Chelmsford County High School for Girls

Notice of a meeting of the STAFF & STUDENT MATTERS COMMITTEE to be held in Room V21 at 5.00pm on Wednesday 22nd November 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. **Election of Vice Chair for Academic Year 2023-2024**

5. **Minutes of the Previous Meeting held on 28th June 2023** – to agree as a correct record (*attached*)

6. **Matters Arising** – and not covered as a separate item below

7. **Chair's Action -** to note any actions or approvals taken since the last meeting (*attached*)

8. **Committee Terms of Reference (ToR) & Membership**– to re-approve for the following:
   8.1 - Staff & Student Matters Committee ToR (*attached*)
   8.2 - Staff Disciplinary & Disciplinary Appeals Committee ToR (*attached*)
   8.3 - Staff Pay & Pay Appeals Committee ToR (*attached*)
   8.4 - Staff Pay Committee Membership – to ratify

9. **General School Update –** to receive verbal report on schooling, student wellbeing & examinations

10. **Ofsted** – to receive a verbal report

11. **Staffing –** to receive a report on staffing (*attached*), staff wellbeing and teachers' performance management process, and receive latest Staff Voice minutes (*attached*)

12. **Staff Development -** to receive report (*attached*)

13. **Care & Guidance Report** – to receive written report including year leader reports (*attached*)

14. **SEN –** to receive SEND update from SENCO (*attached*) plus SEND Governor verbal report

15. **Admissions** - to receive update on the Year 7 Entrance Test (*attached*)

16. **Pupil Premium –** to receive expenditure summary for 2022-23 and year to date *(attached x2)*

17. **Safeguarding –** to receive verbal update on number of internal referrals to the Designated Safeguarding Lead since the last meeting plus Safeguarding Governor verbal report

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18. **Policies –** to review and approve:

    18.1 - Child Protection Policy – statutory, annual review, previously approved by Chair's Action and then the Full GB on 13th October 2023 (*attached*)
    18.2 - Uniform Policy – new policy, statutory, 3-year review, previously approved by Chair's Action on 11th September 2023 (*attached*)
    18.3 - Child-on-Child Harmful Sexual Behaviour Policy (previously Child-on-Child Sexual Abuse Policy) – statutory, annual review, ECC re-write of policy (*attached*)
    18.4 – Performance Management Policy – statutory, 3-year review, minor changes (*attached*)
    18.5 – Equalities Policy – statutory, 2-year review, changes (*attached*)
    18.6 – Probation Policy – non-statutory, 4-year review, Juniper HR changes (*attached*)
    18.7 – Staff Grievance Policy – statutory, 3-year review, administrative changes (*attached*)
    18.8 – Restraint of Pupils Policy – statutory, 3-year review, no changes (*attached*)

19. **Risk Register –** to review and approve Committee-related section (*attached*)

20. **Information Item(s):**

    20.1 – Disclosure & Barring Service Checks – to receive update (*attached*)
    20.2 – School Development Plan 2023-24 – to note (*attached*)

21. **Any Other Business**

22. **Date of Next Meeting –** to agree 5.00pm on Wednesday 13th March 2024

PART B

CONFIDENTIAL AGENDA ITEMS

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