

**THORNDOWN PRIMARY SCHOOL**  
**Personnel and Salary Committee Meeting**  
**Wednesday 3<sup>rd</sup> May 2023 10 a.m.**  
**Minutes**

<b>Membership of the Personnel and Salary Committee:</b>			
Chris Snape	Head	Jane Ainscow	JA
Peter Smith	PS	Frank Newton	FN
Andy Thomas	AT	Jill Foster	JF

Item		Action	Lead
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors present: Andy Thomas, Peter Smith, Jane Ainscow, Frank Newton, Chris Snape and Jill Foster.		
1.2	Absent: None		
1.3	Declaration of interest: None.		
2.	Minutes and matters arising from the meeting held on 8 <sup>th</sup> March 2023		
2.1	The minutes from the meeting held on the 8 <sup>th</sup> March 2023 were agreed to be a true and accurate record.		
2.2	There were no action points.		
3.	Head's Report		
3.1	<p>A Long serving TA is retiring and this will be marked in school. A year 6 teacher is leaving the school at the end of term, her hours will be replaced by another part time teacher in year 6. Currently, due to the retirement of one teacher there is a Key Stage 1 teaching vacancy being advertised. This has gathered a lot of interest already. The SenCo will be going on maternity leave in September and CS is looking at giving the team leaders opportunity to step up, which will result in teachers being given the opportunity to step up to team leaders. FN reassured the committee that as a key role the minimum the staff can work is 4 days. CS raised that there were a lot of experienced members of staff so it is a good opportunity to further their careers.</p> <p><b>CHALLENGE:</b> PS asked if training would be provided for the candidate, which CS explained there is plan for a hand over to spread out over the half term and the chance to take training should the opportunities arise. CS confirmed the school was open for all of the recent strike days. <b>CHALLENGE:</b> PS asked if the structure for next years teachers is being considered yet, which CS stated he was in discussion with team leaders, as well as teachers.</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p>	
4.	Chair's Report		
4.1	PS has attended the school to volunteer for the year 1 Cambridge Botanical Gardens trip, which was enjoyable.		

4.2	PS and JF has attended training on KS2 SATs. They fed back to the committee that they were impressed with the amount of work undertaken to complete these alongside existing work load.		
5.	Staff Wellbeing		
5.1	With SATs and reports coming up CS is ensuring that he is consistent in his expectations and he is giving plenty of notice for any changes to workload. Discussions have been had on timetabling and the impact changes are having. CS reassured the committee that there are regular discussions with staff and that he is confident that everyone is happy. <b>CHALLENGE:</b> FN raised that there was a proposal of a staff survey, CS suggested this take place in the last half term to give enough time since the Ofsted one. The outcomes of this will inform planning.	<b>CHALLENGE</b>	
6.	Policies		
6.1	Managing Sickness Absence Policy: This was a new policy from Judicium, to be read along with their sick absence pay policy. <b>CHALLENGE:</b> AT asked for confirmation that the school marks absences as days not percentages, which CS confirmed it was on days and not percentages. <b>CHALLENGE:</b> AT raised that 4 weeks to refer to occupational health is long time, however, CS explained the resources available before this. <b>DECISION:</b> The policy was agreed with suggested changes.	<b>CHALLENGE</b> <b>CHALLENGE</b> <b>DECISION</b>	
6.2	Wellbeing: This was a new policy from Judicium, with some minor changes. <b>DECISION:</b> The policy was agreed.	<b>DECISION</b>	
6.3	Whistleblowing: This policy was in conjunction with all the relevant LA whistleblowing information, which is currently displayed on the back of staff doors. <b>DECISION:</b> The policy was agreed.	<b>DECISION</b>	
6.4	<b>CHALLENGE:</b> AT asked if CS had completed training regarding advising on school policies as this was a gap in knowledge. CS reassured the committee that as well as receiving support from the LA and Judicium there was training via the New Head's Course. <b>CHALLENGE:</b> FN raised that at CS appointment the school agreed to additional support for CS as a new Head and asked if this was working well, which CS confirmed it was and explained what is covered in the New Head's Course.	<b>CHALLENGE</b> <b>CHALLENGE</b>	
7.	Any other business		
	None.		
8.	Summary of impact on standards and progress		
8.1	The committee agreed that the impact of this meeting to drive standards and progress was: <ul style="list-style-type: none"> <li>The committee were made aware of plans to covering staffing for the next academic year.</li> <li>The committee were updated on how the SLT were supporting staff wellbeing.</li> </ul>		

The meeting closed at 10:37

03.05.23 P&S Minutes

.....(CHAIR)

**Personnel and Salaries Action Points - None**