

**THORNDOWN PRIMARY SCHOOL**  
**Personnel and Salary Committee Meeting**  
**Wednesday 9<sup>th</sup> November 2022 9:30 a.m.**  
**Minutes**

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

Item		Action
1.	Welcome / Apologies / Declarations of Interest	
1.1	Governors present: Frank Newton, Jane Ainscow, Andy Thomas, Peter Smith, Rhys Thrower.	
1.2	Apologies: Jill Foster	
1.3	Absent: None	
1.4	Declarations of interest: None	
2.	Minutes and matters arising from the meeting held on 28 <sup>th</sup> September 2022.	
2.1	The minutes from the meeting held on the 28 <sup>th</sup> September were agreed as an accurate record and signed by the Chair.	
2.2	The confidential minutes for the meeting held on the 28 <sup>th</sup> September were agreed as an accurate record and signed by the Chair.	
2.3	The action point from this meeting was included on this agenda.	
3.	Head's Report	
3.1	<p>Performance management: RT informed the committee that all teachers had completed their performance management and training has been organised for the leaders. CS and RT are working on a plan for performance management going forward to ensure it is format, especially setting of key targets, going forward is agreed upon.</p> <p><b>CHALLENGE:</b> AT asked how the training had been completed, which RT stated it was completed online. <b>CHALLENGE:</b> FN asked if all performance managements had been completed, which RT stated it was only teachers that had been completed. RT raised that for any teacher without targets set in their performance management have had a covering letter including in their file to explain this gap. One of the discussion between CS and RT will include the subject lead roles. <b>CHALLENGE:</b> AT asked how the training was validated and thus SLT ensuring there is a consistent approach to performance management across the leaders. RT confirmed that CS and RT will be monitoring how the leaders complete their reviews as they will all be fed back to the Head. JA raised that the pay panel had met and had agreed to RT recommendations.</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p>

3.2	<p>HLTA/TAs: HLTA post received 6 applicants, 3 were invited to interview but only 1 attended. The post was offered but then rejected.</p> <p><b>CHALLENGE:</b> JA asked if all the applicants were external, which RT confirmed they were. RT explained, that due to the role not being filled despite numerous adverts, it was discussed internally and 3 members of current staff showed an interest. There are now some TA's covering HLTA hours for this term as a trial. Two members of staff approached RT with an interest in the temporary TA position so they have been appointed to the TA hours alongside their current midday hours. <b>CHALLENGE:</b> FN sought clarity that these were general TA's, which RT confirmed.</p> <p><b>CHALLENGE:</b> JA asked if they had experience, which RT confirmed and they will be given training.</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p>
3.3	<p>RT made the governors aware that the teacher pay award was agreed last week. <b>CHALLENGE:</b> FN asked if all unions had agreed to it and that it was supported by LA, which RT confirmed. RT has updated Judicium pay policy and circulated this to all staff. The Support staff pay rise has been agreed and will be backdated to April 2022. Governors were made aware that any TA they have since left the employment of the school since April 2022 are entitled to this back dated pay. If a TA was to request this the school would honour the payment. The Harper Trust case has been agreed and with the support of EPM and Judicium this will be sent out in the pay for this month and will be back dated to April 2021.</p>	<p><b>CHALLENGE</b></p>
3.4	<p>RT made the governors aware there is a potential for strike action in January. <b>CHALLENGE:</b> FN asked if this was for all categories of staff, which RT confirmed which would result in a potential school closure.</p> <p><b>CHALLENGE:</b> PS asked if the unions would strike on the same day, which RT stated they would communicated a strike action amongst the unions.</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p>
4.	Chair's Report	
4.1	The Chair, alongside the other committee and FGB Chair and Vice Chair attended the school for the meeting with Ofsted. The Chair wished to share his thanks to those involved in this meeting.	
4.2	The Chair, amongst other governors, took part in the Deputy Head appointment process which was completed prior to half term. RT informed the governors that the new Deputy Head also attended the school during the Ofsted inspection.	
5.	Consider change to pay policy for appraisal and performance related pay	
5.1	RT explained the changes that had been made to Judicium policy following the agreement in the pay award and scales. This had been sent to all staff on 8 <sup>th</sup> November, and had raised some discussion amongst staff. Therefore, it was discussed that it is good practice to circulate this policy to staff prior to the bringing it to the governors. RT highlighted that there was an optional section of the policy from Judicium regarding requests to move down the scale or the removal of UPS following capability. RT explained how this was already covered in the capability	

	<p>policy and that as an optional extra it should be removed from the pay policy,</p> <p><b>CHALLENGE:</b> PS asked if the school employs an unqualified teacher, which RT confirmed the school employs one currently. PS therefore had a query regarding the payscale which RT answered and will include this in the policy.</p> <p>After a discussion regarding the pay panel procedure, the TORS will be updated to reflect the practices of this year and the updated pay policy.</p> <p><b>ACTION:</b> Clerk to update the TORs and present to the FGB. <b>CHALLENGE:</b> PS raised a formatting issue with the policy, and it was decided that the 'We' used throughout the policy meant the school. <b>CHALLENGE:</b> FN asked if there was a TLR payment who authorised this, as historically the head brought it to the PS committee, which RT confirmed would still happen. <b>CHALLENGE:</b> AT asked if performance management and appraisals would link to payments, which RT confirmed. <b>CHALLENGE:</b> FN suggested that any honorary payment was subjected to reporting to PS and FP committee. RT raised that the Judicism policy only gave max-min range so RT has included the ranges in between on the policy. RT revised following this discussion and reissue the policy. <b>DECISION:</b> The committee agreed this policy, with the amended decisions and reissued to staff. If there are no further comment from the staff the policy will be adopted and put onto an annual review.</p>	<p><b>CHALLENGE</b></p> <p><b>ACTION</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>DECISION</b></p>
6.	Staff Wellbeing and Staff Survey	
6.1	<p>The governors asked that a staff survey, using the Ofsted questionnaire, would be completed prior to Christmas, however, due to the fact that Ofsted have been in the school this exercise was deemed redundant. RT suggested to Governors that they complete a freedom of information request for the full Ofsted report, which will include the responses to this questionnaire. <b>Action:</b> Governors to circulate a staff questionnaire in the last half term of the academic year. The Governors discussed which staff were observed by the Ofsted inspector and the feedback from staff given to the inspector. RT reported that the staff were generally tired after the Ofsted inspection, however, they remained upbeat. RT also raised that he had changed the delivery of the parent consultation report to reduce the teachers workload.</p>	<b>ACTION</b>
7.	Policies	
7.1	<p>Appraisal: The policy, new from Judicism, stated that 2 governors were to take part in the headteacher appraisal process, whereas historically Thorndown has used 3. It was agreed that this should be changed to 2 and the Standing order/TORs will be amended as necessary. <b>ACTION:</b> Clerk to update the TORs/Standing Orders regarding the Head Appraisal. <b>DECISION:</b> The committee agreed this policy. <b>CHALLENGE:</b> AT asked how teachers are graded following their review, which RT explained by achieving target set individually and monitoring during the mid and end year review. RT suggested that CS performance management was completed in the first weeks of September as the target set then will cascade down to the other staff.</p>	<p><b>ACTION</b></p> <p><b>DECISION</b></p>

7.2	Safer Recruitment: <b>CHALLENGE:</b> FN asked if there is required governor involvement in the posting of the Assistant Head, which RT confirmed it was best practice to involve a governor but governor approval is not required. <b>DECISION:</b> This policy was agreed.	<b>CHALLENGE</b>  <b>DECISION</b>
7.3	Disciplinary : <b>CHALLENGE:</b> Governors asked if this was link to other policies, which RT confirmed it was linked to social media and the code of conduct. <b>DECISION:</b> This policy was agreed.	<b>CHALLENGE</b>  <b>DECISION</b>
7.4	Capability: <b>DECISION:</b> This policy was agreed.	<b>DECISION</b>
7.5	Staff supervision in EYFS: <b>DECISION:</b> The governors agreed that this policy was redundant and could be archived. <b>ACTION:</b> RT will check the historic nature of this policy and whether it is still being used in the EYFS setting.	<b>DECISION</b> <b>ACTION</b>
8.	Any other business	
	None	
9.	Summary of impact on standards and progress	
9.1	The governors agreed that the impact of this meeting on standards and driving progress included: <ul style="list-style-type: none"> <li>• Agreeing the appraisal policies to guarantee a consistent approach to targets which will be more focused.</li> <li>• Awareness of the agreed pay deal and how this will be delivered to staff.</li> <li>• Awareness of the potential problems around industrial actions that could be potential schedule to take place in January.</li> </ul>	

The meeting finishes 11:12

#### Personnel and Salaries Action Points

		<b>Whom</b>	<b>Outcome</b>
AP1	5.1 Clerk to amend TORS and present to FGB	Clerk	Nov 2022
AP2	6.1 Governors to circulate a staff questionnaire in the last half term of the academic year.	Clerk	Summer 22
AP3	7.5:RT will check the historic nature of the staff supervision policy and whether it is still being used in the EYFS setting.	RT	Nov 22