

## THORNDOWN PRIMARY SCHOOL

### Minutes of Personnel and Salary Committee Meeting Thursday, 27th February 2020 10.00 a.m.

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

Item		Action	Lead
<b>1.</b>	<b>Welcome / Apologies / Declarations of Interest</b>		
1.1	Governors Present: Vicci Godbold, Frank Newton, Jane Ainscow, Claire Gerrard and Cathy Sweet.		
1.2	Non-Governors Present: Jenn Dover (Clerk).		
1.3	The meeting was quorate with 4 governors present. FN acted as chair in the absence of PS.		
1.4	There were apologies received from Peter Smith, Christine Curtis and Jill Foster.		
1.5	Absent: None.		
1.6	Declarations of Interest: None.		
<b>2.</b>	<b>Notice of change in order, or any other business</b>		
2.1	CS had one item for AOB.		
<b>3.</b>	<b>Review of minutes and action points of the previous meeting held on 15th January 2020.</b>		
3.1	The minutes of the previous meeting held on 16th January 2020, circulated prior to the meeting, were agreed and signed by the Chair as a true record of the meeting.		
3.2	The below action points have been completed: <ul style="list-style-type: none"> <li>● AP1 - FN fed back to the committee that an email had been sent round regarding the well being group and some questions will be turned into a survey to be sent to staff.</li> <li>● AP2 - HC has carried out historic DBS checks on staff.</li> <li>● AP3 - EPM guidance was shared prior to the meeting regarding a definition of misconduct.</li> </ul>		
3.3	The below action points is still ongoing <ul style="list-style-type: none"> <li>● AP4 - JF to feed back to the next committee the wording used in other school communications with parents.</li> </ul>		
<b>4.</b>	<b>Head's Report</b>		
4.1	<b>Staff resignations-</b> KS2 post has been advertised and plenty of applications have been received. Five applicants have been		

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READ & AGREED AS A TRUE RECORD .....(CHAIR)

	invited to interview, with the intention of looking forward for future employment opportunities in Year 6.		
4.2	<b>Retirement</b> - A staff member is retiring at Easter and plans are now in place in regards to covering this post. However, this post won't be advertised just yet.		
4.3	<b>Maternity leave</b> - The EYFS Staff member post has been filled, with a returning member of staff. The Year 1 post has been appointed, covering two days. The other teacher in that class will also be increasing her days from two to three. FN commented that it was positive to hear that we are filling vacancies with staff who want to return to teaching at Thorndown.		
4.4	<b>SEN Pupils-</b> Assessors have been in to assess one SEN pupil who will be moving onto a specialist school, which the governors have previously been made aware of. Whilst they were in school they assessed a pupil in Yr2, who will now be looking at moving to the specialist school as well. The TA that currently support these pupils will be absorbed (through covering maternity leave and supporting another class with a SEN child in) until they are required in September.		
<b>5.</b>	<b>Chair's report</b>		
5.1	Nothing to report due to the absence of the committee chair. However, it was highlighted that the Chair had attended the 'Meet the street' CALM Town event last half term and found it to be very positive.		
<b>6.</b>	<b>Policy Review</b>		
	The policies had been circulated prior to the meeting.		
6.1	Subject Access Request Procedure - there were no changes made to this policy. <b>DECISION:</b> The committee approved this policy.	<b>DECISION</b>	
6.2	Flexible Working Policy - there were no changes made to this policy. <b>DECISION:</b> The committee approved this policy.	<b>DECISION</b>	
6.3	Equality and Diversity Policy - there were no changes made to this policy. <b>DECISION:</b> The committee approved this policy.	<b>DECISION</b>	
<b>7.</b>	<b>Definition of misconduct</b>		
7.1	CG led the discussion on this and the requirement of appendix in the school policy approved at the last committee meeting. The document, an EPM guidance, had been shared prior to the meeting and the governors discussed this in regards to using this as an appendix.		
7.2	The governors raised a point of discussion (3.4), which was focused around additional hours and the interpretation of this. <b>DECISION:</b> A new sentence is to be included in this point to aid clarification. <b>ACTION:</b> Clerk to make the amendment and add this to the misconduct policy.	<b>DECISION ACTION</b>	<b>JD</b>

<b>8.</b>	<b>Review of safeguarding checks update</b>		
8.1	Historic checks have been carried out and all checks are up to date. CC has been in and carried out a visit on Safeguarding visit and the report has been circulated.		
<b>9.</b>	<b>Any other business</b>		
9.1	CS wanted to raise that the GB are aware of the Coronavirus outbreak and how the school is dealing with any potential cases. VG shared an update following half term holidays and how the families who have been away have been made aware of the Department of Health guidance. The committee felt that the Head was fully informed of the situation and government guidelines to ensure any possible cases are dealt with.		
<b>10.</b>	<b>Summary of Impact on Standards and Progress</b>		
9.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
9.2	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> <li>Equipped the school to be able to deal with any misconduct issues that may arise in the future and help with the interpretation.</li> <li>Governors are aware of the recruitment ongoing in the school and will continue to ensure the highest possible standards are met.</li> </ul>		

**Personnel Committee Action Points from 27th February 2020**

<b>Pers 2019/20</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
AP1	3.3 (AP4) - JF to look into other schools communications to parents with regards to the language used.	JF	May 20
AP2	7.2 Clerk to amend the EPM misconduct guidance document and add onto the misconduct policy.	JD	March 20