NT with regards to her participation.	RV	Mar 23	
20	AR to raise the question with regards to solar panels on the new extension with Karen.	AR	Mar 23	
21	EB, as safeguarding governor, to liaise with AR and DM with regards to the serious safeguarding incident.	EB, AR, DM	asap	
22	EB/FB to meet with AR to review the information available from My Concern and SLEUTH to identify the information that would be most helpful on a regular basis. To report back to the next meeting.	EB; FB; AR	May 23	
23	The Wellbeing (Behaviour) Policy to be updated for the next S&C Meeting.	AR	June 23	
24	The Equality Policy and PSED report to be presented to FGB on 29 th March 2023.	DM	Mar 23	
25	DM to arrange presentations to FGB and/or S&C on Literacy and Communications and Target Setting and Assessment.	DM	June 23	

