

THORNDOWN PRIMARY SCHOOL

Minutes of Personnel and Salary Committee Meeting Thursday 23rd April 2020 at 10am

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, Cathy Sweet, Claire Gerrard and Jill Foster. The meeting was held virtually over Google Meet due to the Coronavirus lockdown.		
1.2	Non-Governors Present: Jenn Dover (Clerk).		
1.3	The meeting was quorate with 8 governors present.		
1.4	There were no apologies.		
1.5	Absent: None.		
1.6	Declarations of Interest: None.		
2.	Head's Report		
2.1	VG reassured governors that the staff and pupils were adhering to social distancing guidelines were possible in school.		
2.2	Staff mental health and well being was a focus of the entire school and team leaders have been in regular contact with those in their teams.		
2.3	There are currently 3 members of staff on maternity leave and 1 member of staff has retired.		
2.4	There are 2 confirmed candidates for the ITT programme, and 3 interviews being carried out this half term.		
2.5	CG shared that despite the lockdown staff are still continuing with their CPD. Training in Maths has been offered to staff and some have taken this on. CG shared that Research Ed is sending out daily updates with training, which is being shared to all staff. JA also raised that the Open University is sharing some online training for teachers as well, including on topics such as reading for pleasure.		

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3.	September Staffing - Teaching		
3.1	VG informed the governors that there will be 21 classes next academic year. This includes having 3 classes of 22 in Year 6, which would be beneficial considering the length of time spent in lockdown this term.		
3.2	Two appointments have been made, therefore, the school will be fully staffed for the next academic year.		
4.	September Staffing - Teaching Assistants		
4.1	Highlighted in the budget there is a suggestion of employing 2 TA's for the afternoons (1 to be in year ¾ and 1 to be in year ⅝). The intention is for these TA's to go into the classrooms to release HLTA's to carry out interventions. DECISION: The committee agreed that VG could employ two TA's once the budget has been agreed at the next FGB.	DECISION	
4.2	FN raised that this discussion had taken place in the steering group and it had been agreed to add this to the budget. Further information on this decision had been shared to the governors via the steering group minutes, which had been circulated earlier in the year.		
4.3	VG raised that she is asking the SENDCO to review the SEND needs for the next year. ACTION: VG to feedback to the committee regarding the SEND needs for the next academic year in regards to TA hours.	ACTION	VG
5.	September Staffing - Teaching and Leadership		
5.1	VG informed the committee the SENDCO has decided to retire at the end of the Summer Term 2021, which has given VG a years notice. VG discussed her plan in regards to replacing this role which included splitting the current role into two separate roles.		
5.2	VG explained that she would separate the SENDCO role and advertise this as one job and then separate the ITT role and looked after children role as an assistant head role for 1 day a week. Both posts would be internally advertised as the SENDCO would have a full year to train and shadow the current SENDCO and the ITT post would be a team leader so there would be no replacement needed to cover the extra hours.		
5.3	HC discussed the finances regarding this decision in regards to the budget setting and approval at the next FGB meeting. CHALLENGE: FN asked if the two scales of the posts will be the same. To which HC stated she had costed the smaller role at L3. FN stated that the roles should both be on the same grade but not on the same point (as dependent on skills and experience), to which the committee agreed.		
5.4	DECISION: The committee agreed that VG could advertise both posts internally.	DECISION	

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READ & AGREED AS A TRUE RECORD(CHAIR)

6.	Any Other Business		
6.1	FN raised one item of any other business, which was that the well being survey for staff is progressing well and a draft will be sent to HC shortly for circulation.		
7.	Summary of Impact on Standards and Progress		
7.1	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> • enabled the Head to develop staff structure whilst in Lockdown measures. • carried out future proofing and planning in regards to the roles within the school. 		

Personnel Committee Action Points

Pers 2019/20	Action Point	By Whom	Outcome
AP1	4.3 VG to feedback to the committee regarding the SEND needs for the next academic year in regards to TA hours.	VG	Summer 20

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READ & AGREED AS A TRUE RECORD(CHAIR)