

# THE GOVERNING BODY OF WATERGATE SCHOOL

## PERSONNEL AND WELFARE COMMITTEE

Governors are requested to attend the forthcoming meeting  
of the Governing Body:

**Date:** Tuesday 30 October 2018  
**Time:** 6:00 p.m.  
**Location:** Watergate School

### MINUTES

#### Present:

Ruth Elliott		Carl Handley	
Henrii Webb	Chair	Aine Ni Ruairc	Headteacher

#### Also in Attendance:

Catherine Munday	Clerk to Governors
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#### 1. PROCEDURAL ITEMS

##### 1.1 Apologies for Absence

There had been no apologies for absence.

##### 1.2 Declarations of Interest

Current declarations of interest had been annexed to the agenda. There were no other declarations made at the meeting.

##### 1.3 Election of Chair

The Chair is to be appointed by the Governing Body. It was

**RESOLVED** that the Governing Body be requested to re-appoint Henrii Webb as Chair for a term of one year.

##### 1.4 Approval of Minutes

The following document had been circulated

- Draft Minutes dated 17 May 2018

It was

**RESOLVED** to approve the minutes as being a true and accurate record.

##### 1.5 Matters Arising

There were no matters arising.

#### 2. HEADTEACHER'S REPORT

The following documents had been circulated:

- CPD Annual Report
- Leadership Staffing re-structure
- Staff Attendance: Annual Report

### **Leadership Restructure: Update**

The Headteacher reported that, following agreement at the September meeting of the governing body to a leadership restructure (subject to financial review), including the appointment of a permanent Deputy Headteacher, the Ruth Elliott (Chair of Governors) and Laurence Thackwell (Chair of Finance) had met with the Headteacher to review the financial implications. It was decided that, at the present time, the budget could not sustain the appointment of another permanent Deputy Headteacher but this could be a temporary appointment. The other proposals, viz:

- The appointment of two permanent Assistant Headteacher positions (50% class based) and
- Carolyn Vagg, who has been a great support to the headteacher, is to be retained until the end of December 2018.

had been actioned. It will not now be necessary to appoint another classroom teacher. Clare Chaleye will not be returning to school this term

One (internal) application had been received for the temporary Deputy Headteacher post, and the Headteacher requested that governors volunteer to sit on the appointment panel.

There will be a further review of staffing as part of the expansion discussions.

*Is it anticipated that, as the school expands, the number of permanent deputies will increase to two?*

(Headteacher) This will be part of the discussion and in the light of what is learned from visits to other special schools.

*Why was it felt necessary to create a Deputy Headteacher post at this point?*

This would give the individual more authority within the school and will alleviate some of the pressure on the Headteacher.

*Assuming an appointment is made, who will replace the member of staff in his/her current role?*

The Headteacher had not thought it necessary to appoint an acting assistant headteacher at the present time, but the current TLR post-holders will continue to be encouraged to develop their management skills. However, there may be a possibility of one middle leader returning to full-time working on a temporary basis.

*Is there any sign that standards of learning may be dropping in the affected classes?*

(Headteacher) No, and this is a credit to all staff.

*What financial support does the school receive for staff on long term sick?*

Under the staff sickness insurance policy, claims can be made after 11 days of sick leave.

There were no further questions.

### **Staff Attendance**

The staff attendance figures were poor, but there had been long term absences, in particular amongst the leadership team. Carolyn Vagg has taken on responsibility for monitoring staff absence and preparing a plan of action. Support is also being provided by Lewisham HR, and also with an external consultant because of the complexity of some of the issues around staff absence. As a result of the actions being taken there are now a significant number of staff on Capability, and some of these are expected to move on to formal capability proceedings.

Fortunately, the school do now have a bank of agency staff who know the school, who are known and trusted and who do bring a good level of expertise.

### **CPD Training**

Governors were referred to the report and it was noted that there had been significant training, in order to meet Ofsted recommendations. There is a focus on embedding good practice across the school in the way that this has happened in the English department. A number of the external courses relate to Autism as this is the expertise which is needed as there is already a depth of expertise in the school for PMLD. Some of the strategies can be beneficial for all pupils, and having effective measures in place for the management of autism can also contribute to a calm working environment.

*Team Teach seems to be very expensive.*

The school are required to buy into this programme by the LA.

*Does the new teacher require specific training?*

She is receiving autism training, as well as internal training.

*Is there any professional development for aspiring leaders?*

Senior leaders' courses do not appear on this list, but the Headteacher will be recommending that Jesus Jimenez-Gazquez take up the NPQH training. Middle leaders are attending Challenge Partners' training in Greenwich. Challenge Partners had recommended that there should be more strategic planning around CPD and this is now happening with teaching staff currently completing skills analysis forms to identify what training they may need.

There were no further questions.

### **Staff Accidents**

There were three reported accidents in the relevant period and further discussion was taken as 'confidential'.

## **3. SCHOOL DEVELOPMENT PLAN 2018-19**

The following document was tabled:

- Watergate School Improvement and Development Planning: Relevant Priorities

The priorities for monitoring in this committee are to consider the staffing structure which will be required to meet the needs of the expanded school and to ensure continuing professional development (covered under Item 3 above).

Regarding the new staffing structure, the Headteacher considered that a leadership team consisting of one Headteacher, two deputies and two assistants would be a good starting point, but discussions will need to take place with the local authority regarding the need to front-load the financing, otherwise places might be taken up by out of borough pupils.

*Can the Headteacher give any suggestions as to the increase in staffing costs which will occur following the expansion?*

This will be considered in detail in the Finance Committee, and must include the cost of additional admin staff.

## **4. SAFEGUARDING UPDATE**

Henri Webb reported that she has completed the Central Record check with the Business Manager and everything is up to date.

Judy Evans (Safeguarding Link) has met with the Headteacher to review the procedures currently in place.

The Headteacher reported that there have been two professional development days, including updates on Keeping Children Safe in Education.

**5. PAY AND APPRAISAL**

The Pay Committee will be meeting on Tuesday, 13 November 2018 at 2:00 p.m.

**6. POLICY REVIEW**

***Capability Procedures***

Upon the recommendation of the Headteacher it was

**RESOLVED** to adopt the Lewisham Capability Procedures.

**7. ANY OTHER BUSINESS**

There was no other business.

**8. DATES OF FUTURE MEETINGS**

The next meeting of the committee will be held on Thursday, 7 February 2019 at 6:00 p.m.

**9. CONFIDENTIAL ITEMS**

Governors determined that approval of the confidential minutes and discussion of one staffing matter taken under Item 2 be recorded in the confidential minutes and should not be made available for public inspection.

SIGNED *US Webb*

DATED *06-06-19*