

**THORNDOWN PRIMARY SCHOOL
& THORNDOWN PRE-SCHOOL**

**Minutes of the Personnel and Salary Committee Meeting
Wednesday, 11 January 2017 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 all six governors present.		
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 not to change the order of the business of the meeting, and that there were no items of other business.		
3.	Review of minutes and action points of the previous meeting		
3.1	The minutes and action points of the previous meeting held on 9 November 2016, were read, agreed and signed by the Chair as a true record of the meeting.		
3.2	Four of the seven Action Points had been completed before the meeting (APs 4, 5, 6 & 7). The remaining Action Points (AP1, 2 & 3) were then discussed.		
3.3	For AP1 & AP2, the Chair had asked EPM for the pay range of three equivalent size maintained primary schools for benchmarking purposes, and the appropriateness of the current pay range for SLT salaries. There was further discussion about the pay range and the way the SLT had been structured following the amalgamation and the move from being a 2FE school to become a 3FE school. It was agreed that the current pay range for the SLT was appropriate for the current size of the school (520 pupils) and that a further review would be needed as the school continues to grow, and/or reaches 600 pupils.	Sept 17	Chair
3.4	For AP3, the Head had advertised internally for a Literacy lead, as		

Primary Personnel 15.03.17

READ & AGREED AS A TRUE RECORD (CHAIR)

	part of the overall leadership structure, and there had been three applications. Interviews will be held on Monday, 30 January 2017.	Jan 17	Head/ CC
3.5	The confidential minutes and action point from the meeting held on 9 November 2016 were also discussed.		
3.6	The Committee asked that the Clerk amend the confidential minute 4.2, before the minutes were agreed, to reflect the reason behind the award of two TLR3 payments. Once this was done the Chair would agree and sign the minutes as a true record of the meeting.	Jan 17	Clerk/ Chair
3.7	FN, as Chair of the GB, agreed to write a letter to each of the two members of staff concerned to explain the reasons behind the award of each TLR3.	Jan 17	FN
3.8	The Clerk agreed to check with Governor Services how other schools record the award of TLR3's in confidential minutes.	Jan 17	Clerk
4.	Headteacher's Report, including update on staffing		
4.1	The Headteacher's reported that in reviewing staff absence there was an issue with some TA absence.		
4.2	This would include the school initiating either stage one and/or stage 2 capability procedures in some cases.		
4.3	The TA hours for one child, who is no longer attending the school, and will shortly be taken off-roll, have been re-allocated, while other temporary hours will need to be re-organised in September 2017.		
4.4	The Headteacher also reported that the recent INSET day developing work and ideas on Growth Mindset, held for teaching staff across the town (over 200 staff present) had been a big success. Governors were pleased to hear that the school is at the forefront of innovative practice in the area, and that its reputation as a Teaching School was growing.		
5.	Chair's Action		
5.1	The Chair had contacted EPM as part of the need to review the pay range for the SLT as reported above – see item 3.3.		
5.2	The Chair confirmed that he had attended the Christmas productions and a school lunch, but had no further action to report.		
6.	Review of Work Schedule		
6.1	The revised Work Schedule for 2016/2017 had been circulated prior to the meeting.		
6.2	There were no outstanding issues regarding Staff Safeguarding with the SCR being kept up-to-date. The Headteacher confirmed that she had attended the latest training for Designated Leads and updated the necessary forms for referrals to the County.		

Primary Personnel 15.03.17

READ & AGREED AS A TRUE RECORD (CHAIR)

6.3	A meeting has been arranged to review the progress made on the Head's Performance Management for this term.		
7.	Review of Schedule of Policies		
7.1	An updated Schedule of Policies for 2016/2017, and three policies for review, had been circulated prior to the meeting.		
7.2	Discussion on the Staff, Governors & Volunteers Code of Conduct lead to concerns about the behaviour of adults at the Christmas productions and the taking of photographs. It was agreed that the school would ask parents not to take photographs during a production in future and arrange for groups to be photographed afterwards.	Jan 17	Head
7.3	Further discussion around this policy centred on the need for all staff, especially part-timers, to have the opportunity to attend appropriate training and staff meetings. The Head to discuss this further with staff and may, from September 2017, vary the days of staff meetings.	Jan 17	Head
7.4	The Committee considered the wording and the effectiveness of the three policies before they were amended in several places, and then adopted for use in school, including: <ul style="list-style-type: none"> • Staff, Governors & Volunteers Code of Conduct; • Equality Policy; and • Trade Union Recognition. 		
7.5	The Clerk to update these policies and send them to the Headteacher and the SBM.	Jan 17	Clerk
7.6	It was noted that a new Complaints Procedure has been issued by the LA and that this has been added as an agenda item to next Full GB meeting.		
8.	Any Other Business		
8.1	There being no other business the meeting closed after item 9 at 11.15 am.		
8.2	The Committee would then view the School and the Pre-school and seen staff in action with a walkabout following the meeting.		
9.	Summary of Impact on Standards and Progress		
9.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
9.2	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> • Discussed issues arising from the Staff, Governors & Volunteers Code of Conduct, and concerns about the behaviour of adults and the taking of photographs; and • Discussion issues of compliance for all staff, especially part-timers, to attend appropriate training and staff meetings. 		

Personnel Committee Action Points from 11 January 2017

Pers 3 2016/2017 AP No:	Action Point	By Whom	Outcome
1.	3.3 The Chair to further review the pay range for the SLT as the school continues to grow, and/or reaches 600 pupils.	Chair	
2.	3.4 Interviews for a Literacy lead, as part of the overall leadership structure to be held on Monday, 30 January 2017.	Head/CC	
3.	3.6 The Clerk to amend the confidential minute 4.2, to reflect the reason behind the award of two TLR3 payments, before the Chair would agree and sign the minutes as a true record of the meeting.	Clerk Chair	Updated 12/1
4.	3.7 FN to write a letter to each of the two members of staff concerned to explain the reasons behind the award of each TLR3.	FN	
5.	3.8 The Clerk agreed to check with Governor Services how other schools record the award of TLR3's in confidential minutes.	Clerk	Email to Gov Services sent 12/1
6.	7.2 The Head to ask parents not to take photographs during a production in future and arrange for groups to be photographed afterwards.	Head	
7.	7.3 The Head to discuss the need for all staff, especially part-timers, to attend appropriate training and staff meetings.	Head	
8.	7.5 The Clerk to update the policies and send them to the Headteacher and the SBM.	Clerk	Completed