

**Notice of a meeting of the STAFF & STUDENT MATTERS COMMITTEE to be held on
Wednesday 3rd July 2019 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 –**
 3.1 - Student Voice Minutes – to receive recent minutes (*attached*)
 3.2 - Sixth Form Council Minutes – to receive recent minutes (*attached*)
 3.3 - Issues raised by Student Representatives – to receive any other issues
- 5.20pm 4. **Minutes of the Previous Meeting held on 20th March 2019** – to agree as a correct record (*attached*)
5. **Matters Arising from the Minutes** – and not covered as a separate item
- 5.30pm 6. **Policies** – to review and approve:
 6.1 - Attendance & Punctuality Policy – statutory, annual review (*attached*)
 6.2 - Staff Capability Policy – statutory, 2-year review – no changes (*attached*)
 6.3 - E-safety & Data Security Policy – statutory, annual review (*attached*)
 6.4 - Administration of Drugs Policy – non-statutory, 2-year review (*attached*)
 6.5 - Communication & Consultation Policy – non-statutory, 3-year review – minor phraseology amendment(*attached*)
 6.6 - Child Protection Policy - statutory, annual review – minor changes (*attached*)
- 5.55pm 7. **Staffing Matters** – to receive verbal update, plus:
 7.1 – Recruitment – to discuss
 7.2 – Staff Workload – to discuss
- 6.10pm 8. **CCHS Entrance Test** – to receive information on the Year 7 intake in September 2019 (*to be tabled*)
- 6.15pm 9. **Care & Guidance Report** – to receive written report (*attached*)
- 6.20pm 10. **SEN** – to receive report (*attached*)
- 6.25pm 11. **Pupil Premium** – to receive update on expenditure (*attached*)
- 6.30pm 12. **Safeguarding** – to receive update on number of internal referrals to the Designated Safeguarding Lead since the last meeting (*to be presented on screen*) and notes from a Governor safeguarding visit on 14th June 2019 (*attached*)
- 6.40pm 13. **School Development Plan 2018-19 – Final Review** - to review Committee-related sections (*attached*)

PTO

Chelmsford County High School for Girls

- 6.45pm 14. **Risk Register** – to review and approve Committee-related section (*attached*)
- 6.50pm 15. **Information Items:**
 15.1 – Staff Development Report – to receive report (*attached*)
 15.2 – Disclosure & Barring Service Checks – to receive update (*attached*)
- 6.55pm 16. **Any Other Business**
- 7.00pm 17. **Date of Next Meeting** – to consider 5.00pm on Wednesday 27th November 2019.
 (To be approved at Summer Term GB meeting.)

PART B

CONFIDENTIAL AGENDA ITEMS

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