

THORNDOWN PRIMARY SCHOOL
Personnel and Salary Committee Meeting
Wednesday 8th March 2023 10 a.m.
Minutes

Membership of the Personnel and Salary Committee:			
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: Chris Snape, Peter Smith, Jane Ainscow, Frank Newton and Jill Foster.		
1.2	Apologies for absence: Andy Thomas.		
1.3	Absent: None.		
1.4	Declarations of interest: None.		
2.	Minutes and matters arising from the meeting held on 18 th January 2023		
2.1	The minutes from the meeting held on the 18 th January 2023 were agreed as a true and accurate record.		
2.2	There were no action points.		
3.	Head's Report		
3.1	There has been a high proportion of staff illness, which is due to a mix of physical and mental illness. CS has been talking to staff regarding their mental wellbeing and is providing reasonable opportunities for staff to manage their mental wellbeing. CS provided an update on the maternity cover in year 3.	CHALLENGE	
3.2	The school was open for the regional strike. There is expectation of a little disruption over the next two strike dates but the school is expected to remain open. CHALLENGE: JC asked if CS knew how many teachers were members of the NEU, which CS stated there were currently 17. CS has completed a risk assessment in case those eligible to strike take action, however, staff have been openly communicating with CS regarding their intentions.		
3.3	The ICT service have completed a GDPR audit, which has resulted in an update in policies. The policies will be brought to the relevant committees.		

3.4	CS and SBM have started to preliminary look at staffing for next year. A Teacher and a TA have shared their intention to retire at the end of the academic year, however, this has not been confirmed. CHALLENGE: JA asked if there had been an update on number of reception intake. CS stated that currently it is at 58, with the estimation that this will increase to 70. CS informed the committee that EYFS team lead and the SENDCo are looking into running toddler sessions to increase future uptake of the preschool.	CHALLENGE	
4.	Chair's Report <ul style="list-style-type: none"> Head's Performance Management Review Update 		
4.1	Head Performance Management Review: The panel met prior to half term. PS informed the committee that with regards to the timings of the reviews and the time of CS contract start date it was decided to kept to the timetable but amend the expectations to suit time remaining in the academic year. CHALLENGE: FN asked if there were still targets set in the review, which PS confirmed there were but these were tailored to suit the situation.	CHALLENGE	
5.	Staff Wellbeing		
5.1	As an action from the FGB the committee wished to discuss the wellbeing and support offered to TA, especially those who are working closely with EHCP pupils.	CHALLENGE	
5.2	CS acknowledge the pressure on TA in their roles. Training has been investigated and support offered where appropriate. CS has recognised a need for there to be a nominated member of SLT who is the first port of call for TA in regard to offering support and training. CS is focusing on ensuring TA's are well trained as well as ensuring there is a wellbeing net in place. There is an open door policy in school, which is having a good impact, however, this needs to be a more formalised process. CS is trying to ensure that Tas are given basic training in how to spot triggers and signs of behaviour in certain conditions, which will help the TAs in dealing with situations. CS has spoken to TAs regarding injuries and has reassured them that there are avenues to investigate should they require it.		
5.3	CHALLENGE: FN asked what trainings could be accessed, which CS stated they can access Step Training, which talks about dealing with early trauma and emotional mapping. There are also training programmes available from Cambridge and Peterborough services. The training from Steps will be fully mapped out by September.		
5.4	CS raised that he is aware that as a school there is a need to offer TA's a better training and support package to retain staff and help recruitment. This is to be offered as the financial deal is fixed.		

5.5	CHALLENGE: JF asked if the school has accessed the offer of support and training offered by the local Special Schools. CS stated that the Spring Common had attended the recent Head's forum so CS can now access support from them.	CHALLENGE	
5.6	FN reassured CS that the Governor's full support the implementation of training and support offered to the TA's.		
5.7	CHALLENGE: JA raised that there is a need to make sure the teachers are Step trained as well so they can guide TA's in the support to be put in place. CHALLENGE: JF asked if there is any physical injury to a TA that this logged, which CS confirmed it was logged on My Concern. CHALLENGE: JF then asked if it was logged under Health and Safety Accident, which CS would check and report back to JF. JF raised that if it logged under Health and Safety then there is support available from a Health and Safety point of view.	CHALLENGE	
6.	Policies		
6.1	Early Career Teachers: This is a new policy from the LA. CS ran through the relevant staff that were in the roles. DECISION: The committee was happy to approve this policy.	DECISION	
6.2	Statement of procedures for dealing with allegations of abuse against staff: This was provided from Judicium. There were some amendments suggested and discussed in the meeting. DECISION: The committee were happy to approve this policy with the suggested amendments.	DECISION	
6.3	Equality and diversity: This is from Judicium and there was a discussion over some minor amendments. DECISION: The committee were happy to approve this policy with the suggested amendments.	DECISION	
6.4	First Aid: There were some minor amendments to this policy, which were highlighted. CHALLENGE: JF asked if, with regards to the classroom first aid boxes, whether there is a checklist for restocking, which CS stated he would check. DECISION: The committee was happy to approve this policy. CHALLENGE: JA asked if all staff have access to medical tracker, which CS confirmed they did and that there is a laptop in the hall for this use. CHALLENGE: JF asked if there was a way of tracking who is with the pupil at the time of incidence and not just the staff administering first aid. This could be a useful safeguarding tool. Upon looking at Medical Tracker it was shown that the referred too name was not a required field, therefore CS will remind staff to complete this. CHALLENGE: JA asked if paper copies of first aid are then logged onto Medical Tracker, which CS was not sure of as he had not seen paper copies being filled out.	CHALLENGE DECISION CHALLENGE CHALLENGE	

6.5	Staff E-Safety Acceptable Use: This is from the ICT service. CHALLENGE: PS asked if this is inline with the mobile phone policy, which CS stated was about to be updated but as it is from County it shouldn't contradict this policy. CHALLENGE: JF asked if there was an incidence regarding smart watches that need to be considered in this policy, which CS stated there were none, however, they are becoming more prominent. Once this policy was agreed it would be sent to staff who have to sign to confirm they have read it. DECISION: The committee was happy to approve this policy.	CHALLENGE CHALLENGE DECISION	
6.6	Paternity: This is from Judicium and CS stated it was all statutory, with the only removal being the extended paternity leave. DECISION: The committee was happy to approve this policy.	DECISION	
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"> The committee considered the plans being put in place to support the increasing challenges of supporting pupils with EHCPs. 		

The meeting closed at 11:10

Personnel and Salaries Action Points - None