

THORNDOWN PRIMARY SCHOOL

Minutes of Personnel and Salary Committee Meeting Thursday 24th September 2020 11:15 at Thorndown Primary School

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

Order	Item	Action	Lead
1	Welcome, apologies and declarations		
1.1	Governors present: Vicci Godbold, Frank Newton and Peter Smith.		
1.2	Governors apologies: Jane Ainscow, Jill Foster and Cathy Sweet.		
1.3	The meeting was quorate with 3 governors present.		
1.4	Declarations of interest: PS daughter in law works for EPM, however, she does not deal with Thorndown pay and conditions.		
2	Elect chair and Terms of Reference		
2.1	PS was nominated by FN as Chair, which PS accepted. ACTION: However, it was decided that due to the lack of Governors present it would be raised again in the next meeting to check for any other nominations.	JD	NOV 20
2.2	DECISION: The Terms of reference were agreed upon following the removal of one of the members due to a resignation.		
3	Minutes and matters arising from the meeting held on 23rd April 2020.		
3.1	The minutes were agreed upon and PS signed a copy.		
3.2	The only action point (AP1) was an update regarding SEND TA hours, which will be discussed in the head's report.		
4	Head's Report		
4.1	Pay Reviews: VG informed the committee that there was due a national pay increase for teachers. The figures for the increases amongst the scales were shared verbally in the meeting. This is yet to go through parliament; therefore, final approval on this pay increase is delayed to the next meeting. ACTION: JD to put pay increase and pay policy on the agenda for November. Support staff have received a pay increase of 2.75%, which will be back dated to April. This pay increase has already been agreed and does not require GB approval. Alongside this pay increase there will be an increase of an extra day holiday from April 2020, this increase has less of an impact than planned on the school budget therefore the GB were happy to go through with this recommended	JD	NOV 20
4.2	Performance Management: Teachers Performance management reviews were unable to be completed last year due		

Personnel and Salaries 24.09.20

READ & AGREED AS A TRUE RECORD(CHAIR)

	<p>to COVID, therefore, VG is carrying these forward to this year. VG recommended that the following pay scales were increased as she did not wish to disadvantage any staff due to COVID. FN asked if there had been any advice regarding pay and performance reviews from EPM or the LA, to which VG confirmed there had been none. The pay reviews to be agreed by the GB were:</p> <ul style="list-style-type: none"> • M6 to UP1 • UP1 to UP2 • M4 to M5 • UP2 to UP3 • 4 x M3 to M4 • UP1 to UP2 • M4 to M5 <p>DECISION: The GB agreed to these pay increases. ACTION: VG to complete the sheet that shows the pay scales for staff and pass to PS to sign off as Chair of Personnel and salaries.</p> <p>4.3 SEND TA's: The school managed to appoint some TA's over the lockdown period and two TA's have left the school. There is a pupil expected to join the school, however, they are currently unable to join due to lockdown restriction. Their place will be held for 6 weeks and they will only join the school once an EHCP is in place and a TA can be appointed. A grievance has been received and the protocol has been followed. A meeting with EPM has taken place and a thorough investigation has taken place.</p> <p>4.4 COVID Testing: VG informed the GB that the school has created a flow chart to be followed if there is a positive COVID result in school. ACTION: VG to circulate this flowchart to the GB. Through the LA any front line teaching staff can gain access to a next day test in either Cambridge or Peterborough. Support staff can be priorities, but not as quickly as front line staff. VG stated that there was a plan in place if there is a positive COVID test and that a letter to parents has been written for this eventuality.</p>	<p>DECISION VG/PS</p> <p>VG</p>	<p>SEP 20</p> <p>SEP 20</p>
5	Chair's Report		
5.1	There was nothing to report at this time.		
6	Head's Performance Management		
6.1	The confidential termly review meeting had taken place. There were 4 people present and the external SIP. Thanks were expressed to VG for her hard work throughout the lockdown.		
6.2	A confidential minute was released with further details following the appraisal meeting.		
7	Policy Review		
7.1	Covering for teacher absence: This policy was no change. PS asked if VG was happy with the policy and that it was working, to which VG confirmed it was. DECISION: The policy was agreed.	DECISION	

7.2	Safer recruitment: This policy was no change. PS asked if VG was happy with the policy and that it was working, to which VG confirmed it was. DECISION: The policy was agreed.	DECISION	
7.3	Data protection: This policy was no change. PS asked if VG was happy with the policy and that it was working, to which VG confirmed it was. DECISION: The policy was agreed.	DECISION	
7.4	Visitor protocol: This policy was no change. PS asked if VG was happy with the policy and that it was working, to which VG confirmed it was. DECISION: The policy was agreed.	DECISION	
7.5	Volunteer protocol: This policy was no change. PS asked if VG was happy with the policy and that it was working, to which VG confirmed it was. DECISION: The policy was agreed.	DECISION	
7.6	Grievance procedure: This policy had been updated from EPM. DECISION: The policy was agreed.		
8	Any other business		
8.1	VG raised that all the ITT students had started in the school following their DBS checks and they were settling in well.		
9	Summary of impact on standards and progress		
9.1	The GB agreed that, to further school improvement, the meeting had achieved the following: <ul style="list-style-type: none"> The governors were aware of the forthcoming national pay award for staff in recognition of the difficult time experienced over the COVID-19 lockdown. 		

The meeting closed at 12pm

Personnel and Salaries committee action points

Item	Action Point	Lead	Outcome
AP1	2.1 The position of Chair is to be revisited in the next committee meeting.	JD	Nov 20
AP2	4.1 JD to put pay increase and pay policy on the agenda for November.	JD	Nov 20
AP3	4.2 VG to complete the sheet that shows the pay scales for staff and pass to PS to sign off as Chair of Personnel and salaries.	VG/ PS	Sep 20
AP4	4.4 VG to circulate the flowchart of a COVID testing to the GB.	VG	Sep 20