



The Brakenhale School



Minutes of the Staff & Student Welfare Meeting Held on Tuesday 29th September 2009 at 17:00 in Headteacher's Office

Present: Jane Watkins (Ch) Antoinette Ackuaku (VCh) Andrew Young
Paul Salter Jo Manisier

Clerk: Stefanie Cooper

Apologies: Pam Dorey

ITEM	ACTION/DECISION	BY WHOM	DATE
1	Apologies & Absences Apologies from Pam Dorey. Audrey Hobbs was absent.		
2	Minutes from the meeting The minutes from the meeting 09.06.09 were signed off as an accurate record.	JW	
3	Matters arising (Appendix 1) JW stated that she had met with Sandra Charles earlier in the day to discuss the Extended Services offered at Brakenhale. Very impressive range of activities and Post 16 volunteers. PMS stated that there has been vast improvements in the uniform students are wearing. There will be a survey out to students and parents soon regarding uniform. There may be a possibility of blazers for the students and the ties being brought into the house system.		
4	Staffing Update (Appendix 2) PMS presented the Staffing Update and some discussion was held. AA requested a copy of the Staffing Structure for the school.	PMS	Next mtg
5	SIP 2009/10 (Appendix 3) PMS distributed the School Improvement Plan and gave a detailed and thorough explanation of the document. Key Stage 4 is a major priority for the school this year. The committee were shown which targets they would be monitoring within the SIP. Key Objective 1: S&SW are involved in the monitoring of three of the Key Outcomes. Key Objective 2: S&SW are involved in the monitoring of two of the Key Outcomes. Key Objective 3: There is no involvement for S&SW. Key Objective 4: S&SW are involved in monitoring the training set out in three of the Key Outcomes. Key Objective 5: S&SW are involved in the monitoring of five of the Key Outcomes. AY asked if the monitoring will evaluate the effectiveness of the training. PMS stated that the effectiveness of the training is evaluated through formal and informal observations.		
6	Attendance/Exclusions (Appendix 4) JJM distributed the Staff and Student Welfare Report and gave a detailed and thorough overview of the document. Our current attendance level is 93.9% which is above the Local Authority target of 92.1%. This year the persistent absentees have		



	<p>been targeted early on, using the same support structure as last year. Text messages are now sent via Parent Mail when a child needs to receive first aid treatment at school. This way the parents are aware quickly and discreetly.</p> <p>AA asked whether the Local Authority wanted statistics from the school for Swine Flu. PMS stated that the school must complete a weekly return regarding staff absence due to Swine Flu.</p> <p>JJM explained that when a student is Internally Included they are removed from lessons and put into the Inclusion Centre for a pre-determined period of time.</p> <p>Of the two Fixed Term Exclusions one was continued from the last academic year.</p> <p>JW asked if a report from Oakwood (one of the support strategies used) could be included in exclusion packs for those on the panel. JJM stated that this shouldn't be a problem.</p>		
7	Healthy Schools/Educational Visits (Appendix 5) Pam Dorey was absent but sent in her report with Jane Watkins, see attached.		
8	Policies: <ul style="list-style-type: none">a) Behaviour for Learning (Appendix 6) Policy unanimously accepted.b) Performance Management (Appendix 7) Policy unanimously accepted.c) Plagiarism (Appendix 8) Policy unanimously accepted.d) SEN (Appendix 9) Policy unanimously accepted. (Due to the resignation of Jacqui Day as a governor a new SEN Governor will need to be appointed at the FGB of Round 1.)		
9	AOB A copy of the Extended Services report from Sandra Charles will be mailed out with the minutes from this meeting and will also be available on the VLE.		
10	Agenda items for next meeting <ul style="list-style-type: none">• School Council• Extended Services		

Meeting closed at: 18:02

Next meeting: Tuesday 15th December 2009