

THORNDOWN PRIMARY SCHOOL

**Minutes of the Personnel and Salary Committee Meeting
Wednesday, 7 November 2018 at 10.00 a.m.**

Membership of the Personnel and Salary Committee :	
Vicci Godbold	Head
Christine Curtis	CC
Jane Ainscow	JA
Frank Newton	FN
Andrea Cliff	AC
Peter Smith	PS

Item		Action	Lead
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors Present: Vicci Godbold, Frank Newton, Christine Curtis, Jane Ainscow and Andrea Cliff.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	The meeting was quorate with five governors present.		
1.4	Apologies for absence, with governors' consent: Peter Smith.		
1.5	With the Chair absent it was agreed that Andrea Cliff would Chair the meeting.		
1.6	Absent: None.		
1.7	Declarations of Interest: None.		
2.	Notice of change in order, or any other business		
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.		
3.	Review of minutes and action points of the previous meeting		
3.1	The minutes and action points of the previous meeting held on 5 October 2018, were read, and signed by the Chair as a true record of the meeting.		
3.2	There were six Action Points from the meeting held on 5 October 2018. Four of the six Action Points from the last meeting (APs 2, 3, 4 & 6) had been completed. The remaining two Action Points (APs 1 & 5) were agenda items.		
4.	Headteacher's Report, including updates on staffing		
4.1	The Headteacher reported on the current staffing situation in the school. She confirmed that the performance management process had been completed within the required timeframe.		
4.2	There had been three on-time applications from staff to move to the Upper Pay Spine (UPS) in September 2019. The Head's recommendations to the Committee were approved and		

	individual details of these staff are contained in a set of confidential minutes.		
4.3	Other staffing issues that were discussed included: <ul style="list-style-type: none"> • Staff remaining on UP2; • Two staff moving up one point on Main Scale; • Some staff chosen not to request a move to UPS; • Four NQTs from last year to move to M2; • Cover arrangements for staff on Maternity Leave; • Flexible working arrangements for other staff returning from Maternity Leave; • Alternative plans for a Team Leader post, if no applications are received; • Stage 2 meeting arranged for a member of staff on long-term sickness; • Possible additional meeting for another member of staff on long-term sickness; and • Effectiveness of temporary worker supporting the work of Office Staff. 		
4.4	Governor Challenge: The Head stated that she would like to attach a TLR to a Maths post. Governors asked if the school could afford this given the current budget restrictions. The Head explained that she was exploring the possibility of requesting additional funding from the LA in 2019 and has discussed this with the SFA and a member of the Pupil Place Planning Team.	Jan 19	Head
5.	Chair's Report		
5.1	The Chair had no additional action to report.		
6.	Staff requests (3) to move to Upper Pay Spine (UPS) in September 2019		
6.1	The three staff requests to move to Upper Pay Spine (UPS) in September 2019 were covered in item 4.2 above.		
7.	Staff salary requirements		
7.1	Staff salary requirements were covered in item 4.3 above.		
8.	Review of Work Schedule		
8.1	The Work Schedule included the need to review the spending on staffing for Pupil Premium. The Head confirmed that most of this grant is spent of staffing and that this information is on the school website. She would send the Clerk the documentation to circulate with the minutes of the meeting.	Nov 18	Head/ Clerk
9.	Review of Schedule of Policies		
9.1	There were two policies on the Schedule to consider which had no changes, and were approved for use in school, including: <ul style="list-style-type: none"> • Discretionary Leave of Absence Policy; and • Staff Supervision in Early Years Policy. 		
9.2	The Data Protection Policy to be replaced by the new Personal Information Policy and other GDPR policies.		
9.3	The new Personal Information Policy to be added to the		

	agenda of the Committee meeting on Wednesday, 19 January 2019.	Jan 19	Clerk
10.	NEW GDPR policies		
10.1	The Head to ask the SBM to discuss the Privacy Notice for Governors with the schools Data Protection Officer from the LA.	Nov 19	Head/ SBM
10.2	There were four new GDPR policies to consider which would be personalised for the school by the Clerk, and were approved for use in school, including: <ul style="list-style-type: none"> • ICT Staff Acceptable Use Policy (Pupils to be added); • Data Breach Policy; • Data Retention Schedule; and • Subject Access Request Procedure. 	Nov 19	Clerk
11.	Any Other Business		
11.1	CC confirmed that she had met with the one NQT this year, who confirmed she feels well supported, and overall received very positive feedback.		
11.2	Following the Committee walkabout after the last meeting, it was agreed some of the Committee would try to attend a session to review Kids Club, possibly prior to the Learning & Development Committee meeting on Thursday, 10 January 2019.		
11.3	There being no other business the meeting closed after item 12 at 10.58 am.		
12.	Summary of Impact on Standards and Progress		
12.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
12.2	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> • Received up-to-date information about the current staffing situation and were appraised of potential future budget issues; • Satisfied itself that the performance management process had been completed within the required timeframe; • Agreed the recommendations of the Head to move three staff to the Upper Pay Sine (UPS); • from on-going investigations by staff; and • Agreed that the school is up-to-date with the new requirements for GDPR. 		

Personnel Committee Action Points from 7 November 2018

Pers 3 2018/2019	Action Point	By Whom	Outcome
AP1	4.4 The Head to explore the possibility of requesting additional funding from the LA in 2019, to help to attach a TLR to a Maths post.	Head	Completed
AP2	8.1 The Head to send the documentation relating to the spending on staffing for Pupil Premium to the Clerk, for circulation with the minutes of the meeting.	Head Clerk	Completed
AP3	9.3 The new Personal Information Policy to be added to the agenda of the Committee meeting on Wednesday, 19 January 2019.	Clerk	Completed
AP4	10.1 The Head to ask the SBM to discuss the Privacy Notice for Governors with the schools Data Protection Officer from the LA.	Head	
AP5	10.2 There were four new GDPR policies to be personalised for the school by the Clerk.	Clerk	Completed