

THORNDOWN PRIMARY SCHOOL

Minutes of the Personnel and Salary Committee Meeting Wednesday, 8 November 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, Christine Curtis, Andrea Cliff and Jane Ainscow.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	The meeting was quorate with 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 not to change the order of the business of the meeting, and that there was one item of any other business.		
3.	Review of minutes, confidential minutes and action points of the previous meeting		
3.1	The minutes and action points of the previous meeting held on 27 September 2017, were read, and subject to an amendment to 5.4, would be signed by the Chair as a true record of the meeting.		
3.2	Two of the Action Points from the last meeting (APs 1 & 2) were agenda items and the other two Action Points (APs 3 & 4) had been completed before the meeting.		
3.3	The confidential minutes and action point of the previous meeting held on 27 September 2017, were read, and subject to an amendment to 5.5.3, would be signed by the Chair as a true record of the meeting. The one Confidential Action Point had been completed before the meeting.		
3.4	FN reported that since the last meeting, and for clarification purposes, he had undertaken a review of all the SLT responsibility payments made since 2013. His draft report had been given to the Headteacher for her comments, and would then be forwarded to the Chair of the Committee.	Nov 17	FN/Head/ Chair

3.5	It was agreed that the final report on the Leadership Range would then be circulated to the rest of the Committee and that this would be an agenda item at the next meeting on Wednesday, 10 January 2018.	Jan 18	Clerk
4. Headteacher's Report			
4.1	The Headteacher confirmed that all staff, including the Head, had completed their review of Performance Management by 31 October 2017.		
4.2	The Headteacher informed the Committee of her decisions relating to salaries for the year, and sought the approval of the Committee for her recommendations on those staff to move to the Upper Pay Spine (UPS). See confidential minutes.		
4.3	Governors discussed the issues raised by the Head, and reviewed the balance of staffing across the school, before approving the recommendations of the Head for those staff moving to UPS.		
4.4	The Head confirmed that all pay rises discussed had previously been considered in the budget plan for 2017-2018.		
4.5	The Head also confirmed that the school was fully staffed for each of its 20 classes in 2017-2018.		
4.6	Discussion took place regarding the School Office, where one member of staff is off on long-term sick. To support the Office staff in the busy period up to Christmas, a TA will support the Office for two afternoons per week.		
4.7	An advertisement for a Pastoral and Student Worker (see AP1 from last meeting re: Counsellor) to work with families of children with complex needs has been placed. The deadline for applications is Thursday, 9 November 2017, with interviews to take place on Monday, 20 November 2017.		
4.8	The Head reported that there would be another member of staff taking maternity leave in 2018.		
4.9	The Head also asked if it would also be possible to review the use of a 'floating' TA, to support staff and children in school, at a future date. The Clerk to add this as an agenda item at the next meeting on Wednesday, 10 January 2018.	Jan 18	Head/ Clerk
4.10	See confidential minutes re AP2 from the last meeting.		
5. Chair's Report			
5.1	The Chair reported that he had attended an 'open classroom' event for the Foundation Stage parents, and how pleased he was with the turnout.		
5.2	The Committee had held a walkabout after the last meeting and were pleased to meet all the new staff and see them in action.		

6.	Updates on staffing for 2017 -2018		
6.1	This item was covered in the Headteacher's Report – see item 4 above.		
7.	Review of Work Schedule		
7.1	The only item remaining on the Work Schedule for this term was to review spending on staffing for Pupil Premium. This spending will start again in January 2018, although some staff training has been undertaken using this funding.		
7.2	There were no other outstanding issues regarding the revised Work Schedule for the Autumn Term 2017.		
8.	Review of Schedule of Policies		
8.1	There was further discussion around the Safer Recruitment & Selection Policy, approved at the last meeting in September 2017. The Policy was reviewed and amended in several places before being approved for use in school.		
8.2	The following policies were reviewed, but no changes were required, and they were therefore all adopted for use in school, including: <ul style="list-style-type: none"> • Capability Procedures (Headteacher) Policy; • Handling Redundancy Policy; • Misconduct Procedures (all Employees) Policy; • Misconduct Procedures (Headteacher) Policy; and • Persistent Complaints & Harassment Policy. 		
9.	Any Other Business		
9.1	CC reported that she had met with the NQTs in a pastoral capacity, and had received very positive responses. A follow-up meeting will be arranged in the Spring Term 2018.	Spring 18	CC/FN
9.2	There being no other business the meeting closed after item 10 at 11.09 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"> • Discussed the successful performance of the school and its staff, including the successful inspection from OFSTED; and • Recognised the achievements and improvements being made in school and was able to reward staff progression in appropriate cases. 		

Personnel Committee Action Points from 8 November 2017

Pers 2 2017/2018	Action Point	By Whom	Outcome
AP1	3.4 FN's draft report on the review of all the SLT responsibility payments made since 2013, with Heads comments to be sent to the Chair of the Committee.	FN/Head/ Chair	
AP2	3.5 The Clerk to add the review of the final report on the Leadership Range as an agenda item at the next meeting on Wednesday, 10 January 2018.	Clerk	Completed
AP3	4.9 The Clerk to add the possible use of a 'floating' TA as an agenda item at the next meeting on Wednesday, 10 January 2018.	Clerk	Completed
AP4	9.1 CC/FN to arrange a follow-up meeting with the NQTs in the Spring Term 2018.	CC/FN	