

**THORNDOWN PRIMARY SCHOOL**

**Minutes of the Personnel and Salary Committee Meeting  
Wednesday, 4 May 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, Peter Smith, Frank Newton, Jane Ainscow, Christine Curtis 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: 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 there were no changes to be made to the order of the business of the meeting, and that there was one item of other business.		
<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 9 March 2016, were read, agreed and signed by the Chair as a true record of the meeting.		
3.2	It was noted that three of the eight Action Points (APS 1, 2 & 3) were ongoing, and that four Action Points had been completed (APs 5, 6, 7 & 8).	Sept 16	Head/PS/ SBM
3.3	For AP4, the committee would view the school and see staff in action with a walkabout following the meeting.		
<b>4.</b>	<b>Headteacher's Report</b>		
4.1	The Headteacher's updated the Committee on the current staffing situation, including: <ul style="list-style-type: none"> <li>• The phased return of a member of staff from long-term sickness, who is now planning to retire on 31 August 2016;</li> <li>• Arrangements for covering staff on maternity leave, with one post being advertised, and may need to go out to advert again;</li> <li>• Agreements with some staff who wish to change</li> </ul>		

	<p>hours/days worked, and/or teachers working in different years. A formal request for one member of staff to work four days per week is anticipated; and</p> <ul style="list-style-type: none"> <li>• Consideration of the impact on staffing in the Foundation stage given the decision to take responsibility for the running of the Pavilion Playgroup. EPM to visit the school to discuss the formal re-structure with effect from 1 January 2017.</li> </ul>		
4.2	Three staff have undertaken a 10 day course on 'Outstanding Teachers.'		
4.3	A Single Centre Record (SCR) & Safeguarding Review by the LA this week was attended by the Head and CC. The review revealed good practice in almost every area, but the school needs to 'tighten up' its paperwork in some places. Safeguarding has been added as a standing item to the GB agenda. Areas that need attention include a new front cover, a review of Induction procedures, the speed of closure of the front gate, and the introduction of a formal procedure for dealing with volunteers. The Head was asked to advise the GB of the completion of each of the tasks listed in the report of the review.	June 16	Head
4.4	The Headteacher also advised the Committee of her attendance at training for the management of staff on Long-term sock, and the need for careful monitoring of this process.		
<b>5.</b>	<b>Chair's Action</b>		
5.1	The school had received a request to assist the GB of another school with an Appeal Panel for a Staff dismissal case. The Chair confirmed that he had been able to assist in this matter. As an outcome he felt re-assured that all policies and practices at Thorndown were appropriate and in place.		
<b>6.</b>	<b>Review of Employment Processes for Regular Visiting Tuition</b>		
6.1	Following LA advice in the most recent agenda items and updates to schools (Summer 2016) and the SCR Safeguarding review visit, the Headteacher to include a review of employment processes for clubs, agency workers and any regular visiting tutors.	June 16	Head
<b>7.</b>	<b>Class Structure &amp; Staffing 2016/2017</b>		
7.1	The latest class structure and levels of staffing for 2016/2017 were discussed. With at least 86 children expected in Reception in September 2016 the school is set to increase to 19 classes.		
7.2	The class structure in September 2016 would be: <ul style="list-style-type: none"> <li>• Reception – 3 classes;</li> <li>• Year 1 – 3 classes;</li> <li>• Year 2 – 3 classes;</li> <li>• Year 3 – 3 classes;</li> <li>• Year 4 – 2 classes;</li> </ul>		

	<ul style="list-style-type: none"> <li>Year 5 – 3 classes; and</li> <li>Year 6 – 2 classes.</li> </ul>		
7.3	It was noted that all PPA time can be covered and that Team Leaders and NQTs would continue to be released simultaneously, as is the current practice.		
<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 the two actions remaining to be completed were discussed.		
8.2	Safer Recruitment Training – five governors and four teaching staff are listed on the SCR, with up-to-date training to be available for any selection panel.		
8.3	Applications for early retirement, secondment or leave of absence, and change in working practice are considered by the committee as and when they are made to the Headteacher.		
<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 there were three policies to be reviewed.		
9.2	Subject to some minor changes the following policies were approved for use in school: <ul style="list-style-type: none"> <li>First Aid Policy:</li> <li>Managing Sickness Absence; and</li> <li>Covering for Teacher Absence.</li> </ul>		
9.3	It was noted that for the First Aid Policy, the Headteacher to forward an appendix to the Clerk (Head Bump Protocol) for inclusion. A concern was raised about the photographs of children with allergies, displayed in the Kitchen, being visible to those in the playground. The Headteacher to investigate and resolve this issue.	May 16	Head
		May 16	Head
9.4	In addition, a new Home Visits Policy, which had also been circulated prior to the meeting and this was approved for use in school. The Clerk to revise the cover and email to the Headteacher.	May 16	Clerk
<b>10.</b>	<b>Any Other Business</b>		
10.1	The Delegated Decision Planner, which had also been circulated prior to the meeting, was considered, but no changes were made at this point in time.		
10.2	As there was no further business the meeting closed at 11.10 am.		
10.3	The committee to view the school and see staff in action after the meeting.		
<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		

11.2	<p>improvement.</p> <p>The Committee agreed that, at this meeting, it had:</p> <ul style="list-style-type: none"> <li>Discussed the SCR Safeguarding review and understood that all the relevant documents were in place;</li> <li>Considered the staffing changes being made for September 2016, and that appropriate advertisements were being placed to fill vacancies;</li> <li>Agreed that the latest class structure and levels of staffing for 2016/2017 were appropriate for 19 classes; and</li> <li>Were pleased that PPA time was being co-ordinated for Team Leaders and NQTs so that it would continue to impact positively on standards.</li> </ul>		

### Personnel Committee Action Points from 4 May 2016

<b>Pers 5 2015/2016 AP No:</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
1.	3.2 A supply teacher version of the Staff Induction Policy has to be finalised.	Head	
2.	3.2 The SBM is to obtain a DBS check for each member of the GB.	SBM	
3.	3.2 PS to undertake a review of SLT salaries in the academic year beginning in September 2016.	PS	
4.	4.3 The Head to advise the GB of the completion of each of the tasks listed in the report of the SCR & Safeguarding Review.	Head	
5.	6.1 The Headteacher to include a review of employment processes for clubs, agency workers and any regular visiting tutors in the work to update the SCR following the Safeguarding review visit.	Head	
6.	9.3 The Headteacher to forward the Head Bump Protocol to the Clerk for inclusion in the First Aid Policy.	Head	Completed
7.	9.3 The Headteacher to investigate a concern raised about the photographs of children with allergies, displayed in the Kitchen, being visible to those in the playground.	Head	
8.	9.4 The Clerk to revise the cover of the new Home Visits Policy and email to the Headteacher.	Clerk	Completed