

**THORNDOWN PRIMARY SCHOOL**

**Minutes of the Personnel and Salary Committee Meeting  
Wednesday, 14 March 2018 at 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
Andrea Cliff	AC
Peter Smith	PS

<b>Item</b>		<b>Action</b>	<b>Lead</b>
<b>1.</b>	<b>Welcome / Apologies / Declarations of Interest</b>		
1.1	Governors Present: Vicci Godbold, Peter Smith, Frank Newton, Christine Curtis, Andrea Cliff and Jane Ainscow.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	The meeting was quorate with all six governors present.		
1.4	Apologies for absence, with governors' consent: None.		
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	The Committee agreed there would be no change to the order of business, and that there were no items of any other business.		
<b>3.</b>	<b>Review of minutes and action points of the previous meeting</b>		
3.1	The minutes and action points of the previous meeting held on 10 January 2018, were read, and signed by the Chair as a true record of the meeting.		
3.2	Five of the nine Action Points from the last meeting (APs 1, 6, 7, 8 & 9) had been completed or were agenda items.		
3.3	It was noted for AP1, that CC/FN had met with the four NQTs on Monday, 26 February 2018. The NQT's all confirmed that they were receiving all their entitlements and have had an appropriate level of support. See also item 4.7 below.		
3.4	The following points were noted about the remaining APs (AP 2, 3, 4 & 5), including: <ul style="list-style-type: none"> <li>• AP2 - The funding for the appointment of a 'floating' HLTA is in the budget for 2018/2019 and will be discussed with the SFA next week;</li> <li>• AP3 - Two Midday Supervisor posts have now been</li> </ul>	March 18	Head

	<p>filled and two more Midday Supervisor posts are being advertised at the moment;</p> <ul style="list-style-type: none"> <li>• AP4 - A Manager will be sought for the Before and After School Club for September 2018 (see also item 4.1 below); and</li> <li>• AP5 - A job description for a Co-ordinator to enable the school to become a Teaching School to be sourced, and an appointment to be made, if the school is successful in its application.</li> </ul>	April 18	Head
		Sept 18	Head
		Sept 18	Head
<b>4.</b>	<b>Headteacher's Report, including updates on staffing</b>		
4.1	The Headteacher reported that she had only received one application for the post of Manager of the Before and After School Club. She will make this appointment on a temporary basis and re-advertise the post for September 2018. See also item 3.4 above.		
4.2	The Head confirmed that one member of staff has agreed a sabbatical period due to family illness. Two potential candidates are to be interviewed to cover the post for the Summer Term 2018. It was noted that Supply Agencies could not offer to fill this post with one full-time teacher, and could only offer a job-share.		
4.3	The Head reported that Teaching Schools are finding great difficulty in recruiting people to train under the SCITT programme. The school is looking at different forms of social media to attract fresh applicants for new posts.		
4.4	The Head reported that one member of staff would be taking maternity leave from Easter 2018. An advertisement for a temporary post has been placed in the hope of attracting a strong field of candidates.		
4.5	The Deputy Head has been successfully working on secondment for a half-day per week for the Maths Hub. However this has created a significant impact on the workload of the Headteacher and the Assistant Headteacher. The idea of giving Team Leaders a temporary uplift in salary for a year to help cover situations that arise in school during the secondment was discussed. Possible implications/ solutions to this matter to be investigated further and this will be an agenda item at the next meeting on Wednesday, 2 May 2018.	May 18	Clerk
4.6	Discussion took place regarding the School Office, where one member of staff is off on long-term sick. Structures and systems have been re-organised during the absence and a TA continues to support the Office for two afternoons per week.		
4.7	Following a recommendation from the Headteacher it was agreed that all four NQTs would be offered permanent full-time contracts from September 2018. See also item 3.3 above.		
4.8	The Head reported that one member of staff has applied to return from maternity leave but to reduce the number of		

	days that she works to three days per week. This was agreed by the Committee.		
4.9	There was no news from the DfE about the application to become a Teaching School.		
4.10	The Headteacher reported that Child Protection training for staff will go ahead on Wednesday, 2 January 2019. First Aid training is also due to be renewed in 2019. Staff in the Pre-school are also to attend training involving 'Play.'		
4.11	The Pre-school is likely to have a teacher in post for September 2018.		
<b>5.</b>	<b>Chair's Report</b>		
5.1	The Chair reported that he and FN had agreed a final version of a letter which was sent to EPM following the review of all the SLT responsibility payments made since 2013. See also 8.1 below.		
5.2	The Chair also reported that he, and other governors, had attended some of the activities held during the recent Geography week. There had been a wide variety of activities on display and some of the work included activities towards achieving a 'Food for Life' award. A recent Governor Visit draft report will be amended to reflect the success of the activity.		
<b>6.</b>	<b>Review of Work Schedule</b>		
6.1	There were no issues outstanding from the revised Work Schedule for the Spring Term 2018 to consider.		
<b>7.</b>	<b>Review of Schedule of Policies</b>		
7.1	There were no policies outstanding from the revised Schedule of Policies for the Spring Term 2018 to consider.		
<b>8.</b>	<b>Any Other Business</b>		
8.1	FN reported that he had received correspondence from EPM relating to his letter recording all SLT responsibility payments made since 2013. See 5.1 above. This related to information about schools of similar size in Group 4, and current pay ranges. Questions regarding the pay of the Head and the Deputy Head were discussed. In special circumstances the pay for a Head can be raised by 25% above the maximum for a Group 4 school. In addition there is to be no overlap between the Head and Deputy pay scales, unless special circumstances existed. Should the school become a Teaching School then special circumstances could apply. The pay of the Assistant Head was checked and there is still sufficient differential between the pay of the Assistant Head and the Deputy Head.		
8.2	The members of the Personnel and Salary Committee agreed to hold a walkabout around the school after the meeting.		
8.3	There being no other business the meeting closed after item		

	9 at 11.06 am.		
<b>9.</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>• Received an update on staffing scenarios in a complex, fast moving situation;</li> <li>• Raised awareness of the impact of the increasing unavailability of staff (teachers and support staff) in the job market; and</li> <li>• Were mindful of the pressures on the Headteacher given the local and national situation regarding recruitment and retention.</li> </ul>		

**Personnel Committee Action Points from 14 March 2018**

<b>Pers 4 2017/2018</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
AP1	3.4 The funding for the appointment of a 'floating' HLTA is in the budget for 2018/2019 and will be discussed with the SFA next week.	Head	
AP2	3.4 Two Midday Supervisor posts are being advertised at the moment.	Head	
AP3	3.4 A Manager will be sought for the Before and After School Club for September 2018.	Head	
AP4	3.4 A job description for a Co-ordinator to enable the school to become a Teaching School to be sourced, and an appointment to be made, if the school is successful in its application.	Head	
AP5	4.5 The clerk to add an agenda item for the next meeting on Wednesday, 2 May 2018, regarding the idea of giving Team Leaders a temporary uplift in salary for a year to help cover situations that arise during the secondment of the Deputy Head	Clerk	