



The Brakenhale School



Minutes of the Staff & Student Welfare Meeting Held on Tuesday 15th December 2009 at 17:00 in Headteacher's Office

Present: Andrew Young (Act Ch) Pam Dorey Audrey Hobbs
Paul Salter Jo Manisier

Clerk: Stefanie Cooper

Apologies: Jane Watkins (Ch) Antoinette Ackuaku (VCh)

ITEM	ACTION/DECISION	BY WHOM	DATE
1	Apologies & Absences Apologies were received by Jane Watkins and Antoinette Ackuaku		
2	Declaration of AOB AH asked whether a carol concert was taking place this year. PMS stated it was not. PD stated that she had been on a course. PMS stated that he is presenting a revised copy of the staffing structure.		
3	Declaration of Business Interests None declared		
4	Minutes from the last meeting 29th September 2009 The minutes were signed off as an accurate record of the meeting.	AY	
5	Matters Arising None recorded		
6	Staffing Update PMS distributed the staffing update and some discussion was held.		
7	(SIP 2009/10) NC RAP Update PMS distributed the Staff and Student Welfare section of the NC RAP. Priority 2 is based around middle leaders and their improvement. Points 2.1 – 2.6 refer to a company called Tribal who will be delivering training to Heads of Department and Heads of Year. PMS has requested an additional inset day from the Local Authority to deliver the training; the proposed date is the 29 th January 2010. 2.7 refers to a follow up programme after the training is complete. A glossary will be included with the NC RAP at the next round of meetings. Priority 3 is based on interventions. JJM stated that 2.1 will be ready by the end of term. David Smith, Huw Thomas, Simon Davies and JJM hold a forum on Thursdays and Fridays for parents. A questionnaire will be created for parents of vulnerable students to gather information on how they feel they are being supported.		
8	Attendance and Exclusions JJM distributed a document giving an update on attendance and exclusions. Swine Flu has had an impact on the attendance figures. Years 12 & 13 attendance figures were included to show they are also holding excellent attendance. Heads of Year and Tutors are also involved in keeping on top of attendance figures. AY asked if the term "persistent truants" is accurate. JJM stated that this is the term used by the Local Authority. JJM distributed another document showing a comparison between this year and last year. The exclusions have an impact on attendance.		



	<p>AY stated that there is a tally with year groups with low attendance and higher exclusion numbers.</p> <p>PMS asked if next time the numbers of additional admissions could be added into the document.</p> <p>AY asked if there is anything governors can do to help the school gain extra support.</p> <p>JJM stated that when additional admissions arrive, particularly in year 11, they are not known to the school so it is harder to support them. The school needs more support strategies.</p> <p>PMS stated that additional admissions bring challenges.</p> <p>AY stated that it was 18 students which dipped the school below target last year. If the 15 persistent truants in year 11 can be turned around, that could be the difference between meeting the target and not.</p> <p>PMS stated that the figures for Key Stage 3 are secure. The school has asked the Local Authority for help but nothing has happened yet. The Local Authority policy on school places means that if there is a space, the student takes it.</p> <p>AY stated that in the current situation the school cannot take on challenging students.</p> <p>PMS stated that 1 in 3 of the schools year 11 students are additional admissions.</p> <p>AY stated that it is very pleasing to see exclusion numbers going down.</p>		
<p>9</p>	<p>Healthy Schools/Educational Visits</p> <p>PD stated that the Christmas market trip to Lille has been postponed until the new year. There will be no Christmas market then but the students will visit a market, a cathedral and a museum.</p> <p>In February 2010 a group of 25 year 9 and year 10 boys will go with 3 members of staff for 5 days to Spain on a football trip. The boys will receive football training and will watch a professional match.</p> <p>The second week in January is healthy eating week. The canteen menus are being monitored by caterers Wilson-Jones to ensure it is as healthy as possible. There has been an increase in meal numbers since the new chef arrived.</p>		
<p>10</p>	<p>School Council</p> <p>The visit from Joe Frieberg was very successful, the students were very impressive when answering his questions. The Eco-Group, run by Leanne Burling, are aiming to gain their bronze award. There was also a uniform proposal put forward by the school council.</p> <p>JJM distributed the uniform proposal (Appendix 5)</p> <p>An internet company can supply the black blazers with the badge embroidered on for between £19.99 and £24.99. The proposal will involve a consultation with students, staff and parents. There was a suggestion of clip on ties.</p> <p>AY stated that there are less health and safety implications with clip on ties. Also, every students tie will look the same.</p> <p>JJM stated that the uniform will be phased in.</p> <p>PMS stated that the uniform is straightforward and preserves the burgundy jumper, at the request of the students.</p> <p>AY asked about the number of blazers the supplier will be committed to.</p> <p>PMS stated that the blazer can be bought from anywhere and then have a supplier for the badges. PMS suggested the PE uniform be a</p>		



	<p>polo shirt in the students' house colours. JJM stated that for the summer uniform it has been suggested to get short sleeve shirts with a badge embroidered on, instead of the polo shirts. AH asked if the house colours will be included on the blazer. PMS stated that there will be a stripe in the tie to indicate house. PD asked whether girls in skirts will be permitted to wear tights and whether the students will still be expected to wear black coats. PMS stated that the school will wait until the consultation before deciding. PD asked if there will be a specified skirt length. JJM stated that skirts will need to be just above the knee or mid-calf length.</p> <p>AY stated that the invitation to Post 16 school councillors to attend the Full Governing Body meeting is still open.</p>		
11	<p>Extended Services JJM distributed report from Sandra Charles.</p> <p>AY asked if there was a link between students entitled to Free School Meals and the NC RAP target group. JJM stated that there was not a definite link. JJM stated that she performed safeguarding training with the volunteers from eternity, this has led to a link being established with their safeguarding officer.</p> <p>AY stated that the Governing Body thank Sandra Charles for her consistently high standard of work in Extended Services.</p>		
12	<p>Policies</p> <ul style="list-style-type: none">a) Attendance & Punctuality unanimously acceptedb) Collective Worship unanimously acceptedc) Exclusions unanimously acceptedd) Equal Opportunities (Race Equality) accepted with amendments. A separate Race Equality policy will be presented in round 3.e) Complaints unanimously accepted		
13	<p>AOB PD stated that she attended a course focused on Looked after Children and gave a brief overview of the contents of the course. AY asked if the numbers of Looked after Children could be included in the attendance figures. JJM stated that she needs to perform updating safeguarding training with governors. A safeguarding policy will also be brought to the meeting in round 3. AY asked if the Full Governing Body meeting started 45 minutes early, could the training be delivered then. JJM stated that would be sufficient. PMS stated that he would raise governors CRB checks at the Full Governing Body meeting.</p> <p>PMS distributed the new staffing structure as an appendix on the Pay Policy (Appendix 12).</p>		



	PMS distributed a draft policy being considered as a school policy.		
14	Agenda items for next meeting As this meeting, to also include safeguarding.		

Meeting closed at: 18:30

Next meeting: Tuesday 16th March 2010