

Minutes of the Staffing and Professional Development Committee
held on Monday 20th November 2017
at Warblington School

Present:	CC – Miss C Chambers HCM – Dr C McMurray JV – Mrs J Vincent	Staff Governor * Community Governor and Chair Headteacher*
Apologies:	IC – Cdr I Crabtree PF – Mr P Freed KG – Mrs K Gunn	Community Governor and Vice-Chair Co-opted Governor Community Governor
In attendance:	MT – Mr M Turner JL – Mrs J Lowe JW – Mrs J Wood	LA Clerk Assistant Headteacher * Assistant Headteacher *

* member of staff

Quorum is 3 (half appointed Governors rounded up)

Meeting opened at 5:19 pm

- Welcome and apologies
Noting apologies as above HCM welcomed everyone to the meeting.
- Declaration of Pecuniary Interests
No new declarations were made.
- Minutes of previous meetings
Acceptance of the minutes of the meeting on 12th June 2017 were proposed by CC, seconded by JV and agreed.
- Action Report
There were no actions from the last meeting.
- Cycle of business matters.
 - MoPP (Manual of Personnel Practice). This Committee acknowledged approval of the MoPP during the FGB on 27th September 2017.

- b. Pay Review Committee. HCM confirmed the Pay Committee met to complete annual teaching staff reviews. The financial implications were noted at the Finance & Site Committee meeting (14th November 2017). He confirmed that targets for 2017-18 were also affirmed. In line with LA guidance, processes for other pay reviews are in hand.

6. Headteachers and Leadership Reports

JV led Governors through the papers circulated prior to the meeting:

- a. Staffing. JV confirmed that the school has successfully recruited to every advertised teaching position, meaning the teaching staff would be at full complement from January 2018. Staff joining in September are adjusting well into the school and our systems. The position of cover supervisor was set for interview, but with the late withdrawal of a candidate it was not felt appropriate to continue meaning it will shortly be readvertised. In terms of staff sickness & absence, the summary circulated shows the levels of staff sickness over recent years; the cases of long term sickness have now been resolved. Recently these have been inflated following longer term medical issues and bereavement leave.

QUESTION: With the financial pressures and the consequential increased class sizes and need to cover colleagues or different subjects must have an impact on staff morale? ANSWER (JV): The staff survey will help provide greater clarity to the overall picture, but my observations is that the pressures are be having an impact on morale, but this is currently small and hopefully recruitment and pupils settling into the school again will reduce this aspect. That stated we know the NFF will impact this school, so the financial pressures will remain.

COMMENT (CC): Acknowledging that morale is a little lower linked to the these issues we must also acknowledge that the Autumn Term is often regarded as the hardest term with new pupils starting, staff resettling after the summer break, early nightfall and similar factors also having an impact.

COMMENT: Having sat on some of the recent interviews I was greatly impressed with the candidates and consequential appointments.

COMMENT: Staff here are strongly dedicated to pupil learning and show huge commitment.

JV commented on the learning walk, noting that it allowed an opportunity to observe and provide valued information about the way the school is operating.

- b. Inclusion/Seclusion/Exclusion. The high numbers of pupils with recorded SEN issues requiring this level of intervention was noted; JV advised that this is being reviewed to ensure that learning is accessible to all pupils and that this is not a trigger. The key message to staff remains differentiation in teaching, not separation. It was noted that these interventions impact on staff differently, but is another pressure.

QUESTION: Do you see positive consequences after strong intervention?

ANSWER (JV): There is progress for some pupils, but generally it is a process that takes time.

QUESTION: Can you comment on the Year 7 cohort? ANSWER (JV): They are an interesting group of individuals with many struggling to adjust into secondary school life, something we noted on the transition papers. There are fewer “more and most able” pupils and the vast majority within the average band. However there is also a proportion who are below ARE (Age Related Expectation).

c. Subject update – PE and Performing Arts.

COMMENT: I found this a good and helpful summary, well linked to the SIP.

COMMENT: At the recent student voice pupils were extremely respectful of each other and their views. They all made clear their thoughts and thinking processes, making the time positive and enjoyable.

- d. Teaching and Learning. It was noted that 84% of lessons were good or outstanding. JV confirmed with teaching staff receiving support, their consequential monitoring inflates the data. Allowing for other factors (for example NQTs), this represents a secure base from which to grow. English and maths lessons are now fully embedded with the new maths leader bringing experience to the team. One science teacher is new to teaching so as they adapt they are developing skills to share their secure and clear knowledge with pupils. Humanities remains the major area where formal support for staff is required; this is now at a lower level than previously but still available to secure their development. CPL is still strong throughout the teaching staff, but with many taking different roles within the six aspects for their personal development. This also ensures existing skills are utilised and shared. Book scrutinies for Year 8 and Year 9 are targeted at pupils with different abilities/issues, this will help ensure policies are being followed and create an overview of departments and pupil development. Pupil progress meetings are developing the end of year achievement targets.
- e. Pupil attendance. Across the school this is now at 94.4%, with Year 7 pupils leading the way at 97.2%.

QUESTION: Are we seeing any impact following the Parliamentary Review?

ANSWER (JV): At the potential parents evening, there were a number of parents making reference to it. We see it as part of our process to share the good work exhibited here. It has also been recognised by senior staff within the LA as well as our local MP.

- f. Events. Year 8 pupils raised a commendable £844 for Children in Need which shows great community engagement. As part of the anti-bullying week a Year 10 tutor group wrote a song which was enjoyed by many pupils. They have expressed the desire to perform the song to the whole school at an assembly.

g.

7. School Improvement Plan

COMMENT: The new version still contains valuable information and data but is far more accessible and understandable than previous versions.

JV commented the review of SEN around the school is beginning to have an impact with staff developing skill in differentiating work in their classrooms. She added that Ed Whiffen is now concentrating on a similar piece of work looking at the pupil premium cohorts.

8. Policies

Updated policies had been circulated.

COMMENT: When looking at the data it becomes very apparent that this school is highly white British, something we know to be true within our locality and so bear in common with other local schools. That stated it is of note that increased numbers of pupils from other races and/or nationalities attend this school and are equally valued.

Noting the circulated policies remain based on LA standard versions and with comfort from the observation above, the following policies were approved:

- Equality objectives
- Restrictive physical intervention
- Student teacher training policy

9. Next meeting matters

a. Agenda items. In reviewing the annual cycle of business and assessing the impact of this meeting it was agreed the next meeting should include consideration around staff morale, CPD, the impact of PAN and NoR on staff and exclusion/inclusion/seclusion data.

b. Dates.

Autumn Term:

- HTPM 21st November 2017 (time to be agreed within the committee)
- Pay Review 22nd November 2017 at 4:45 pm
- FGB 22nd November 2017 at 5:15 pm
- XGB 30th November 2017 at 5:15 pm

Staffing * Professional Development:

- 5th February 2018 at 8:00 am
- 11th June 2018 at 5:15 pm

The meeting closed at 6:19 pm.