

THORNDOWN PRIMARY SCHOOL

Minutes of Personnel and Salary Committee Meeting Wednesday, 2 May 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 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: Jane Ainscow.		
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 action points of the previous meeting		
3.1	The minutes and action points of the previous meeting held on 14 March 2018, were read, and signed by the Chair as a true record of the meeting.		
3.2	One of the five Action Points from the last meeting (AP5) was an agenda item.		
3.3	The following points were noted about the remaining four APs (AP 1, 2, 3 & 4), including: <ul style="list-style-type: none"> • AP1 - The funding for the appointment of a 'floating' HLTA is in the budget for 2018/2019 and an advert is due to be placed shortly; • AP2 – One of the two Midday Supervisor posts has been filled, and the vacant post will also be filled, subject to standard DBS checks being made; • AP3 - A Temporary Manager for the Before and After School Club is in post and an advert for the permanent post (& a HLTA)for September 2018 is due to be placed shortly; and • AP4 - A job description for a Co-ordinator to enable the school to become a Teaching School has still to be sourced, and an appointment to be 		

	made, if the school is successful in its application.		
4.	Headteacher's Report		
4.1	The Headteacher reported on the current staffing situation in the school.		
4.2	The Head confirmed that the member of staff on sick leave was unlikely to return before September 2018 due to the death of his wife. A request to reduce his teaching commitment to two days per week, and relinquish his leadership role was approved. The Committee expressed their condolences to the family and asked that the school offer its full support to the member of staff. Members of staff have been released to attend two memorial ceremonies to be held this week.		
4.3	The Head reported that a full-time temporary teacher had been appointed for the term. The school had also advertised for a KS2 Team Leader and four candidates would be interviewed on Tuesday, 8 May 2018. FN agreed to join NB as the governors on the panel.	May 18	FN
4.4	The Head reported that one member of staff had had her baby and was now on maternity leave. Two more staff would also be taking maternity leave from September 2018.		
4.5	An advertisement for a Foundation Stage teacher has been placed in the hope of attracting a strong field of candidates.		
4.6	One TA, who is a qualified teacher, has requested a return to teaching and a package of training has been put in place for this to happen.		
4.7	The Head reported that she has applied to the LA for a full-time TA for September 2018, and that there are also two children in Pre-school who will need funding for additional support.		
4.8	It was noted that EPM were very slow in advising the school when there was an issue with a TA recently and that now the TA was off work.		
4.9	Further discussion took place regarding the School Office, where one member of staff is off on long-term sick. Although structures and systems have been re-organised during the absence and a TA continues to support the Office for two afternoons per week, there are still issues surrounding capacity.		
4.10 & 4.11	Please see Confidential minutes re 4.10 & 4.11.		
4.12	There was positive feedback from the walkabout by members of the Committee after the last meeting, and there continue to be positive comments from school visitors.		

5.	Proposal to allocate Team Leaders a temporary uplift in salary		
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, 13 June 2018.	June 18	Head/Clerk
6.	Chair's Report		
6.1	The Chair reported that he had attended an excellent production of the 'Pied Piper' before Easter.		
7.	Review of Work Schedule		
7.1	There were three items on the Work Schedule, including: <ul style="list-style-type: none"> • Head's Performance Management – Termly Review held prior to the meeting with a follow-up meeting arranged for July 2018; • Applications – There were no requests for early retirement, secondment or leave of absence to consider. One previously approved request for leave of absence will be taken later this term; and • Safer Recruitment Training – The Committee confirmed that it complied with the regulation for one person on any selection panel to have completed Safer Recruitment Training. 		
8.	Review of Schedule of Policies		
8.1	There were five policies on the Schedule to consider.		
8.2	EPM had advised the school that a new set of 'Disciplinary Rules for all Employees' should be added as an Appendix to a revised Disciplinary Procedure Policy. The new policy was approved by the Committee and would replace the existing Misconduct Procedures Policy. The Clerk to add the Appendix to the Disciplinary Procedure Policy and send this to the Head/SBM for distribution to all staff.	May 18	Clerk/ Head/SBM
8.3	There were four other policies on the Schedule to consider. Each of the policies was considered and no changes were made. All four policies were adopted for use in school, including: <ul style="list-style-type: none"> • Cover for Teacher Absence; • Managing Sickness Absence; • Statement of Procedures for Dealing with Allegations of Abuse Against Teachers and Other Staff and Volunteers; and • Whistleblowing. 		
9.	Any Other Business		
9.1	There being no other business the meeting closed after item 10 at 10.52 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; • Supported the Headteacher in future-proofing staffing; and • Reviewed a number of policies in line with the latest HR advice and good practice. 		

Personnel Committee Action Points from 2 May 2018

Pers 5 2017/2018	Action Point	By Whom	Outcome
AP1	4.3 FN to join NB as the governors on the panel to interview candidates for KS2 Team Leader on Tuesday, 8 May 2018.	FN	
AP2	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, 13 June 2018.	Head/Clerk	
AP3	8.2 The Clerk to add the new Appendix (Disciplinary Rules for all Employees) to the Disciplinary Procedure Policy and send this to the Head/SBM for distribution to all staff.	Clerk Head/SBM	

See also One Confidential Action Point