

**THORNDOWN PRIMARY SCHOOL
& THORNDOWN PRE-SCHOOL**

**Minutes of Personnel and Salary Committee Meeting
Wednesday, 14 June 2017 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 and Christine Curtis.		
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: Jane Ainscow and Andrea Cliff.		
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 not to change the order of the business of the meeting, and that there was one item of 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 3 May 2017, were read, agreed and signed by the Chair as a true record of the meeting.		
3.2	There was only one Action Point from the last meeting which was a Termly Review Meeting in order to monitor progress on the Head's Performance Management, which has been arranged for Wednesday, 28 June 2017.	July 17	PS/AC/SM
3.3	The date for the new cycle of Head's Performance Management to start is Wednesday, 13 September 2017, with a new governor required to join the Review Panel, to be selected at the next Full GB meeting in July 2017.	July 17	Clerk
4.	Headteacher's Report		
4.1	The Headteacher's Report began with an update on staffing arrangements.		
4.2	There were no sudden resignations prior to the resignation		

Primary Personnel 27.09.17

READ & AGREED AS A TRUE RECORD (CHAIR)

	<p>date at the end of May 2017. The school is therefore expected to have a full complement of teaching staff in September 2017, although one member of staff will go on Maternity Leave in October 2017. Interviews will take place on Monday, 19 June for a Foundation stage teacher to cover the Maternity contract.</p>		
4.3	<p>The proposed Teaching Staff Structure for 2017/2018 was circulated and discussed at length. With a very tight budget this year the situation regarding the appointment, and deployment, of Teaching Assistant's (TA's) was also discussed at length.</p>		
4.4	<p>The new Reception intake has up to seven children with EHC plans, and will need considerable TA support. The LA has been approached for additional funding of £91K. The LA rejected the request to help meet the additional needs in the school. All TA support will need to be funded by the school within the current budget plan. Interviews will take place on Tuesday, 27 June for up to four new TA's to work 1:1 with pupils with EHC plans.</p>		
4.5	<p>FN was concerned at the response from the LA considering the number of requests for the school to accommodate children with additional needs, and the impact that this will have on the education of other children.</p>		
4.6	<p>The Committee understood, and supported, the rationale of the Headteacher and her proposals to utilise TA time next year. They were however concerned over the lack of additional funding for TA's, and the impact this could have on pupil performance and the ability of the school to offer appropriate interventions.</p>		
5.	Chair's Action		
5.1	<p>The Chair reported that he had not been involved in any additional activity.</p>		
6.	Feedback from Governors walkabout after the last meeting to follow-up on teaching in Maths		
6.1	<p>The Committee had held a walkabout after the meeting to follow-up on teaching in Maths. FN reported that he was impressed with the staff use of hand signals, and by the ability of the children to work in break-out groups (usually pairs).</p>		
7.	Review of Work Schedule		
7.1	<p>There were no other outstanding issues regarding the revised Work Schedule for 2016/2017.</p>		
8.	Review of Schedule of Policies		
8.1	<p>There were no other outstanding issues regarding the Schedule of Policies for 2016/2017.</p>		
9.	Any Other Business		
9.1	<p>FN asked the Headteacher if there was a clear hierarchy in place to manage the school should she be absent. The Headteacher confirmed that there was a clear hierarchy with</p>		

	the Deputy Headteacher and then the Assistant Headteacher nominated to take charge in such a situation.		
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"> Discussed issues regarding the new Reception intake where a number of children with EHC plans will need TA support. The Committee supported the rationale of the Headteacher but were concerned by the lack of the funding for TAs, the impact on pupil performance and the impact that this will have on the education of other children; and Discussed the hierarchy in place to manage the school should the Headteacher be absent, with the Deputy Headteacher and then the Assistant Headteacher nominated to take charge in such a situation. 		

Personnel Committee Action Points from 14 June 2017

Pers 6 2016/2017 AP No:	Action Point	By Whom	Outcome
1.	3.2 The Termly Review Meeting to monitor progress on the Head's Performance Management, has been arranged for Wednesday, 28 June 2017.	AC/SM/PS	
2.	3.3 The Clerk to add the Head's Performance Management process to the agenda for next Full GB meeting on Thursday, 13 July 2017, in order to recruit a new governor to join the Review Panel.	Clerk	Completed