

## THORNDOWN PRIMARY SCHOOL

### Minutes of the Personnel and Salary Committee Meeting Wednesday, 28 September 2016 at 10.00 a.m.

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

<b>Item</b>		<b>Action</b>	<b>Lead</b>
<b>1.</b>	<b>Welcome / Apologies / Declarations of Interest</b>		
1.1	Governors Present: Vicci Godbold, Peter Smith, Christine Curtis and Andrea Cliff. Jane Ainscow arrived at 10.45 am.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	The meeting was quorate with five governors present.		
1.4	Apologies for absence, with governors' consent: Frank Newton.		
1.5	Absent: None.		
1.6	Declarations of Interest: None.		
<b>2.</b>	<b>Election of Chair &amp; Vice-Chair</b>		
2.1	<b>Chair of Personnel and Salary Committee:</b> the Clerk requested nominations for the post of Chair of the committee and it was agreed that Peter Smith should be elected Chair for the academic year 2016/2017. This had been proposed by Christine Curtis and was seconded by Andrea Cliff.		
2.2	<b>Vice-Chair of Personnel and Salary Committee:</b> If the Chair is absent from a meeting, a governor may be elected to take the Chair.		
<b>3.</b>	<b>Terms of Reference</b>		
3.1	The Terms of Reference needed one minor amendment to be made, with the addition of Thorndown Pre-school. Subject to the agreement of the Full GB, these Terms of Reference will be ratified at their next meeting on 6 October 2016.	Oct 16	Clerk
<b>4.</b>	<b>Notice of change in order, or any other business</b>		
4.1	The Committee agreed not to change the order of the business of the meeting, and that there was no any other business.		
4.2	The committee had previously agreed to view the school and see staff in action with a walkabout following the meeting.		

<b>5.</b>	<b>Review of minutes and action points of the previous meeting</b>		
5.1	The minutes and action points of the previous meeting held on 15 June 2016, were read, agreed and signed by the Chair as a true record of the meeting.		
5.2	Two of the three Action Points had been completed before the meeting (APs 2 & 3).		
5.3	The remaining Action Point (AP1) was an agenda item (see point 9 below).		
<b>6.</b>	<b>Headteacher's Report</b>		
6.1	The Headteacher's updated the Committee on the current staffing situation, with the school fully staffed for each of its 19 classes in 2016-2017.		
6.2	She explained that the three NQTs had settled in well, and that they were receiving the appropriate level of support. The Headteacher also confirmed that all PPA time had been covered and appropriate release time for both NQTs and Team Leaders is in place.		
6.3	Classroom observations are already underway with the Maths curriculum being under close scrutiny.		
6.4	The Head confirmed that the school has taken notice of recent guidance to ensure that training and CPD for all staff is integrated and on-going.		
6.5	The Head confirmed that her Performance Management had already been completed, and that all teaching staff reviews would be completed by 31 October 2016. Targets have been set for Team Leaders and for Class Teachers.		
6.6	Members of the O-track team have been into school to help unpick data issues with the SMT.		
6.7	The Head reported that as part of her review of 2015/2016 Performance Management data, the outcomes for staff were on average about 15% below predicted levels. She felt that this was an anomaly given the uncertainty around the data in the first year without levels. The Committee agreed to accept these results. Below 15% would not be accepted.		
6.8	The Head then explained about the TUPE process to help integrate the staff from the Playgroup into the Pre-school, as from 1 September 2016. There had been no redundancies but some staff have accepted a change to their working hours.		
<b>7.</b>	<b>Chair's Report</b>		
7.1	The Chair asked to defer the discussion on a teaching staff pay increase of 1% until the Pay Policy was approved – see item 10.5 below.		

<b>8.</b>	<b>Updates on staffing for 2016 -2017</b>		
8.1	Covered in the Headteacher's Report – see item 6 above		
<b>9.</b>	<b>Review of Work Schedule</b>		
9.1	The revised Work Schedule for 2016/2017 had been circulated prior to the meeting.		
9.2	<b>Head's Performance Management</b> – this had already been completed in a meeting between the Head, the LA SIP and the Review Governors. A date for a monitoring meeting has also already been set up for January 2017. See also item 11.1 below.		
9.3	<b>Review of SLT salaries</b> – this item to be discussed after the review of the Pay Policy – see item 10.6 below.		
9.4	<b>Staffing for 2017/2018</b> – the Headteacher's updated the Committee on the current numbers in school and anticipated numbers for September 2017. It was agreed that the school would need to increase the number of classes by one class for the academic year 2017/2018, making 20 classes in total.		
<b>10.</b>	<b>Review of Schedule of Policies</b>		
10.1	An updated Schedule of Policies for 2016/2017 had been circulated prior to the meeting.		
10.2	The following policies were adopted for use in school, including: <ul style="list-style-type: none"> <li>• Teacher Appraisal Policy;</li> <li>• Appraisal for Support Staff Policy;</li> <li>• Staff Supervision in Early Years and Childcare Supervision Policy;</li> <li>• Pay Policy; and</li> <li>• Safer Care Code of Conduct.</li> </ul>		
10.3	The Clerk to update the covers of these policies and the review dates.	Oct 16	Clerk
10.4	It was noted that the new Staff Supervision in Early Years and Childcare Supervision Policy will be referenced as Appendix 3 in the Appraisal for Support Staff Policy.	Oct 16	Clerk
10.5	The rates of pay for teachers for 2015/2016 were considered as part of the review of the Pay Policy. The Committee approved a teaching staff pay increase of 1% from 1 September 2016. The Head to supply the Clerk and the Committee with the new rates of pay.	Oct 16	Head/Clerk
10.6	As part of the review of the Pay Policy, it had also been previously decided to review SLT salaries to ascertain if the pay range was still appropriate for a school that is undertaking rapid growth. A review was also needed in case the school should need to recruit new staff in these roles. It was agreed that the Chair (PS) would check with EPM		

	regarding the appropriateness of the current pay range, and see if there was an opportunity to change them. If not, it might be possible to award discretionary awards to staff for outstanding performance. The Teaching Unions to be notified of any changes.	Oct 16	PS
<b>11.</b>	<b>Any Other Business</b>		
11.1	The Headteacher left the meeting for this item. The Committee approved the recommendation of the Review Governors following the Head's Performance Management meeting. AC to put this outcome in writing to the Headteacher.	Oct 16	AC
11.2	There being no other business the meeting closed after item 12 at 11.05 am.		
<b>12.</b>	<b>Summary of Impact on Standards and Progress</b>		
12.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
12.2	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> <li>Discussed the integration of staff from the Playgroup into the Pre-school (TUPE);</li> <li>Agreed a number of key policies relating to the school and to the pre-school;</li> <li>Had been fully appraised about current staffing levels in the school and in the pre-school; and</li> <li>Had been fully informed about the results of the Performance Management cycle form 2015/2016.</li> </ul>		

### Personnel Committee Action Points from 28 September 2016

Pers 1 2016/2017 AP No:	Action Point	By Whom	Outcome
1.	3.1 The Terms of Reference to be ratified at the GB meeting on 6 October 2016.	Clerk	
2.	10.3 The Clerk to update the covers of the revised policies and the review dates.	Clerk	Completed
3.	10.4 The Clerk to add reference to the new Staff Supervision in Early Years and Childcare Supervision Policy as Appendix 3 in the Appraisal for Support Staff Policy.	Clerk	Completed
4.	10.5 The Head to supply the Clerk and the Committee with the new rates of pay for teachers with a pay increase of 1% from 1 September 2016.	Head/Clerk	
5.	10.6 The Chair (PS) to check with EPM regarding the appropriateness of the current pay range for SLT salaries. The Teaching Unions to be notified of any changes.	PS	
6.	11.1 AC to notify the Headteacher, in writing, of the outcome of the review of her performance.	AC	