

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

**Minutes of the Personnel and Salary Committee Meeting
Wednesday, 15 March 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 11 January 2017, were read, agreed and signed by the Chair as a true record of the meeting.		
3.2	Three of the eight Action Points had been completed before the meeting (APs 3, 5 & 8). The five remaining Action Points (APs 1, 2, 4, 6 & 7) were then discussed.		
3.3	For AP1, a further review of the pay range for the SLT will be needed as the school continues to grow, and/or reaches 600 pupils.		
3.4	For AP2, Interviews for a Literacy lead have been held and an appointment made. In-service training has begun with the successful candidate, and also for the unsuccessful applicants.		
3.5	AP4 was no longer required.		
3.6	For AP5, the Head will ask parents not to take photographs during the next production and arrange for photographs to		

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READ & AGREED AS A TRUE RECORD (CHAIR)

3.7	be taken afterwards. For AP6, the Head has discussed the need for all staff, especially part-timers, to attend appropriate training and staff meetings, and some movement of dates of meetings for next year has already been made.		
4.	Headteacher's Report		
4.1	The Headteacher's Report began with an update on staffing. The key changes included the retirement of a long-serving HLTA, a teacher leaving at Easter (to be covered by a member of staff returning from maternity leave) and another member of staff leaving in August 2017.		
4.2	The Headteacher circulated a spreadsheet outlining her proposed staffing structure for the academic year 2017/2018. This was discussed in detail with background information shared with the Committee. The discussions included concerns about the budget to afford such a staffing structure, given the significant budget shortfall of £90k, consideration for the personal requirements of staff and the needs of the school to deliver high quality education outcomes for its children.		
4.3	The concerns about the budget shortfall will be discussed with the School's Financial Adviser (SFA) shortly, where the school will re-iterate the need to retain single age group class teaching.	April 17	Head
4.4	The Headteacher is also in discussion with Maths Hub regarding a new financial arrangement for the work being undertaken in this area.	April 17	Head
4.5	The Headteacher also reported that she is involved in reviewing the long-term absence of four TAs with EPM.	April 17	Head
5.	Chair's Action		
5.1	There was some very positive feedback from the walkabout by the committee after the last meeting. This was seen as an opportunity for governors to put names to faces. The quality of writing observed was seen to be at a very high standard. There was also good evidence of work on Growth Mindset.		
5.2	The GB In-house training session entitled 'Understanding Mastery in Mathematics' presented by CG on Thursday, 9 March 2017 was considered extremely helpful and the next walkabout by the committee after the meeting on 26 April 2017 will be a follow-up on Maths.	April 17	Personnel
6.	Changes to Human Resources Policies		
6.1	Following discussions with the trade union County Secretaries the LA have advised schools of a new process that they should follow for the introduction of new HR Policies or changes to existing HR Policies.		

6.2	The school uses model policies provided by EPM Ltd. These policies have been written in line with guidance from the LA but they have not been subject to consultation with the trade unions.	April 17	Head
6.3	If the Committee has determined a change to any HR policy, or wish to implement one of the model policies from their HR provider, the GB must ensure they undertake a consultation with staff and trade union representatives (County Secretaries).		
6.4	To effectively consult on an HR Policy, the proposed Policy should be circulated to staff and the trade union representatives allowing a minimum of 10 days for written comments to be submitted. The timeframe for the consultation can be longer where union representatives are engaging in meaningful consultation.		
6.5	It was agreed that the Head would include a check-box on these policies which would be dated, and any changes would be highlighted. Policies would also be marked 'subject to union approval' while under consultation.		
6.6	The Head and the Committee would consider and respond to any comments, accepting or rejecting the proposed changes.		
6.7	The final policy would then be considered by the Committee who would agree to adopt the policy, which would be formally minuted. The final policy would then be implemented with training provided to line managers where required to ensure an effective implementation.		
6.8	For LA HR policies the consultation with the trade unions has already been undertaken therefore the GB would only need to consult with staff internally prior to the implementation of the policy.		
7.	Review of Work Schedule		
7.1	There were no outstanding issues regarding the revised Work Schedule for 2016/2017.		
8.	Review of Schedule of Policies		
8.1	Following the introduction of new legislation it was agreed that the GB Code of Conduct needed amending to include a section relating to on the collection of personal data and compliance to Edubase. This also lead to a review of Staff, Governors and Volunteers Code of Conduct.		
8.2	It was agreed that the Staff, Governors & Volunteers Code of Conduct would be re-named the Adults Code of Conduct, and that GB Code of Conduct would include the following wording regarding the collection of personal data: <ul style="list-style-type: none"> • People that govern hold an important public office and their identity should be known to their school 		

	<p>community. The GB publishes details on its website about each governor, including any relevant material business or pecuniary interests and any governance roles in other educational institutions. It also includes any material interests arising from close family relationships between those involved in governance; and</p> <ul style="list-style-type: none"> • Under s.538 of the Education Act 1996, the Secretary of State requires the GB to provide certain details they hold about people involved in governance, as volunteered by individuals, via Edubase and keep the information up to date. Not all of the information collected via Edubase will be published, but all will be held encrypted securely by the department. Anyone failing to provide information to enable the GB to fulfil their responsibilities may be in breach of the code of conduct and as a result be bringing the GB into disrepute. In such cases the GB would consider suspending them in accordance with their powers. 		
8.3	The Chair to advise the GB of the change to the GB Code of Conduct at the next Full GB meeting on Thursday, 23 March 2017.	March 17	Chair
8.4	It was noted that a new Complaints Procedure has been re-issued by the LA and then immediately withdrawn again. This matter will be added as an agenda item to next Full GB meeting when a final version of the policy is published by the LA.	April 17	Clerk
9.	Any Other Business		
9.1	AC reported that she had completed Safeguarding training, by undertaking an EPM Webinar. She believes that the school is fully compliant in this area.		
9.2	Governors are now to be asked to inform Helen Cooper (SBM) about any training they undertake as she is now taking the lead role in recording governor training activities.	April 17	GB
9.3	There being no other business the meeting closed after item 10 at 11.10 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"> • Discussed issues arising from the Headteacher's Report and implications for future Staffing arrangements in the school. This included concerns about the budget, the personal requirements of staff and the needs of the school; • Reiterated the need for the school to retain single-age group class teaching; and 		

	<ul style="list-style-type: none"> Agreed that the next walkabout by the committee after the meeting on 26 April 2017 would focus on Maths. 		

Personnel Committee Action Points from 15 March 2017

Pers 4 2016/2017 AP No:	Action Point	By Whom	Outcome
1.	4.3 The Head to report back on the budget shortfall and her discussions with the School's Financial Adviser (SFA).	Head	
2.	4.4 The Head to report back on her discussions with Maths Hub regarding a new financial arrangement for the work being undertaken in this area.	Head	
3.	4.5 The Head to report back on the review of the long-term absence of four TAs with EPM.	Head	
4.	5.2 The next walkabout by the committee after the meeting on 26 April 2017 will be a follow-up on Maths.	Personnel	
5.	6.5 A check-box to be included on any new/amended HR policies for dating, and any changes would be highlighted. Policies to also be marked 'subject to union approval' while under consultation.	Head	
6.	8.3 The Chair to advise the GB of the change to the GB Code of Conduct at the next Full GB meeting on Thursday, 23 March 2017.	Chair	
7.	8.4 The Complaints Procedure to be added as an agenda item to next Full GB meeting when a final version of the policy is published by the LA.	Clerk	
8.	9.2 Governors are now to be asked to inform Helen Cooper (SBM) about any training they undertake as she is now taking the lead role in recording governor training activities.	GB	