

## THORNDOWN PRIMARY SCHOOL

### Minutes of the Personnel and Salary Committee Meeting Wednesday, 27 February 2019 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, Frank Newton, Christine Curtis, Jane Ainscow and Andrea Cliff.		
1.2	Non-Governors Present: Clerk apologised for his absence. In his absence CC took the minutes.		
1.3	The meeting was quorate with five governors present.		
1.4	Apologies for absence, with governors' consent: Peter Smith. In his absence AC chaired.		
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. The Chair informed the Committee of one item of Confidential AOB. This is recorded in a separate Confidential Minute.		
<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 9 January 2018 were signed by the Chair as a true record of the meeting.		
3.2	There were four Action Points from the meeting held on 9 January 2019. Two of the Action Points from the last meeting (APs 1 & 2) had been completed.		
3.3	AP3 will be taken to Full Governors.	Mar 19	SBM/ Clerk
3.4.	AP4 – visit to cleaners: to be postponed till summer because of the current situation.	June 19	
<b>4.</b>	<b>Headteacher's Report, including updates on staffing</b>		
4.1	The Headteacher reported comprehensively on the current staffing situation in the school, including: <ul style="list-style-type: none"> <li>• Arrangements for staff on or about to return from Maternity leave;</li> </ul>		

	<ul style="list-style-type: none"> <li>The current position regarding people on one-year temporary contracts;</li> <li>The replacement arrangements for the 4<sup>th</sup> person in the office, following departure of the previous post holder who has moved to a fulltime post; and</li> <li>The options that may be available for part-time staff next year.</li> </ul>		
4.2	The Head stated that she had applied for £35,000 Growth Funding to enable us to move to 21 classes next year. It is unlikely that the outcome will be known until May. If additional Funding is not forthcoming then the smallest year group will operate as 3 classes in the morning and two in the afternoons.		
4.3	It was with great sadness that we recorded the sudden death of our excellent caretaker, Pradip Vyas, just before half term. He will be greatly missed and many messages of support and sympathy had been received. A large number of staff plus three governors had attended the funeral and his partner had felt greatly supported. She has since returned to her post in the School Office.		
4.4	St Ivo School have offered emergency support if necessary, for instance if there is snow.		
4.5	One of the cleaners has been up-graded to Cleaner-in Charge and is opening and closing the building. An advert for a replacement caretaker will be placed after Easter.	April 19	Head
<b>5.</b>	<b>Chair's Report</b>		
5.1	It was noted that our clerk has informed us that he will be retiring in the Summer. FN will take forward arrangements to replace him.	On-going	FN
<b>6.</b>	<b>Review of Work Schedule</b>		
6.1	Nothing outstanding.		
<b>7.</b>	<b>Review of Policies</b>		
7.1	No policies were due for review.		
<b>8.</b>	<b>Any Other Business</b>		
8.1	This is recorded in a separate Confidential Minute.		
<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: Received a full briefing on the various staffing options that might be available depending on the final budget and that they understood the complexity of these decisions.		

**Personnel Committee Action Points from 27<sup>th</sup> February 2019**

<b>Pers 4 2018/2019</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
AP1	Head to prepare timescale/paperwork needed to appoint a new caretaker.	Head/ SBM	
AP2	Chair of GB to take forward arrangements for replacing the Clerk.	FN	