



**Minutes of Student & Staff Well-Being
Monday 29th February 2016 – 6pm**

PRESENT

NAME	POSITION	PRESENT	APOLOGIES	ABSENT
Mrs A Martin (AMA)	Executive Headteacher	✓		
Mrs H Baker (HBA)	Chair	✓		
Mr S Bembridge (SBE)	Staff Governor	✓		
Mr I Phillips (IPH)	Parent Governor	✓		
Mrs C Ward (CWD)	Parent Governor	✓		
Mrs J Hart (JHA)	Community Governor		✓	
Mr M Betteridge (MBE)	Old Trust Governor		✓	
Revd. G Pond (GPO)	Church Appt Governor			✓
Mr S Garrity (SGA)	Head of Academy	✓		
Mrs L Key (LKE)	Business Leader	✓		
Mrs B Humphrey-Lewis (BHL)	Assistant Headteacher	✓		
Miss S Bhogal (SBH)	Clerk	✓		

SBE and RTU have swapped committees. RTU will now attend Resources meetings and SBE will attend S&SWB meetings.

PRESENTATION:	Dan Hallsworth (DHA) & Di Evans (DEV)
TIME:	6pm
SUBJECT:	Mental Health

DHA, Progress Leader KS3 (Cokayne) and DEV, Curriculum Leader for Behavioural Science were in attendance to present to Governors.

A short video was shared with the committee highlighting the importance of recognising mental health issues and how these issues had grown over the past two years.

Key points from the presentation

SEMH (Social, Emotional Mental Health) now encompasses mental health, we have a growing problem nationally. Referral can take anything up to 3 weeks.

One in 10 children aged 5-16 have a diagnosable mental health disorder – making that 3 in every class. 1/12 to 1/15 deliberately self-harm, and 80000 young people suffer from depression.

DEV explained that during the 'Teenage Brain' presentations on the 'Countdown to Success' evening, highlighted that students were finding it difficult to deal with stress.

DHA explained that as QEGS moves from a single academy trust to a multi-academy trust (MAT), they seek to provide comprehensive mental health provision both within school and with the group of schools and academies in the MAT. Raising awareness and reducing the stigma with regard to mental health issues across all year groups remains a priority.

The aim is to offer all students; counselling, support mentors, nurture groups, mindfulness, grandmentors, advice mentors, mental health self-help resources and mental health first aid. Dan then explained what each of these services meant and explained how these would be provided.

It is hoped that the impact of these will; increase attendance, remove barriers for achievement, improve behaviour, reduce staff sickness, boost wellbeing, create opportunities and enhance the life of our students.

DHA & DEV explained that to achieve this they would need:

- Funding for self-help and mindfulness resources and relevant CPD;
- Allocation of time for training in the INSET schedule;
- Allocation of time in timetable for nurture groups;
- Funding for mental health first aid training;
- Green light for grandmentoring, support mentors and advice mentors;
- Mental health champion status.

Governors asked whether the self-harm figure was a national statistic. DHA explained that this is a huge number, however this figure is only reflective of the cases we are aware of.

Governors asked if there were any courses that were funded. Currently the NHS is funding a short term course for students aged 16+, they can see 5 students at any one time (which we could offer in our medical room) there is no record of this taking place in any other school at the moment, we can either refer a student or a student can self-refer. They have also suggested focus groups to alleviate exam pressure. As this is funded by the NHS, there is no cost to QEGS.

IPH arrived at the meeting at 6.25pm

BHL reminded Governors that nationally this subject is very important, it is high on the Governments agenda, there have been background cuts to services and a radical rethink is needed. Schools are required to do more, and these services need to be provided in school, it is important that we can demonstrate what we are doing.

The Executive Headteacher asked DHA and DEV to arrange a meeting to see her and the Business Leader with a breakdown of costs and economies of scale. It is a very good idea to have the expertise in house.

The Chair thanked DHA and DEV for their presentation, and asked if they could come back in the autumn term with feedback. The Committee praised them for all the work they had done so far.

DHA and DEV left the meeting at 6.35pm

CWA asked BHL to relay to the pastoral team, that they are doing a fantastic job, especially from her point of view as a parent.

PRESENTATION:	Supporting pupils at school with medical conditions & Lexia update
TIME:	6.15pm
SUBJECT:	Debbie Meadows (DME)

DME, explained that she had been teaching at QEGS for 20 years, she has taken on the role of SEN Leader since January 2016.

A paper was sent to Governors prior to the meeting titled 'Summary of: Supporting pupils at school with medical conditions'. This is statutory guidance for Governing bodies of maintained schools and proprietors of academies in England December 2015.

Key points

- From the 1st September 2014 a new duty came into force for Governing bodies to make arrangements to support students at school with medical conditions.
- The aim is to ensure that all students with medical conditions, in terms of physical and mental health are properly supported in school so that they can play an active role in school life, remain healthy and achieve their academic potential.
- Students at school with medical conditions should be properly supported so that they have full access to education, including trips and PE.
- Governing bodies must ensure that arrangements are in place in schools to support students with medical conditions.
- Governing bodies should ensure that the school leadership team consult health and social care professionals.

Q&A

Governors asked what the big change had been. We now need to be more explicit in our policy, we are already working to the procedures set. We currently manage this on an individual basis. Karen Wood is the lead in this area, she is the Senior Teaching Assistant and has a nursing background. She will oversee the students that require medication during the school day and keep appropriate records and consent forms.

Governors asked whether we had an intimate care policy, if not CWA is happy to help with one. DME welcomed help with putting together this policy.

ACTION:

CWA and DME to put together an intimate care policy.

Lexia

Lexia is a computer based programme that enables students to improve their reading age and assist with spelling. Students aim to reach a reading age equivalent to the old NC level 5.

The intervention takes place 3 times a week during form time. Years 7-11 can and use the programme and it is proving to be very effective for most students to make rapid progress. It can also be downloaded for free at home and students are encouraged to do this. This program originally cost £4,800 to set up.

16 students attended Lexia intervention from November 2015 until February 2016.

The average increase in reading age in months was 7.75 months. The range of the progress spread from 2 months increasing to 19 months. Only 3 students made no improvement in reading age.

In terms of TA hours, Lexia requires 2 staff to supervise and support, resulting in 3 hours of TA time a week.

Q&A

Governors asked what happens if a student does not reach the desired stage. DME explained that they are able to try again, alongside this we also run a reading buddy scheme. The majority have made good progress and this has been good value for money.

The Chair thanked DME for her time in presenting this to Governors.

DME left the meeting at 6.55pm

Agenda Item No:	1
Agenda Item:	Apologies
Minute Number:	SSWB12.16

MBE and JHA had sent their apologies.

Governors accepted these apologies.

Agenda Item No:	2
Agenda Item:	Declaration of Interest
Minute Number:	SSWB13.16

None.

Agenda Item No:	3
Agenda Item:	Minutes from the last meeting dated 16.11.2015
Minute Number:	SSWB14.16

Subject to a few minor changes the minutes were accepted as a true and accurate record.

Agenda Item No:	4
Agenda Item:	Actions from the last meeting dated 16.11.2015
Minute Number:	SSWB15.16

SSWB5.15 – Channel Training

There are currently 4 Governors who have not completed this training, **The Chair asked the Clerk to keep reminding these Governors to complete this training.**

SSWB11.15 – Early Closure Days

The Executive Headteacher explained that we have secured 5 early closure days, these will be the Friday before each half term, except the May half term when exams take place. Parents and students will be sent text reminders when these early closure days are.

To provide an early closure every Friday we would be required to go into a full consultation and this would be very expensive for additional transport costs.

We are still in conversations with the bus companies in regards to other routes, we will feedback to this committee in due course.

Agenda Item No:	5
Agenda Item:	Local and National Updates including TES article on Teacher Shortages
Minute Number:	SSWB16.16

An article from the TES magazine regarding Teacher shortages was sent to Governors prior to the meeting. The Executive Headteacher explained that there is a huge Teacher crisis at the moment. Many Teachers are opting to teach in Dubai and Qatar as they offer higher salaries and better terms and conditions.

It is proving difficult to recruit and attract Teachers, therefore, it is very important to retain the staff we currently have. We are tapping into 'growing our own' it is good to stay in touch with students that want to go into the profession. We have looked at our pay and appraisal policies and have met with a union representative, we have proposed to put in half points in the pay scales to enable us to offer some incentives. We are trying to be as competitive as possible. As big academy sponsors come into play, salaries will change.

Governors asked if workload was a big issue. The Head of Academy explained to Governors that the possibility of time in lieu was being looked at, even though salaries need to be competitive something can be done regarding working conditions to make staff less anxious and stress free whilst still maintaining high standards. As the MAT grows there will be more opportunities for teaching and support staff to grow.

Governors asked, that when people decide to relocate how would they find out how good we are as an employer. Would they know about early closures, the building work that is planned?

Generally when people have come for interview they comment on visiting our website, the Ofsted report is available there and people do request a visit to the school. We are also looking at events through the Teaching School Alliance such as 'why work at QEGS'. The website should be reviewed from the perspective of potential employees.

Agenda Item No:	6
Agenda Item:	Safeguarding Reports & MAT (Multi Agency Team) provision update
Minute Number:	SSWB17.16

Anti-Bullying Survey

The anti-bullying survey had been kept open a little longer than usual, however this year we have only received 705 responses, compared to 1,000 last year. The reason for this could be that form time this year has been exceptionally busy.

Key Points

- 84% of students are happy at school and 97% feel safe at school.
- 99% are aware of the different types of bullying and 98% know what cyberbullying is. 6.9% of students stated that they had been a victim of bullying, the chart enclosed with the papers breaks this result down further.

- 38% of student felt that the school deals with bullying effectively, and 18% of students owned up to being a bully.

Governors suggested that perhaps Humanutopia played a part in raising the awareness of bullying.

Safeguarding

The safeguarding report was sent to Governors prior to the meeting.

Key points

- 13.11.15 – KBR and BHA have been trained to level 3 CP
- 16.11.15 to 20.11.15 – Anti Bullying week; anti-bullying resources supplied to all tutors for use during form time. Anti-bullying assemblies delivered to all year groups. Annual anti-bullying assembly launched.
- 18.11.15 – BHL attended Designated Safeguarding Lead forum.
- 01.12.15 – Strategy meeting attended by BHL in relation to a case involving a large number of mainly KS3 QEGS students. The police investigation is currently ongoing. Action point for QEGS from this meeting was to have CSE (Child Sex Exploitation) presentations to all year groups.
- 07.12.15 - BHL trained 20 delegated Child Protection Level 1 to staff and Governors from Ilam and Henry Prince First School).
- 10.12.15 – BHL attended Derbyshire Safeguarding Children's Board Education subcommittee meeting, DSCB priorities currently:
 - C.S.E
 - Online Safety
 - Self-harm/suicide
 - Emotional abuse
- 07.01.16 – 20 delegates trained Child Protection Level 1 at Clifton School; Staff and Governors.
- 14.01.16 – New staff at QEGS safeguarding briefing and information pack issued.
- 4 staff have renewed the Safer Recruitment accreditation this year.
- 1 student currently at risk of permanent exclusion.
- Attendance data – we set an aspirational target of 96%, in terms 1 and 2 this was reached.

MAT (Multi Agency Team)

There is going to be a radical rethink of the early help provision, schools will be asked to buy into a MAT. Previously the LA had retained this centrally and had intended to do the same again, however, the DfE have intervened and have stated the funding is to go direct to schools. At the moment we do not have the resources to bring this in house. The plan is that when this runs out in April 2017 we will look into setting up a hub and provide this service in house. BHL will have more information on Wednesday.

A discussion took place as to how this would affect us and schools in our locality.

Governors asked whether it would be a possibility to partner with an inner city school as they may already have provisions in place. The Executive Headteacher explained that this may be a possibility.

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Signed by Chair of S&S Committee: _____

Printed Name: Helen Baker

Agenda Item No:	7
Agenda Item:	Parental Engagement; Feedback from Year 11 PCE and Coffee mornings
Minute Number:	SSWB18.16

Feedback from Year 11 PCE

The Head of Academy explained to Governors that after feedback we had decided to keep all the appointments in one block, which has worked well, the corridors make a good waiting space with refreshments on offer, which we are grateful to the FPTA for.

There is still some work to do on punctuality and appointment times, we are also trying to provide feedback and contact with parents in different ways. Discussions regarding the balance between reports and face to face contact is currently being discussed in Leadership meetings.

Governors suggested that there seems to be a variation between the systems staff use. The Head of Academy assured Governors that staff are provided with the same structure to follow for PCE evenings in terms of booking appointments, timings and length of meetings.

ACTION:

SGA to remind all staff of the focus of PCE evenings, and to distribute PCE document.

Coffee Mornings

The feedback sent to Governors reflects the last coffee morning hosted. We are proposing for the next few coffee morning to cover the following:

- Come and meet the new STEM Leader – Matthew Henry
- Design & Innovation – Simon Phipps
- Jaguar Land Rover Competition – Mark Kershaw
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We aim to have topics that cover different events on different levels, engaging parents in many ways.

Governors that attended coffee mornings explained that a lot of parents thought these were drop in sessions, and felt anxious about attending. Governors asked whether a more informal drop in could be arranged, where there is less pressure. The Head of Academy suggested a change in marketing the event.

Agenda Item No:	8
Agenda Item:	HR & Staff Absence
Minute Number:	SSWB19.16

A new report was tabled at the meeting as the report send to Governors contained the wrong percentages.

Key points

- The staff attendance target is set at 96%, the attendances for each term were:
 - Summer Term 1 = 93.36%

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Signed by Chair of S&S Committee: _____

Printed Name: Helen Baker

- Summer Term 2 = 93.25%
 - Autumn Term 1 = 96.12%
 - Autumn Term 2 = 94.79%
- An ongoing case for a Science Teacher has now come to an end. The contract for this person ends at the end of April and is currently working the notice period. We are supporting this person.
 - We have another case where we are being taken to tribunal under 'fundamental breach of contract', all internal procedures have been exhausted. The outcome will be brought back to this committee in due course.

Q&A

Governors asked how easy it would be to expand the statistics for the long term sicknesses, as it would be interesting to see how many lessons are missed and which departments are affected. The Business Leader explained that we are currently looking at this, however it is difficult to analyse how many lessons are missed and staff teach many lessons across different departments. Once we have a data expert (as the previous one has left) we should be able to manipulate the data to break this down further.

Governors suggested that we should consider rewarding staff that are never absent, perhaps a letter of thanks. The Head of Academy agreed that a letter of thanks is a good idea and he is currently looking at thank you cards for staff to acknowledge their achievements both in attendance and extra-curricular activities.

Governors asked whether it was possible to compare our attendance figures, locally and nationally. The Executive Headteacher explained that it is very difficult to do this and other schools and academies do not share this information.

Governors asked if there were any issues with cover in the 6th form. The Head of Academy explained that if we are aware of any cover issues 48 hours prior to the absence then we plan cover, however, staff are good at setting work for last minute absences. We are endeavouring to provide a cover person/coordinator solely for the 6th form to make it more cohesive and to increase the cover support on the main site.

The Chair asked the Business Leader if the leavers table at the back of the report could also contain a column showing the subject that the member of staff had left.

ACTION:	Business Leader to include an extra column in the leavers table showing which subject a teacher had left.
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Agenda Item No:	9
Agenda Item:	Role of QEGS as an employer
Minute Number:	SSWB20.16

The Head of Academy explained that at the last Academy Board meeting, the Leadership team were asked to look at QEGS as a quality employer. We have discussed early closure days, offering staff time in lieu for staff that have gone above and beyond in their role, we have found that time is

important to staff, especially to be able to attend their child's assembly, graduation etc. We need to make working at QEGS appeal to everyone.

This is being discussed further at Leadership level, and will be on the S&SWB agenda as a standing item.

ACTION:

Role of QEGS as a quality employer to remain on the S&SWB agenda as a standing item.

Agenda Item No:	10
Agenda Item:	Recruitment & Retention
Minute Number:	SSWB21.16

The Head of Academy explained to Governors that currently we are recruiting for:

- MIS Coordinator – Gillian Burns (our previous MIS Coordinator) has recommended someone who is coming in to meet the data team and SGA on 15th March, if this is not a successful appointment then we will advertise this position.
- Primary Specialist – Due to the new KS2 tests and enabling students are Secondary ready we have decided to recruit a Primary Specialist to bridge the gap, it would be useful if they could also teach English or Maths in year 7, the closing date for this post is 11th March, if we do not get the right applicants we may need to advertise nationally.
- Subject Staff – A Creative Arts position is currently out to advert, there will be a new English and Science Teachers in September.
- Non-teaching – Due to the newly appointed caretaker being dismissed, we are advertising for a caretaker. We are also low on numbers for mid-day supervisors.

There being no other business the meeting closed at 8.37pm

