

THORNDOWN PRIMARY SCHOOL
Personnel and Salary Committee Meeting
Thursday 7th November 10.00 a.m.
Minutes

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

Item		Action	Lead
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors present: Vicci Godbold, Christine Curtis, Frank Newton, Jane Ainscow, Cathy Sweet and Jill Foster.		
1.2	There were no apologies for absence.		
2.	Notice of a change in order, or any other business		
2.1	There was no change in the order.		
2.2	VG had one item for AOB for the end of the meeting.		
3.	Review of the minutes and action points of the previous meeting held on 26th September 2019		
3.1	The minutes from the meeting held on the 26th September were agreed upon and signed.		
3.2	The confidential minutes from the meeting held on the 26th September were agreed upon and signed.		
3.3	The action points below completed: <ul style="list-style-type: none"> • AP1 - Clerk clarified that CC does not need to declare that she employs a school cleaner. • AP3 - JF has attended head teacher performance management training. • AP2 - CS and JF have been booked on safer recruitment training in December. 		
4.	Headteacher's Report		
4.1.	Staffing - VG discussed the current staffing situation, which included maternity covers and performance management reviews. The committee agreed with VG recommendations following the performance management reviews and pay scales movements. With regards to staff wellbeing there is a noticeable knock on effect of the reduction of TA's in the school. VG		

4.2	recommended that before the GB make any big decisions regarding budgets they should canvas the staff, as well as parents.		
4.3	<p>Training - The inset day in January will be on coaching skills as a parent has come forward and volunteered their time and expertise for free. This would be good for OFSTED prep with regards to coaching subject leads in readiness for deep dives. EPM are also delivering training on dealing with difficult people which the SMT and Team Leaders will attend, alongside leadership teams from other schools in the area.</p> <p>ITT - The first application has been received and accepted. The applicant had been into school and met staff and students as well as an interview at the University of Bedford. Another application has also been received.</p>		
5.	Chair's Report		
5.1	The Chair had nothing to share.		
6.	Policy Review		
6.1	Pay - The only amendment made to this policy was the Appendix, which included updates to pay scales. DECISION: The Committee agreed upon this policy.	DECISION	
6.2	Appraisal and capability - This had been amended and changed in line with recommendations. DECISION: The Committee agreed upon this policy, however VG is going to do some further work on this policy to make some tweaks, when it will be brought back to the committee once again.	DECISION	
6.3	Bullying and harassment - Requested by Deputy Head that this was presented and it was based on an EPM policy. DECISION: The Committee agreed upon this policy.	DECISION	
7.	Any other business		
7.1	The Deputy Head has asked to join the next personnel meeting to discuss with the committee feel are the definitions of what is misconduct and gross misconduct. The Deputy will bring some guidance, and needs to leave the meeting with clear definitions.		
8.	Summary of impact on standards and progress		

8.1	Full GB and committee meetings now end on reflecting on what the meeting has achieved to further school improvement.		
8.2	<p>The committee agreed that, at this meeting, it had:</p> <ul style="list-style-type: none"> • Made certain decision regarding recommendations for pay and progression and as a result of that the staff feel valued due to the transparent process that ensures all staff are paid accordingly. • Agreed transparent policies for the safeguarding of staff. • Wellbeing has been a thread throughout the whole meeting. PS positive that Head is focused on wellbeing of staff for retention. 		