

Notice of a meeting of the STAFF & STUDENT MATTERS COMMITTEE
to be held in Room V21 at 5.00pm on Wednesday 28th June 2023

A G E N D A

1. **Apologies for Absence**
2. **Declaration of Interests**
3. **Student Issues**
 - 3.1 - Student Voice Minutes – to receive recent minutes & verbal report (*attached*)
 - 3.2 - Sixth Form Council Minutes – to receive recent minutes & verbal report (*attached*)
 - 3.3 - Issues raised by Student Representatives – to receive any other issues
4. **Minutes of the Previous Meeting held on 27th March 2023** – to agree as a correct record (*attached*)
5. **Matters Arising** – and not covered as a separate item below
6. **Chair's Action** - to note any actions or approvals taken since the last meeting
7. **General School Update** – to receive verbal report on schooling, student wellbeing and examinations
8. **Ofsted** – to receive a verbal report
9. **Staffing** – to receive a report on staffing (*attached*), staff workload and wellbeing, and receive latest Staff Voice minutes (*attached*)
10. **Staff Development** - to receive report (*attached*)
11. **Care & Guidance Report** – to receive written report including year leader reports (*attached*)
12. **SEND** – to receive SEND update from SENCO (*attached*) plus SEND Governor verbal report
13. **Admissions** - to receive update on the Year 7 intake in September 2023 (*attached*)
14. **Pupil Premium** – to receive update (*attached*)
15. **Safeguarding** – to receive verbal update on number of internal referrals to the Designated Safeguarding Lead since the last meeting
16. **Policies** - to review and approve (changes in red or highlighted):
 - 16.1 - Attendance & Punctuality Policy – statutory, annual review, minor changes (*attached*)
 - 16.2 – Child-on-Child Sexual Abuse Policy – statutory, annual review, minor changes (*attached*)
 - 16.3 - SEND Policy - statutory, annual review, minor amendments (*attached*)
 - 16.4 - SEND Report - statutory, annual review, minor amendments (*attached*)
 - 16.5 – Staff Capability Policy – statutory, 2-year review, minor amendments (*attached*)
 - 16.6 - Time Off In Lieu Policy – non-statutory, first annual review, no changes (*attached*)
 - 16.7 – Administration of Drugs Policy - non-statutory, 2-year review, no changes (*attached*)
 - 16.8 – Staff Sabbatical Policy - non-statutory, 3-year review, minor amendments (*attached*)

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17. **Risk Register** – to review and approve Committee-related section (*attached*)
18. **Information Item(s):**
 - 18.1 – Disclosure & Barring Service Checks – to receive update (*attached*)
19. **Any Other Business**
20. **Date of Next Meeting** – to agree 5.00pm on Wednesday 22nd November 2023
(to be approved at the Full GB meeting on Friday 7th July 2023)

PART B

CONFIDENTIAL AGENDA ITEMS

21. To receive information on any confidential matters (if required).