

**THE GOVERNING BODY OF HIGHBURTON CE (VC) FIRST SCHOOL**

Minutes of the meeting of Staffing and Welfare Committee held at 7pm at the School on Wednesday 6 March 2019

Present:

Mrs Gaynor Leadbeater, Mrs Emma Noke (Chair), Mrs Susan Middleton, Mrs Sue Wimpenny

In Attendance

Mr Chris Berridge (Minute Clerk)

The meeting was quorate.

<b>Agenda Item</b>	<b>Discussion and Decisions</b>	<b>Action – who / by</b>
1.	<p><b>Apologies for absence and Declaration of Interest</b></p> <p>There were no apologies for absence and no declarations of interest.</p>	
2.	<p><b>Notification of items to be brought up under Any Other Business</b></p> <p>The following items were notified for discussion under Any Other Business:</p> <ul style="list-style-type: none"> <li>a) Manual Handling Policy</li> <li>b) Safeguarding Questionnaire</li> <li>c) Year 3 Teacher</li> </ul>	
3.	<p><b>Minutes of the meeting held on 14 November 2018</b></p> <p>RESOLVED: That the minutes of the Staffing and Welfare Committee held on 14 November 2018 be approved and signed by the Chair as a correct record.</p>	
4.	<p><b>Matters Arising</b></p> <p>Governors reviewed the actions listed in the Minutes of 14 November and confirmed that all had been completed.</p>	
5.	<p><b>School Improvement Plan (S.I.P.)</b></p> <p>The Head Teacher discussed SIAMS development and advised the meeting that a SIAMS Training Inset day took place on 7 January 2019.</p> <p>Mrs Emma Noke advised the meeting that she had reviewed the S.I.P in relation to actions required by the Staffing &amp; Welfare Committee governors.</p> <p>Mr Booth advised that he was working on development of monitoring tasks for the S.I.P. which will go to staff management for approval and</p>	

	<p>then feedback on these would be given at the next meeting of the Full Governing Body.</p> <p>The Head Teacher discussed that having a 12 month monitoring schedule would make things easier for subject leaders and gave the examples of book scrutiny, lesson observations and monitoring of science resources as all being included in the monitoring schedule. Training for staff if required would be provided.</p>	
6.	<p><b>Policies</b></p> <p>The Head Teacher advised that the school was now using control compliance tracker software which had identified four policies for review. The Head Teacher confirmed that the policies in question were all standard Kirklees policies, adapted to suit Highburton CE (VC) First School as necessary.</p> <p><b>Question:</b> Are the policies available on the school website?  <b>Answer:</b> Yes, on the hidden page currently and once approved they will go on the main website.</p> <p>The Head Teacher distributed the policies which needed review and approval.</p> <p><b>Question:</b> How many staff are trained in manual handling?  <b>Answer:</b> The policy refers to Children with a Disability. There is another policy 'Physical Restraint' and there are 7 staff trained in Team Teach techniques.</p> <p>RESOLVED: That the Whistleblowing Policy, Equality Policy, Accessibility Policy and Plan and the Manual Handling Policy be approved.</p>	
7.	<p><b>Staffing</b></p> <p>The Head Teacher discussed EYFS staffing and advised that there was currently a teacher and a full-time ETA to cover 3 outdoors shared areas. There was also a voluntary girl in Reception who would cover one of the shared areas.</p> <p>The Head Teacher advised governors that additional cover was required for 3 mornings per week and was therefore seeking approval of the appointment of cover for 3 mornings per week until July 2019 with a total budget cost of £4,920.</p> <p>This provision would mean that only 2 of the 3 shared outdoor areas would be covered on 3 afternoons per week.</p> <p>The Head Teacher advised that it may be possible to provide cover using the existing ETA and that she would discuss with Kirklees Human resources to clarify if the vacancy could be only advertised internally.</p>	HT

	<p>RESOLVED: That the Staffing &amp; Welfare Committee approve, in principal, the appointment of additional support for the outdoor shared areas.</p> <p>The Head Teacher advised that the teacher currently covering maternity leave would be leaving on 20 March, 2019 to teach at Shepley. The Head Teacher advised that half a term notice should officially be given but she was happy to approve as this was a good opportunity for the teacher.</p> <p>The Head Teacher discussed plans for covering the shortfall which were agreeable to governors.</p> <p>The Head Teacher would write to parents to advise them of the staffing changes.</p> <p>The Head Teacher briefly discussed class numbers and advised that there were only 2 vacancies in the whole of the school.</p>	<b>HT</b>
8.	<p><b>Monitoring / Governor Visits</b></p> <p>Mrs Sue Wimpenny had conducted a Safeguarding visit to the school and would write a monitoring report to reflect this.</p>	<b>SW</b>
9.	<p><b>SIAMS</b></p> <p>The Head Teacher discussed the SIAMS Training day and advised that there were 7 sections of SIAMS monitoring to consider. Members of the school management team had each been allocated 1 or 2 of these sections and were being asked to take responsibility for populating the SIAMS self-evaluation.</p> <p>Once this had been completed, the SIAMS self-evaluation would be shared with governors who would be asked to input their information to each of the sections.</p> <p>The Head Teacher advised that the next SIAMS inspection was not due until 2022 and it was currently thought that changes to the Ofsted inspection process would also be reflected in changes to the SIAMS inspection process.</p>	
10.	<p><b>Any Other Business</b></p> <p>a) <u>Manual Handling Policy</u></p> <p>The Manual Handling policy had been approved (Minute 6 refers).</p> <p>b) <u>Safeguarding Questionnaire</u></p> <p>The Head Teacher distributed a pupil Safeguarding Questionnaire and some of the pupils' responses from Reception through to Year 5.</p> <p>Governors read the responses with great interest.</p>	

	<p><b>Question:</b> Are the pupils aware of the current issues in the school grounds occurring out of school hours?</p> <p><b>Answer:</b> Yes, class teachers have explained to the children but stressed that the events have occurred in the evenings so the children are not directly affected.</p> <p>The Head Teacher explained that the shelter had now been removed and a removable awning would be used instead.</p> <p>The Head Teacher had been in discussion with the police who were initially slow to respond. Shelley College had taken the issue very seriously as some of those identified as being involved were pupils at Shelley College.</p> <p>The Head Teacher advised that the neighbourhood police officer had been patrolling during the evening.</p> <p>c) <u>Year 3 Teacher</u></p> <p>This item had been discussed and agreed (Minute 7 refers).</p>	
11.	<p><b>Date(s) of Next / Future Meeting(s) and Possible Agenda Items</b></p> <p>The next meeting of the Staffing &amp; Welfare committee will be at 5pm at the school on:</p> <p>Wednesday 5 June 2019</p>	
12.	<p><b>Agenda, Minutes and Related Papers – School Copy</b></p> <p>RESOLVED: That no minute, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	