

**THORNDOWN PRIMARY SCHOOL**

**Minutes of the Personnel and Salary Committee Meeting  
Wednesday, 15 June 2016 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, Jane Ainscow, Christine Curtis and Andrea Cliff. Peter Smith arrived at 10.30 am, so Andrea Cliff chaired the meeting		
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 that it would change the order of the business of the meeting, and that it would take items 4 & 7 at the end of the meeting.		
<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 4 May 2016, were read, agreed and signed by the Chair as a true record of the meeting.		
3.2	Four of the eight Action Points had been completed before the meeting (APs 2, 4, 6 & 8).		
3.3	The following points were noted for the remaining four Action Points, including: <ul style="list-style-type: none"> <li>• For AP1, see item 9.3 below;</li> <li>• For AP3, PS will undertake a review of SLT salaries in the academic year beginning in September 2016;</li> <li>• For AP5, see item 9.3 below; and</li> <li>• For AP7, the Headteacher has discussed the concern raised about the photographs of children with allergies, displayed in the Kitchen, being visible to those in the playground, with the new Cook, and the pictures have been moved.</li> </ul>	Sept 16	PS

<b>5.</b>	<b>Chair's Action</b>		
5.1	There was no additional action to report.		
<b>6.</b>	<b>Review of the school and staff in action, following the walkabout following the last meeting</b>		
6.1	The committee agreed that it was good to see the school and staff in action, following the walkabout at the end of the last meeting.		
6.2	The Clerk to add another walkabout to the agenda for the first committee meeting of the new academic year on Wednesday, 28 September 2016.	Sept 16	Clerk
<b>8.</b>	<b>Review of Work Schedule</b>		
8.1	The revised Work Schedule for 2015/2016 had been circulated prior to the meeting, and there were no outstanding issues.		
<b>9.</b>	<b>Review of Schedule of Policies</b>		
9.1	The revised Schedule of Policies for 2015/2016 had been circulated prior to the meeting, and a Statement of Procedures for Dealing with Allegations of Abuse Against Teachers and Other Staff and Volunteers was required.		
9.2	The Statement of Procedures for Dealing with Allegations of Abuse Against Teachers and Other Staff and Volunteers was circulated prior to the meeting and was approved for use in school.		
9.3	The policy is part of the schools procedures for dealing with issues of Safeguarding. A discussion took place over the substantial progress that has been made in updating some minor procedural issues which needed to be resolved.		
9.4	Discussion also took place about the times that parents are allowed on the school site, and a new process at lunchtime will see that parents are checked in and out at lunchtimes if they attend for lunch.		
<b>4.</b>	<b>Headteacher's Report</b>		
4.1	The Headteacher updated the Committee on the progress of the three staff attending the 'Outstanding Teachers Course.'		
4.2	For each of the three staff attending the 'Outstanding Teachers Course' it has involved reflecting on their practice and developing their skills. Each of them has been involved in undertaking school visits, discussing differentiation and developing their questioning techniques.		
4.3	The Headteacher reported that there had been a request from the LA to take an additional class in Reception this year, making four classes in total. While it would have been possible to take a Year 4 or a Year 6 class this was not seen as feasible at this point in time.		
4.4	The Headteacher issued a spreadsheet to the committee outlining the amount of Staff Absence. Following discussion it		

4.5	was agreed that there were no major concerns.  The work of the Foundation Stage children was monitored by the LA last week, who praised the progress being made. With the changes in staffing and organisation next year it was agreed that the aim is to maintain the high standards displayed this year.		
<b>7.</b>	<b>Teachers and support staff for 2016 -2017</b>		
7.1	The Headteacher's updated the Committee on the current staffing situation, including giving a detailed breakdown by Year Group of the staffing allocation for the 19 classes in 2016-2017.		
7.2	The school will be fully staffed for September 2016, with PPA time covered and appropriate release time for both NQTs and Team Leaders in place. There is one TA leaving whose post is currently being advertised and one member of staff on long-term sick. This post will be covered by a sickness contract from September 2016.		
7.3	A Team Leader has been allocated to the task of reorganising the provision of work in the Playgroup. EPM have organised a meeting for Playgroup staff to discuss TUPE arrangements and new contracts, and new terms and conditions for future employment by the school.		
7.4	The school is currently advertising for a new Caretaker to live on site. Interviews for interested candidates have been arranged for Thursday, 30 June 2016, with FN to be part of the interview panel.		
7.5	It was noted that the Caterers have placed a new Cook, on a temporary contract, in post.		
<b>10.</b>	<b>Any Other Business</b>		
10.1	There being no other business the meeting closed after item 11 at 11.08 am.		
<b>11.</b>	<b>Summary of Impact on Standards and Progress</b>		
11.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
11.2	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> <li>• Discussed the Safeguarding review and have been assured that all minor procedural issues which needed to be resolved are all in hand;</li> <li>• Considered the staffing changes being made for September 2016 are appropriate and will provide appropriate cover for the NQTs; and</li> <li>• Understood the reasons behind some of issues of staff absence.</li> </ul>		

**Personnel Committee Action Points from 15 June 2016**

<b>Pers 6 2015/2016 AP No:</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
1.	3.3 PS to undertake a review of SLT salaries in the academic year beginning in September 2016.	PS	
2.	6.2 The Clerk to add another walkabout to the agenda for the first committee meeting of the new academic year on <u>Wednesday, 28 September 2016</u> .	Clerk	Completed
3.	7.4 FN to be part of the interview panel for a new Caretaker on <u>Thursday, 30 June 2016</u> .	FN	