

THORNDOWN PRIMARY SCHOOL

Minutes of the Personnel and Salary Committee Meeting Wednesday, 10 January 2018 at 10.00 a.m.

Membership of the Personnel and Salary Committee:	
Vicci Godbold	Head
Christine Curtis	CC
Jane Ainscow	JA
Frank Newton	FN
Andrea Cliff	AC
Peter Smith	PS

Item		Action	Lead
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors Present: Vicci Godbold, Peter Smith, Frank Newton, Christine Curtis, Andrea Cliff and Jane Ainscow.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	The meeting was quorate with four governors present at the start of the meeting. Andrea Cliff acted as Chair until Peter Smith arrived at 10.10 am. Jane Ainscow arrived at 10.40 am.		
1.4	Apologies for absence, with governors' consent: None.		
1.5	Absent: None.		
1.6	Declarations of Interest: None.		
2.	Notice of change in order, or any other business		
2.1	The Committee agreed it would, if needed, defer the review of the final report on the Leadership Range until PS was present, and that there were no items of any other business.		
3.	Review of minutes, confidential minutes and action points of the previous meeting		
3.1	The minutes and action points of the previous meeting held on 8 November 2017, were read, and signed by the Chair as a true record of the meeting.		
3.2	Three of the four Action Points from the last meeting (APs 1, 2 & 3) had been completed and were agenda items.		
3.3	For AP4, CC/FN arranged a follow-up meeting for the NQTs for Monday, 26 February 2018.	Feb 18	CC/FN
3.4	The confidential minutes and action point of the previous meeting held on 8 November 2017, were read, and signed by the Chair as a true record of the meeting. There were no Confidential Action Points to consider.		
4.	Headteacher's Report		
4.1	The Headteacher began her report, by stating that she would like to appoint a 'floating' HLTA in the budget for 2018/2019, starting in September 2018, but earlier if possible. This will form part of	Apr18	Head

Primary Personnel 14.03.18

READ & AGREED AS A TRUE RECORD (CHAIR)

	the budget build in March.		
4.2	She also reported that staff are to be paid using E-pay slips from January 2018.		
4.3	The Head also confirmed that all the teachers were in post following the Christmas break. However one member of staff has asked for a temporary reduction in his timetable (one day per week) due to family illness. This has been agreed and, as part of the support offered by the school, a sabbatical period was also offered to the member of staff but this was declined.		
4.4	The Head reported that one member of staff would be taking maternity leave from Easter 2018. An advertisement for a temporary post (two days per week) would be placed.		
4.5	All four NQTs passed their first term. It is also likely that another NQT will be needed next year.		
4.6	There are two new members of staff including a new Pastoral and Student Worker to work with families of children with complex needs. Mentoring is in place for this worker and for a new Pre-school worker (mornings only).		
4.7	The Head reported that one member of staff has applied to be an SLE (Senior Leader in Education) and would be working with the Discovery Teaching School.		
4.8	One Midday Supervisor has not returned having taken extended leave, without permission, and is not on sick-leave. Managerial advice will now be given when she returns to school. There are three Midday Supervisor posts being advertised at the moment.	Jan18	Head
4.9	A request for a two-day leave of absence was considered, and was granted with the condition that one day was paid and one day was unpaid leave.		
4.10	The Head and the SBM will be meeting with the Owner of the Before and After School Club tonight. He will then be informing the staff of the GBs intention to proceed to take over the management of the Before and After School Club from 1 April 2018. A Manager will be sought for this post for September 2018.	Apr18	Head
4.11	The application to become a Teaching School has been made to the DfE. If successful a job description for a Co-ordinator will be sourced for a new appointment.	Feb18	Head
4.12	Discussion took place regarding the School Office, where one member of staff is off on long-term sick. Structures and systems have been re-organised during the absence and a TA continues to support the Office for two afternoons per week. Occupational Health may be suggested to support the member of staff on long-term sick.		
5.	Chair's Report		
5.1	The Chair reported that he had attended some of the end-of-term celebrations before Christmas and he felt that there was a lovely		

	atmosphere around the school which made them very enjoyable.		
5.2	FN reported that as Chair of Governors he had visited every classroom on the last day of term and had witnessed a very enjoyable presentation by Year 5 in the Hall to a number of adult visitors.		
5.3	FN reported that since the last meeting, and for clarification purposes, he had undertaken a review of all the SLT responsibility payments made since 2013. His report had been circulated to the Committee prior to the meeting.		
5.4	The report clarified some of the definitions used to explain the pay structure and how decisions were made in relation to the size of the school.		
5.5	FN continued by confirming that the Head had been appointed to be the lead professional in a three-form-entry school, as confirmed by the LA, and that the Leadership Salary Range used was appropriate to the size of the school.		
5.6	There had been three different changes to the salary of the Deputy Headteacher over the last few years but these had been resolved at the last Committee meeting.		
5.7	The post of Assistant Head/SENCO came into being as the school grew into being a three-form-entry school, and the salary range for this post has also been amended, but will revert back to its previous position should the post become vacant.		
5.8	It was agreed that FN would draft a letter to EPM to clarify the final position for the school, which would be circulated to the Chair and the Head.	Jan 18	FN
5.9	Further discussion about future pay ranges will be determined by market forces, and consideration of TLR points for those staff at the top of the salary range.		
5.10	The Committee asked for an investigation into current pay ranges at schools of a similar size, similar to previous investigations undertaken in 2016. The Head agreed to email schools in the cluster, and other similar size schools in Group 3 & 4. JA also agreed to check salaries with a similar size school in Birmingham.	Jan 18	Head/JA
6.	Updates on staffing for 2017 -2018		
6.1	This item was covered in the Headteacher's Report – see item 4 above, and will be included in this report in future meetings.	Mar 18	Clerk
7.	Review of Work Schedule		
7.1	There were two issues from the revised Work Schedule for the Spring Term 2018 to consider: <ul style="list-style-type: none"> The termly meeting for the Head's Performance Management Review took place before the meeting. The next review meeting was arranged for Wednesday, 2 May 2018; and 		

	<ul style="list-style-type: none"> Staff Safeguarding checks are covered by CC in her Child Protection report. FN to review the current position regarding Safer Recruitment training given that two governors experienced in this area have left the GB. It was subsequently agreed that, if possible, DT and PS would be asked to undertake the training. 		
8.	Review of Schedule of Policies		
8.1	<p>The following four policies were reviewed, but no changes were required, and they were therefore all adopted for use in school, including:</p> <ul style="list-style-type: none"> Adults Code of Conduct; Equality & Diversity Policy; Flexible Working Policy; and Personal Information Policy. 		
8.2	It was noted that the Personal Information Policy would need to be reviewed again later in the year, in light of new legislation in this area, and the subsequent issuing of new guidance from EPM.		
9.	Any Other Business		
9.1	The members of the Personnel and Salary Committee agreed to defer a walkabout around the school until after the next meeting.	Mar18	Comm
9.2	There being no other business the meeting closed after item 10 at 11.15 am.		
10.	Summary of Impact on Standards and Progress		
10.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
10.2	<p>The Committee agreed that, at this meeting, it had:</p> <ul style="list-style-type: none"> Clarified the current salary positions for the SLT; Ensured that all staff are being paid correctly, and plans for future-proofing are in place; Ensured that the four policies reviewed met the needs of the school; and Assured that contingency plans are in place to provide continuity of education. 		

Personnel Committee Action Points from 10 January 2018

Pers 3 2017/2018	Action Point	By Whom	Outcome
AP1	3.3 CC/FN to hold a follow-up meeting with the NQTs on Monday, 26 February 2018.	CC/FN	
AP2	4.1 The Headteacher would like to appoint a 'floating' HLTA in the budget for 2018/2019, starting in September 2018, but earlier if possible.	Head	
AP3	4.8 There are three Midday Supervisor posts being advertised at the moment.	Head	
AP4	4.10 A Manager will be sought for the Before and After School Club for September 2018.	Head	
AP5	4.11 A job description for a Co-ordinator to enable the school to become a Teaching School to be sourced, and an appointment to be made.	Head	
AP6	5.8 FN to draft a letter to EPM to clarify the final position for the school, which would be circulated to the Chair and the Head.	FN	
AP7	5.10 The Head to email schools in the cluster and other similar size schools in Group 3 & 4, about current pay ranges at schools of a similar size. JA also agreed to check salaries with a similar size school in Birmingham.	Head/JA	
AP8	6.1 The Clerk to add 'Updates on staffing' to the Headteacher's Report for future meetings.	Clerk	Completed
AP9	9.1 A walkabout by members of the Personnel and Salary Committee around the school to take place after the next meeting on Wednesday, 14 March 2018.	Committee	