

Notice of a meeting of the STAFF & STUDENT MATTERS COMMITTEE
to be held on Wednesday 28th November 2018 at 5.00pm in Room 3

A G E N D A

- | | |
|--------|--|
| 5.00pm | 1. Apologies for Absence |
| | 2. Declaration of Interests |
| 5.05pm | 3. Student Issues – to receive minutes and verbal reports:
3.1 - Student Voice Minutes (<i>attached</i>)
3.2 - Sixth Form Council Minutes (<i>attached</i>)
3.3 - Any other issues raised by Student Representatives |
| 5.20pm | 4. Election of Vice Chair for Academic Year 2018-19 |
| 5.25pm | 5. Minutes of the Previous Meeting held on 13th June 2018 – to agree as a correct record (<i>attached</i>) |
| | 6. Matters Arising from the Minutes – and not covered as a separate item |
| 5.30pm | 7. Committee Terms of Reference & Membership – to re-approve the following:
7.1 - Staff & Student Matters Committee (<i>attached</i>)
7.2 - Staff Disciplinary & Disciplinary Appeals Committees (<i>attached</i>)
7.3 - Staff Pay & Pay Appeals Committees (<i>attached</i>)
7.4 - Staff Pay Committee Membership |
| 5.35pm | 8. Policies – to review and approve:
8.1 - Staff Pay Policy –statutory, annual review (<i>attached</i>)
8.2 - Confidentiality Policy – non-statutory, 4-year review (<i>attached</i>)
8.3 - Equality & Diversity Policy – new, ECC-model policy (<i>attached</i>)
8.4 - Probation Policy – new, ECC-model policy (<i>attached</i>)
8.5 - Flexible Working Policy due renewal – ECC HR model policy, no ECC changes therefore not presented – to approve continued use. |
| 6.15pm | 9. Staffing – to receive verbal update on new staff and teachers’ performance management |
| 6.20pm | 10. Care & Guidance Report – to receive written report (<i>attached</i>) |
| 6.30pm | 11. SEN – to receive update (<i>attached</i>) |
| 6.35pm | 12. Pupil Premium – to receive update (<i>attached</i>) |
| 6.40pm | 13. Safeguarding – to receive update on number of internal referrals to the Designated Safeguarding Lead since the last meeting (<i>to be tabled</i>) |

PTO

Chelmsford County High School for Girls

- 6.45pm 14. **Risk Register** – to review and approve Committee section (*attached*)
15. **School Development Plan** – to discuss Committee-related sections
 (*Please bring SDP 2018-19 received at the Full GB meeting in October. Also available on the Governor Portal.*)
- 6.50pm 16. **Information Item(s):**
 16.1 – Staff Development Report – to receive report (*attached*)
 16.2 – Disclosure & Barring Service Checks – to receive update (*attached*)
- 6.55pm 17. **Any Other Business**
- 7.00pm 18. **Date of Next Meeting** – to agree 5.00pm on Wednesday 20th March 2019

PART B

CONFIDENTIAL AGENDA ITEMS

19. To receive information on a confidential matters (if required).