

THORNDOWN PRIMARY SCHOOL
Personnel and Salary Committee Meeting
Wednesday 21st June 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.	Governors present: Chris Snape, Frank Newton, Jane Ainscow and Jill Foster.		
1.2	Apologies for absence: Andy Thomas and Peter Smith.		
1.3	Declarations of interest: None.		
1.4	Jill Foster acted as chair in Peter Smith absence.		
2.	Minutes and matters arising from the meeting held on 3 rd May 2023		
2.1	The minutes were agreed as an accurate and true record of the meeting held on the 3 rd May 2023.		
2.2	There were no action points.		
3.	Head's Report		
3.1	A Year 2 teacher has resigned, and CS explained the reasons. The hours will be covered by a current HLTA, who is a qualified teacher. A TA has resigned but will remain on as midday staff. An advert has been placed to cover this TA hours, but CS reassured the committee that if the right candidate is not found then there is a plan to cover these hours.		
3.2	The maternity cover in year 3 is having their contract extended to Summer 24. This will help cover the transition of other staff to cover the SendCo maternity leave. CS explained who applied for the team leader role and how SLT are supporting the candidates who did not get the role with their CPD. The maternity leave in year 3 is returning for 3 days a week from the spring term. A part time staff member is extending their hours to full time for one term to cover, which CS confirmed the staff member was happy to do.		
3.3	NEU has called for more strike actions but at the moment no one has said they are going on strike. CHALLENGE: FN asked about for clarity regarding the Head Teacher Union calling for strike action, which CS explained the situation and how this could affect school. CHALLENGE: JA asked if the strike days	CHALLENGE	

21.06.23 P&S Minutes

.....CHAIR

3.4	<p>would impact of anything else in school. CS confirmed the strike day was the year 6 play, however, the year 6 teachers have confirmed they would not be striking.</p> <p>CHALLENGE: FN asked if the numbers for the reception intake had changed, which CS confirmed that one more pupil had been added. CS has compared the intake numbers of reception of the local primary school in regard to where spaces are for reception children and how this would affect our intake and staffing.</p>	CHALLENGE	
4.	Chair's Report		
	Nothing to report as PS was absent.		
5.	Staff Wellbeing		
5.1	<p>CS stated it was a busy half term for staff with report writing and end of year events. Staff were happy with their classes for next year after being consulted prior to any decisions.</p> <p>CHALLENGE: FN asked if the classes were being shuffled, which CS confirmed they were and that they were in the process of completing the class lists. FN raised to the committee, that with recent exclusions, the staff felt supported in the school's decisions. CHALLENGE: JA asked if the parents were supportive of the exclusions process, which CS confirmed they were.</p>	CHALLENGE	
6.	Termly Review of Heads Performance Management		
6.1	JF asked if the report from Belinda Harvey, at the LA, had been received. CS confirmed that the report had now been received and been sent on to PS. CHALLENGE: FN asked why Belinda was responsible for the report, which was due to her being the LA independent person on the panel. The report will be discussed by the performance management committee and then fed back to the personnel. SIP for next year is to be confirmed and CS raised that in the future need to consider where else support is sourced from.	CHALLENGE	
7.	Policies		
7.1	School Home Visits for EYFS: CS informed the committee that this policy was very repetitive and copied sections covered in other policies. CS suggested the policy is archived and the staff are directed to the Code of Conduct and other policy documentation. DECISION: The committee agreed to archive this policy.	DECISION	
7.2	Surveillance and CCTV: This was brought to the committee for reference, following being approved at F&P, at the request of AT. ACTION: Clerk to email AT and ask for his comments on this policy and bring it back to the committee should it be required.	ACTION	
8.	Any other business		
	None		
9.	Summary of impact on standards and progress		
9.1	<p>The committee agreed that the impact of this meeting to drive standards and progress was:</p> <ul style="list-style-type: none"> That the Committee been updated about staffing next year and were reassured that the education of pupils was paramount in the decision making process. 		

10.	Tour of the School		
10.1	Due to smaller committee numbers it was decided that this would happen in September once the staff are in their new classes.		

The meeting closed at 10:31

Personnel and Salaries Action Points

		Lead	Outcome
AP1	7.2 Clerk to email AT and ask for his comments on this policy and bring it back to the committee should it be required.	Clerk	Summer 23