

THORNDOWN PRIMARY SCHOOL

**Minutes of the Personnel and Salary Committee Meeting
Wednesday, 27 September 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, Christine Curtis, Andrea Cliff and Jane Ainscow		
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.		
2.	Election of Chair & Vice-Chair		
2.1	Chair of Personnel and Salary Committee: 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 2017-2018. This had been proposed by Christine Curtis and was seconded by Jane Ainscow.		
2.2	Vice-Chair of Personnel and Salary Committee: If the Chair is absent from a meeting, a governor may be elected to take the Chair.		
3.	Notice of change in order, or any other business		
3.1	The Committee agreed not to change the order of the business of the meeting, and that there was no any other business.		
4.	Review of minutes and action points of the previous meeting		
4.1	The minutes and action points of the previous meeting held on 14 June 2017, were read, agreed and signed by the Chair as a true record of the meeting.		
4.2	Both of the Action Points had been completed before the meeting (APs 1 & 2).		

5.	Headteacher's Report		
5.1	The Headteacher's updated the Committee on the current staffing situation, with the school fully staffed for each of its 20 classes in 2017-2018.		
5.2	The situation regarding staff on Maternity Leave was discussed. There is one member of staff on Maternity Leave, one returning from Maternity Leave, and two staff who will be going on Maternity Leave.		
5.3	The new Reception intake has seven children with EHC plans, and all need considerable TA support. None of the children are full-time yet and good working relationships are being established with the families. The funding for these children is still being processed.		
5.4	There have been two TA resignations, one of which is an early retirement. The Head proposed to investigate the appointment of a Counsellor to work with families of children with complex needs. No changes would be made to the SLT for such an appointment. Once costs are known the Committee would be able to discuss this further at its next meeting on Wednesday, 8 November 2017.	Nov 17	Head
5.5	Discussions regarding the pay for members of the SLT are contained in a Confidential minute.		
5.6	The Head reported that one member of the Office staff was now on long-term sick. Her work is being covered by the other office staff with some support from the LA.		
5.7	Numbers at Pre-school have risen sufficiently for the need to advertise for another Key Worker. Interviews will take place on Friday, 6 October 2017. The feasibility of appointing a teacher for the Pre-school will be considered for 2018-2019.		
5.8	At the last GB meeting the GB confirmed its intention to proceed to take over the management of the Before and After School Club by giving notice to the current provider for 31 March 2018. A Manager will be sought for this post in the New Year.	Jan 18	Head
5.9	The Head reported that all four new NQTs have settled in well to the school and all had had a successful lesson observation.		
6.	Chair's Report, including action on teaching staff pay increase		
6.1	The Chair reported that he felt the end of term activities were all very successful. This included the Fair, Sports Day, the School Play and the end of term social event for staff and governors.		
7.	Updates on staffing for 2017 -2018		
7.1	This item was covered in the Headteacher's Report – see item 5 above.		

8.	Review of Work Schedule		
8.1	Arrangements for Head's Performance Management – The Head's Performance Management Review has been completed, but one additional sentence has still to be added to the report. The next meeting has already been arranged. A short Salaries Committee would be held at the end of the meeting. The Headteacher would leave the meeting for this item which would be recorded in the Confidential minutes.		
8.2	Terms of Reference - The Terms of Reference were approved and are subject to the agreement of the Full GB at their next meeting on Thursday, 5 October 2017.	Oct 17	Clerk
8.3	Consider changes to Pay Policy for Appraisal & Performance Related Pay - There was a discussion on the revised Pay Policy for 2017-2018, and the proposed teaching staff pay increase. It was agreed that there would be a 1% pay increase for all teaching staff with an additional 1% pay increase for unqualified teachers and those teachers on Main Scale, backdated to 1 September 2017. The Head would update the Pay Policy with the required dates, and advise the Trade Unions. It was noted that the pay review for TAs is underway with the LA.	Oct 17	Head
8.4	Staffing for 2017/18 – agree in accordance with Whole School Pay Policy - This item was covered in the Headteacher's Report – see item 5 above.		
9.	Review of Schedule of Policies		
9.1	An updated Schedule of Policies for 2017/2018 had been circulated prior to the meeting.		
9.2	The Pay Policy was reviewed and approved - see item 8.3 above.		
9.3	A new Probation Procedure Policy was now required. Following discussion and amendments this was approved for use in school, initially for one year and then for review every three years.		
9.4	The following policies were reviewed, but no changes were required, and they were therefore all adopted for use in school, including: <ul style="list-style-type: none"> • Appraisal of Teaching Staff; • Confidentiality Policy; • Grievance Procedure Policy; and • Safer Recruitment Policy. 		
10.	Any Other Business		
10.1	The Committee would then hold a walkabout after the meeting to view the school in action.		
10.2	There being no other business the meeting closed after item 11 at 11.12 am.		

11.	Summary of Impact on Standards and Progress		
11.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
11.2	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> • Reflected on staffing issues for 2017/2018 and discussed the implications of the pay awards; • Reviewed the salary of the SLT (within the confidential minutes); and • Reviewed and approved a number of school policies. 		

Personnel Committee Action Points from 27 September 2017

Pers 1 2017/2018	Action Point	By Whom	Outcome
AP1	5.4 The Head to investigate the appointment of a Counsellor to work with families of children with complex needs. Once costs are known the Committee would be able to discuss this further at its next meeting on Wednesday, 8 November 2017..	Head	
AP2	5.8 The Head to recruit a Manager for the Before and After School Club in the New Year.	Head	
AP3	8.2 The Terms of Reference to be ratified at the Full GB at their next meeting on Thursday, 5 October 2017.	Clerk	
AP4	8.3 The Head to update the Pay Policy and advise the Trade Unions.	Head	