

THORNDOWN PRIMARY SCHOOL

Minutes of Personnel and Salary Committee Meeting Thursday 16th January at 10.00 a.m.

Membership of the Personnel and Salary Committee:	
Vicci Godbold	Head
Christine Curtis	CC
Jane Ainscow	JA
Frank Newton	FN
Peter Smith	PS
Cathy Sweet	CS
Jill Foster	JF

Item		Action	Lead
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors Present: Vicci Godbold, Frank Newton, Christine Curtis, Peter Smith, Jane Ainscow, and Jill Foster.		
1.2	Non-Governors Present: Jenn Dover (Clerk).		
1.3	The meeting was quorate with 6 governors present.		
1.4	Apologies had been received from Cathy Sweet.		
1.5	Absent: None.		
1.6	Declarations of Interest: None.		
2.	Notice of change in order, or any other business		
2.1	There was no change to the order.		
2.2	FN had one item for any other business.		
3.	Review of minutes and action points of the previous meeting held on 7th November 2019		
3.1	The minutes of previous meeting held on 7 th November 2019, circulated prior to the meeting, were agreed and signed by the Chair as a true record of the meeting.		
3.2	There were no action points from the previous meeting.		
4.	Head's Report		
4.1	Maternity Leave - Three staff are going on maternity leave (TA leaving at half term and two teachers commencing maternity leave at Easter holiday). Just before Christmas the teaching post were advertised at various places, and no applications have been received. SLT and the EYFS team are in discussions regarding covering the leave. One teacher has just returned from maternity leave and has settled back in well.		
4.2	Staffing - The school has employed two TA's, FN asked whether these were general TA's or pupil specific, to which VG confirmed they were pupil specific as the school can no longer afford general TA's. A Yr 6 teacher is looking for a new job closer to home, which was not unexpected as discussions regarding this had been going on. An advert will go out early to entice NQT for the post, although they		

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READ & AGREED AS A TRUE RECORD(CHAIR)

4.3	won't be placed in Yr6. Another member of staff is retiring at Easter and currently there is no firm plan in place to cover this post. OFSTED - VG attended at school executive meeting and schools who had recently had an OFSTED inspection shared some insightful experiences. VG highlighted that this included that during an inspection the inspectors will take teachers, TA's and the governors into separate rooms to discuss the school and it is essential that all parties don't contradict each other. Therefore, the committee decided to have action a Staff Well Being group who would regularly have discussions with staff. ACTION: FN, JA and CC to create a plan for this initiative and feed back to the next committee meeting.	ACTION	FN
4.4	ITT - Five people have applied, of that two have accepted, one has come to visit and subsequently rejected the offer, one is being interviewed and one did not meet the requirements. Cambridgeshire have been very impressed with the response the school has received. FN asked how many places the school could take on, to which VG said two, but with connections the school could place the third in another local school.		
5.	Chair's report		
5.1	Christmas dinner was enjoyed by PS and FN and thanks were shared to the kitchen staff on the day.		
5.2	There was nothing else to report.		
6.	Review of safeguarding checks		
6.1	A historic review of safeguarding checks was discussed as CC currently checks the staff file but the governors were unsure if any historical checks had taken place. ACTION: VG is to ask HC to do a historic DBS check on staff. This will then be followed up in the next meeting.	ACTION	VG
7.	Definition of misconduct		
7.1	CG sent her apologies for not being able to attend this meeting to discuss a definition of misconduct. Therefore, this agenda item will be discussed at the next meeting. ACTION: CG to provide the governors with an EPM definition prior to the meeting to enable a robust discussion.	ACTION	CG
8.	Policy Review		
8.1	Data breach - HC created these alongside GDPR update but have not been updated since last review. JA asked if there had been any data breaches in that time and VG confirmed there had been none. A discussion was had regarding forwarding external emails onto parents and how this should be addressed in the future, ACTION: JF will look into some examples of wording other schools have used for this. DECISION: This policy was agreed upon.	ACTION DECISION	JF
8.2	Data retention - HC created these alongside GDPR update but have not been updated since last review. DECISION: This policy was agreed upon.	DECISION	
8.3	Handling redundancy - Brand new EPM based policy, which included highlighted sections for the committee to discuss, which mainly included specifying time frames. DECISION: The time	DECISION	

8.4	frames were finalised for the clerk to amend in the policy, with these dates in the policy was agreed upon. Misconduct - Decision was made regarding the amount of days required for certain actions. The appendices will be added once the committee has agreed upon the definition of misconduct at the next committee meeting. DECISION: This policy was agreed upon and it was also agreed that the appendixes will be added at a later date.	DECISION	
9.	Any other business		
9.1	FN shared an update regarding the school budget, which will be covered in the finance meeting, to those not serving on that committee.		
10.	Summary of Impact on Standards and Progress		
10.1	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> • Been made aware of the difficulty the school, and the wider area, had in trying to recruiting staff and the impact this has on the school in the short term. • Governors have tightened up procedure regarding misconduct and in a timely fashion. 		

Personnel Committee Action Points 16th January 2020.

Pers 2019/2020	Action Point	By Whom	Outcome
AP1	4.3 FN to discuss with JA and CC regarding how to action a staff well being group and feed back to the next committee.	FN	Feb 20
AP2	6.1 VG is to ask HC to do a historic DBS check on staff. This will then be followed up in the next meeting.	VG	Jan 20
AP3	7.1 CG to provide the governors with an EPM definition prior to the meeting to enable a robust discussion.	CG	Feb 20
AP4	8.1 JF will look into some examples of wording other schools have used regarding sending external emails to parents.	JF	Feb 20