

THORNDOWN PRIMARY SCHOOL

Minutes of the Personnel and Salary Committee Meeting Wednesday, 13 June 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, Peter Smith, Frank Newton, Christine Curtis, Jane Ainscow and Andrea Cliff.		
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.		
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 Confidential minutes and action points of the previous meeting		
3.1	The minutes and action points of the previous meeting held on 2 May 2018, were read, and signed by the Chair as a true record of the meeting.		
3.2	One of the three Action Points from the last meeting (AP2) was an agenda item.		
3.3	The remaining two Action Points (AP 1 & 3) had been completed.		
3.4	The confidential minutes and action points of the previous meeting held on 2 May 2018, were read, and signed by the Chair as a true record of the meeting. The only Action Point had been completed.		
4.	Headteacher's Report, including updates on staffing		
4.1	The Headteacher reported on the current staffing situation in the school.		
4.2	Discussion took place regarding the School Office, where one member of staff is off on long-term sick, and another		

	<p>member of staff is now also on sick-leave. A job description for a temporary assistant in the office has been produced and interviews have been held. A temporary worker has been appointed, but she cannot start work before September 2018. Accordingly, and to fill the vacancy for the rest of this term, an agency worker is being sought to start immediately.</p>		
4.3	<p>The Head confirmed that the member of staff on sick leave was likely to return on an agreed phased return before the end of the Summer term.</p>		
4.4	<p>The Head reported on her attempts to fill a full-time teaching vacancy for September 2018. She had been exploring the Apprenticeship scheme with an Early Years setting and has considered some potential candidates. However the latest advice is that this scheme may not be approved in time to appoint for September 2018. Therefore the school has advertised the vacancy as a full-time one-year temporary teaching post and is to interview two candidates on Thursday, 14 June 2018.</p>		
4.5	<p>One TA has been keen on trying the Apprenticeship scheme, however as this is highly likely not to go ahead, she encouraged to apply for an HLTA post or supported through a SKIIT course.</p>		
4.6	<p>There have been six applicants for an HLTA post in the school so far, and interviews will take place on Tuesday, 26 June 2018.</p>		
4.7	<p>There have been no further applications to manage the Kids Club, so the current temporary manager will continue until December 2018. A new advert will be placed for the permanent post.</p>		
4.8	<p>A meeting with EPM and a TA, who is currently off work, is due to take place next week.</p>		
4.9	<p>One of the four NQTs has now successfully completed their induction year and the remaining three are on-track to pass by July 2018.</p>		
4.10	<p>The Staff have all been informed of their class allocation/rooms for 2018/2019.</p>		
4.11	<p>Staff in Year 1 have started to receive training to improve the curriculum offer that will include greater opportunities to learn through Play.</p>		
5.	<p>Proposal to allocate Team Leaders a temporary uplift in salary for a year to help cover situations that arise during the secondment of the Deputy Head</p>		
5.1	<p>A proposal to allocate Team Leaders a temporary uplift in salary for a year to help cover situations that arise during the secondment of the Deputy Head was deferred to the next meeting on Wednesday, 26 September 2018.</p>	Sept 18	Head/Clerk

6.	Chair's Report		
6.1	The Chair reported that he, and other governors, had visited the school during the Year 6 SATs week, and was impressed by the efforts of the children and the efficiency of the staff in organising the tests.		
7.	Review of Work Schedule		
7.1	There were no outstanding tasks in the Work Schedule to complete. The Schedule to be reviewed in September 2018 to ensure full coverage and that each task is assigned to the correct Committee.	Sept 18	Clerk
8.	Review of Schedule of Policies		
8.1	There were four policies on the Schedule to consider.		
8.2	The Clerk to advise, on the agenda, which policies had been amended.	Sept 18	Clerk
8.3	The Personal Information Policy was deferred until the appointed Data Protection Officer from the LA has visited the school and completed an audit.	Sept 18	Head
8.4	The three remaining policies were considered and were adopted for use in school, including: <ul style="list-style-type: none"> • First Aid Policy – subject to the Clerk removing the names in Appendix 1; • Policy on School Home Visits; and • Staff Induction Policy. 	June 18	Clerk
9.	Any Other Business		
9.1	There being no other business the meeting closed after item 10 at 10.51 am.		
10.	Summary of Impact on Standards and Progress		
10.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
10.2	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> • Received an update on the staffing situation and supported the Headteacher in future-proofing staffing; • Noted that arrangements were in hand to support the Office staff and protect their welfare; and • Reviewed a number of policies in line with good practice. 		

Personnel Committee Action Points from 13 June 2018

Pers 6 2017/2018	Action Point	By Whom	Outcome
AP1	5.1 A proposal to allocate Team Leaders a temporary uplift in salary for a year to help cover situations that arise during the secondment of the Deputy Head was deferred to the next meeting on Wednesday, 26 September 2018.	Head Clerk	Completed
AP2	7.1 The Work Schedule to be reviewed in September 2018 to ensure full coverage and that each task is assigned to the correct Committee.	Clerk	
AP3	8.2 The Clerk to advise, on the agenda, which policies had been amended.	Clerk	
AP4	8.3 The Personal Information Policy was deferred until the appointed Data Protection Officer from the LA has visited the school and completed an audit.	Head	
AP5	8.4 The Clerk to remove the names in Appendix 1 of the First Aid Policy.	Clerk	Completed