

**Notice of a meeting of the STAFF & STUDENT MATTERS COMMITTEE  
to be held in Room V21 at 5.00pm on Wednesday 27<sup>th</sup> November 2024**

**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 2024-2025**
5. **Minutes of the Previous Meeting held on 26<sup>th</sup> June 2024** – 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. **Enrichment & Student Development** - to receive report (*attached*)
14. **Care & Guidance Report** – to receive written report including year leader reports (*attached*)
15. **SEND** – to receive SEND update from SENCO plus SEND Link Trustee report (*attached x2*)
16. **Admissions** - to receive update on the Year 7 Entrance Test (*attached*)
17. **Pupil Premium** – to receive expenditure summary for 2023-24 and year to date (*attached x2*)
18. **Safeguarding** – to receive verbal update on number of internal referrals to the Designated Safeguarding Lead since the last meeting plus Safeguarding Link Trustee report (*attached*)

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## Chelmsford County High School for Girls

19. **Policies** – to review and approve – amendments shown:
  - 19.1 - Child Protection Policy – statutory, annual review, previously approved by the Academy Board on 18<sup>th</sup> October 2024 (*attached*)
  - 19.2 - Child-on-Child Harmful Sexual Behaviour Policy – statutory, annual review, date changes only (*attached*)
  - 19.3 – Attendance Policy – statutory, ECC changes in Aug 24 (*attached*)
  - 19.4 – Menopause Policy – non-statutory, 2-year review, Juniper HR changes (*attached*)
  - 19.5 – Staff Capability Procedure - statutory, 2-year review, Juniper HR changes (*attached*)
  - 19.6 – Performance Management Policy - statutory, 3-year review, Juniper HR changes (*attached*)
  - 19.7 – Code of Conduct - statutory, 2-year review, Juniper HR changes (*attached*)
20. **Risk Register** – to review and approve Committee-related section (*attached*)
21. **Information Item(s):**
  - 21.1 – Disclosure & Barring Service Checks – to receive update (*attached*)
  - 21.2 – School Development Plan 2024-25 – to note (*attached*)
22. **Any Other Business**
23. **Date of Next Meeting** – to agree 5.00pm on Wednesday 12<sup>th</sup> March 2025

## **PART B**

### **CONFIDENTIAL AGENDA ITEMS**

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