

Notice of a meeting of the STAFF & STUDENT MATTERS COMMITTEE
to be held in Room V21 at 5.00pm on Wednesday 26th June 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. **Minutes of the Previous Meeting held on 13th March 2024** – to agree as a correct record (*attached*)
5. **Matters Arising** – and not covered as a separate item below
6. **Chair’s Action** - to note any actions or approvals taken since the last meeting
7. **General School Update** – to receive verbal report on schooling, student wellbeing & examinations
8. **Staffing** – to receive a report on staffing (*attached*), staff wellbeing and receive latest Staff Voice minutes (*attached*)
9. **Staff Development** - to receive report (*attached*)
10. **Enrichment & Student Development** - to receive report (*attached*)
11. **Care & Guidance Report** – to receive written report including year leader reports (*attached*)
12. **SEND** – to receive SEND update from SENCO (*attached*) plus SEND Governor verbal report
13. **Admissions** - to receive update on the Year 7 intake in September 2024 (*attached*)
14. **Pupil Premium** – to receive summary of year-to-date expenditure (*attached*)
15. **Safeguarding** – to receive update on number of internal referrals to the Designated Safeguarding Lead since the last meeting plus Safeguarding Link Trustee report (*attached*)
16. **Policies** – to review and approve, changes highlighted:
 - 16.1 - Attendance & Punctuality Policy – statutory, annual review (*attached*)
 - 16.2 – SEND Policy - statutory, annual review (*attached*)
 - 16.3 - SEND Report - statutory, annual review (*attached*)
 - 16.4 – Staff Disciplinary Misconduct Policy - statutory, 3-year review (*attached*)
 - 16.5 – Staff Sickness Absence Policy - non-statutory, 3-year review (*attached*)
 - 16.6 – Staff Leave of Absence Policy - non-statutory, 3-year review (*attached*)
 - 16.7 – Staff Code of Conduct - statutory, 2-year review (*attached*)

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17. **Risk Register** - standing item - to review and approve Committee-related section (*attached*)
18. **Information Item(s):**
 - 18.1 - Disclosure & Barring Service Checks - to receive update (*attached*)
 - 18.2 - School Development Plan 2023-24 - standing item - to discuss Committee-related items
(*attached*)
19. **Any Other Business**
20. **Date of Next Meeting** - to agree 5.00pm on Wednesday 27th November 2024 (*to be approved at the Board meeting on 5th July 2024*)

PART B

CONFIDENTIAL AGENDA ITEMS

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