

THORNDOWN PRIMARY SCHOOL
Personnel and Salary Committee Meeting
Wednesday 27th September 2023 10 a.m.
Minutes

| Membership of the Personnel and Salary Committee: | | | |
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| Chris Snape | Head | Jane Ainscow | JA |
| Peter Smith | PS | Frank Newton | FN |
| Andy Thomas | AT | Jill Foster | JF |

| Item | | Action |
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| 1. | Nomination of Chair and Vice Chair and Terms of reference | |
| 1.1 | Chair: PS nominated and agreed to continue as Chair. DECISION: The committee voted for PS to continue as Chair. | DECISION |
| 1.2 | Vice Chair: The committee agreed that there will be no vice chair for this committee. | |
| 1.3 | Terms of Reference: The committee discussed how well the pay review committee format worked last year so therefore decided this format will remain in place. DECISION: The committee agreed that JA, JF and PS will make up the pay review committee. The terms of reference will be updated to reflect this decision. CHALLENGE: JF asked if the staff performance management issues had been resolved, which CS confirmed and explained to the committee how they would be completed this year. | |
| 2. | Welcome / Apologies / Declarations of Interest | |
| 2.1 | Governors present: Andy Thomas, Jane Ainscow, Jill Foster, Chris Snape and Peter Smith. | |
| 2.2 | Apologies: Frank Newton. | |
| 2.3 | Absent: None. | |
| 2.4 | Declaration of interest: None. | |
| 3. | Minutes and matters arising from the meeting held on 21 st June 2023 | |
| 3.1 | The minutes from the meeting held on the 21 st June 2023 were agreed as an accurate and true record. | |
| 3.2 | There was one action point, which had been completed. | |
| 4. | Head's Report | |
| 4.1 | The Head shared a verbal report including an update on staffing. A resignation from a midday had been received, however this has been covered. A member of the admin team has returned from sickness and settling into their new role. The SENDCo has started their maternity leave. A member of pre-school staff left at the end of the year, interviews have taken place and some contracts have been offered. However, there is a high need in pre-school currently, so another | |

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| | advertisement will be placed. SLT are currently going into pre-school to support. CHALLENGE: AT sought clarity on the pre-school applications and vacancies, which CS explained. CS reassured the committee that SLT will still provide support to pre-school once the new staff are in place. This will provide pre-schoolers with more support with the attention that they will need less support when they join the school. | CHALLENGE |
| 4.2 | CS informed the committee that the rest of the school staff are settled in well. SLT are keeping an eye on the year 1 classes as these are bigger than previous years due to the current class structure. CHALLENGE: AT asked if the classes were full, which CS confirmed following an influx of new families to the area. Mental health is being highlighted across the school and CS raised that at the recent PiXL conference it was raised, with the school being good at responding to a crisis but the school needs to address support given before it reaches that point. CS reassured the committee that SLT are looking at small initiatives to be brought in and gave some examples of this. There were no further questions for the Head regarding his report. | CHALLENGE |
| 5. | Chair's Report | |
| 5.1 | PS provided some feedback to the committee on the events he had attended in school. These included attending two school performances, sports days, Castle Day, Ivo Transition Day, Free Church visit. PS is also attending a sporting event with year 2 later in the term. PS provided this feedback so the committee were aware of what teachers and pupils are involved in outside of the classroom setting. | |
| 6. | Staff Wellbeing | |
| 6.1 | Staff wellbeing had been covered in the Head's Report. CHALLENGE: JF asked if DSL get extra support? CS stated that a Counsellor who attends for children has been given time to be offered to DSL's should it be required. DSLs are aware of the counselling and training available to them. CS is aware of the fatigue that can occur with the role so ensures he talks with the DSLs at regular intervals. | CHALLENGE |
| 7. | Termly Review of Heads Performance Management | |
| 7.1 | A date for this meeting is to be set with CS sending out a poll for date. This will include an LA advisor, PS, JF and HW. There will need to be consideration regarding whether HW will need to be removed from this panel. The committee were happy that the committee should be 3 members and having another member being trained. ACTION: The clerk to circulated this training requirement to all governors. | ACTION |
| 8. | Policies | |
| 8.1 | Surveillance and CCTV: This was circulated again at AT request, he raised no challenges for this policy. | |
| 8.2 | Confidentiality: This policy had come from the School Bus. DECISION: The committee agreed this policy. | DECISION |
| 9. | Any other business | |
| 9.1 | CS asked if the committee require any further information to be included on agendas. PS suggested a talk from EB about the teacher training programme, which CS will ask about ready for the spring term. | |
| 10. | Summary of impact on standards and progress | |

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| | <p>The committee agreed that this meeting impacted on standards by the following:</p> <ul style="list-style-type: none"> The governors were made aware for the requirement for supporting staff dealing with safeguarding issues and the support currently offered at the school. | |
| 11. | Tour of the School | |
| 11.1 | The governors went for a tour of the school with CS. | |

The meeting closed at 10:37

Personnel and Salaries Action Points

| | | Lead | Outcome |
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| AP1 | 7.1 Clerk to circulate the training dates for head performance management to all governors. | Clerk | October 23 |