

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

**Minutes of the Personnel and Salary Committee Meeting
Wednesday, 9 November 2016 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 was one item of other business, which would be discussed under the Head's Report.		
3.	Review of minutes and action points of the previous meeting		
3.1	The minutes and action points of the previous meeting held on 28 September 2016, were read, agreed and signed by the Chair as a true record of the meeting.		
3.2	Four of the six Action Points had been completed before the meeting (APs 1, 2, 3 & 4). AP6 had also been completed.		
3.3	The remaining Action Point (AP5) was discussed. The Chair had contacted EPM regarding the appropriateness of the current pay range for SLT salaries. There was much 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.		
3.4	The payment of TLR3's to those staff that exhibit outstanding performance was a focus of the discussions that followed. It was agreed that an overall review of the pay range for the SLT would be needed as the school continues to grow, and with the additional responsibility for the Pre-school.	Jan 17	Chair/FN/ Head

Primary Personnel 11.01.17

READ & AGREED AS A TRUE RECORD (CHAIR)

3.5	The Chair to ask EPM for the pay range of three equivalent size maintained primary schools for benchmarking purposes, and as requested to provide EPM with the numbers of children in each key stage.	Nov 16	Chair
4. Headteacher's Report			
4.1	The Headteacher's reported that the school was fully staffed in terms of teachers and TAs. There were several TAs currently off sick. She also reported that pupil numbers had risen to 501 and that the school was now a Group 4 school.		
4.2	The Headteacher had completed the results of her Performance Management review cycle for teaching staff. She had then reviewed all teaching staff salaries and outlined her recommendations to the committee. The anonymised salary recommendations were discussed at length, and approved, and are covered by a confidential set of minutes.		
4.3	As part of the discussions the committee agreed the need to appoint a Literacy lead in the overall leadership structure, and an appropriate advertisement for this post would be published internally.	Nov 16	Head
5. Chair's Action			
5.1	The Chair had no further action to report.		
6. Feedback from the walkabout following the last meeting			
6.1	The Committee had viewed the School and the Pre-school and seen staff in action with a walkabout following the last meeting.		
6.2	It was agreed that this was a beneficial exercise and that this should be repeated at least once per term, possibly focusing on different Key Stages.	Jan 17	All
7. Updates on staffing for 2016 -2017			
7.1	This had largely been covered in the Headteacher's Report – see item 4 above.		
7.2	The Headteacher also reported that two Midday Supervisors had left and that locally recruitment to fill these types of posts was very difficult. A solution, to cover these vacancies, has been to employ a sports instructor to help supervise the children's outdoor play.		
8. Review of Work Schedule			
8.1	The revised Work Schedule for 2016/2017 had been circulated prior to the meeting.		
8.2	The only outstanding item was to review spending on Pupil Premium, and the implications for staffing. The Headteacher reported that last year much of the Pupil Premium grant was spent on 1-1 teaching.		
8.3	This year the Pupil Premium grant is being spent on a range of activities, including play therapy and music therapy, but particularly on training to enable the TAs to become highly		

	qualified.		
8.4	A Governor Visit on the spending of the Pupil Premium grant has taken place and the report will be circulated by the Clerk for discussion at Learning and Development Committee.	Nov 16	Clerk
9.	Review of Schedule of Policies		
9.1	An updated Schedule of Policies for 2016/2017, and five policies for review, had been circulated prior to the meeting.		
9.2	The Headteacher to re-write the Staff, Governors & Volunteers Code of Conduct, for the next committee meeting on 11 January 2017.	Nov 16	Head
9.3	The following policies were amended in several places, and then adopted for use in school, including: <ul style="list-style-type: none"> • Safer Recruitment Policy; • Complaints Procedure (subject to a new policy to be delivered by the LA); • Discretionary Leave of Absence; and • Data Protection Policy. 		
9.4	The Clerk to update these policies and send them to the Headteacher and the SBM.	Nov 16	Clerk
10.	Any Other Business		
10.1	There being no other business the meeting closed after item 11 at 11.42 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"> • Discussed the walkabout following the last meeting, and agreed that this was a beneficial exercise and that this should be repeated at least once per term; • Had been fully appraised about current spending of the Pupil Premium grant money and considered implications for staffing; • Had been fully informed about the results of the Performance Management cycle and agreed subsequent pay decisions; and • Re-evaluated the need for a Literacy lead in the overall leadership structure. 		

Personnel Committee Action Points from 9 November 2016

Pers 2 2016/2017 AP No:	Action Point	By Whom	Outcome
1.	3.4 A review of the pay range for the SLT would be needed as the school continues to grow.	Head/FN Chair	
2.	3.5 The Chair to ask EPM for the pay range of three equivalent size maintained primary schools for benchmarking purposes, and as requested to provide EPM with the numbers of children in each key stage.	Chair	
3.	4.3 The Head to advertise internally for a Literacy lead, as part of the overall leadership structure.	Head	
4.	6.2 The Committee to see staff in action with a walkabout following the meeting, at least once per term, possibly focusing on different Key Stages.	All	
5.	8.4 The Clerk to circulate the Governor Visit report on the spending of the Pupil Premium grant for discussion at Learning and Development Committee.	Clerk	Completed
6.	9.2 The Headteacher to re-write the Staff, Governors & Volunteers Code of Conduct, for the next committee meeting on 11 January 2017.	Head	Completed
7.	9.4 The Clerk to update the four approved policies and send them to the Headteacher and the SBM.	Clerk	Completed