

THORNDOWN PRIMARY SCHOOL

Minutes of Personnel and Salary Committee Meeting Wednesday, 1 May 2019 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
Cathy Sweet	CS

Item		Action	Lead
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors Present: Vicci Godbold, Frank Newton, Christine Curtis, Peter Smith 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 and Cathy Sweet.		
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, confidential minutes and action points of the previous meeting		
3.1	The minutes and action points of the previous meeting held on 27 February 2019, were read, and signed by the Chair as a true record of the meeting.		
3.2	There were two Action Points from the meeting, and follow-up action was to be discussed during the meeting.		
3.3	The confidential minutes and action point from the previous meeting held on 27 February 2019, were read, and signed by the Chair as a true record of the meeting.		
3.4	CAP1- FN had approached the LA for advice and responded to the request.		
4.	Headteacher's Report		
4.1	The Headteacher reported that the School's Financial Adviser (SFA) had visited the school to help prepare a balanced budget for 2019/2020. Given the limited funding available from the LA, the only way that a balanced budget could be prepared was to alter the class structure and organisation of the school, with planning now in place for	(CHAIR)

	20 classes in September 2019 (instead of 21).		
4.2	To accommodate this structure all four teachers on one-year contracts have been given notice with the school needing to appoint one full-time teacher for Year 6. In addition, it is likely that the current Year 4 (three classes) will become two classes in Year 5. As this will mean classes of 35 the LA have agreed that the school will not accept any additional pupils in this year group until overall numbers fall to 64.		
4.3	The Headteacher reported that the Literacy Co-ordinator would become the Science Co-ordinator next year, and a new Literacy Co-ordinator would be appointed.		
4.4	The Headteacher reported on the cover arrangements for several staff on/about to return from Maternity Leave.		
4.5	Another member of staff has requested more flexible working arrangements, moving from a three-day week to a two-day week. This had been checked with EPM and was agreed by the Committee. It was noted that the member of staff has been advised that this may mean her changing her teaching to a different key stage.		
4.6	One teacher who is working on a reduced timetable will continue working this way, but staff roles in the school will mean additional responsibilities may change with differing mentoring arrangements in place.		
4.7	To meet the needs of the budget, and the amount of 1 to 1 support needed by individual pupils, five TA's on a one-year contracts have been given notice, with the school needing to appoint only three TA's for the next academic year. Interviews and observations will be required with governor support required. There will be no General TA support next year in classrooms.		
4.8	The reported that there had been five applications for the post of caretaker. Three candidates will be interviewed on Friday, 3 May 2019. SBM/FN/Cleaning Team Leader to all assist the Head with the appointment.		
4.9	CC to take forward arrangements for replacing the Clerk.	May 19	CC
4.10	The Headteacher confirmed that all staff had undertaken their half yearly Performance Management review. As part of Performance Management this year all staff have been undertaking Research Projects. The Head to assess the outcome of this work. The Head has also sourced a new definition of the essence of the PM process which she will consider for possible inclusion in the process.	July 19	Head
4.11	The Headteacher confirmed that all TA/Support Staff had had their salaries amended in line with the latest LA guidance and recent changes in legislation.		

Primary Personnel 12.06.19

READ & AGREED AS A TRUE RECORD(CHAIR)

5.	Chair's Report		
5.1	The Chair had no additional action to report.		
6.	Review of Work Schedule		
6.1	The Work Schedule included the need to review: <ul style="list-style-type: none"> Head's Performance Management – The Termly Review was arranged for Wednesday, 12 June 2019 at 9.00 am; Applications/requests for early retirement, secondment or leave of absence - There had been no requests for early retirement, secondment or leave of absence; and Safer Recruitment Training – FN/CC to attend refresher training and three members of the GB (JL, CS & JF) to undertake next available training. 	July 19	FN/CC
7.	Review of Schedule of Policies		
7.1	The Recruitment & Selection Policy & Procedure, which was circulated prior to the meeting was approved for use in school – subject to checking with EPM for any later versions (Head).	May 19	Head
8.	Any Other Business		
8.1	There being no other business the meeting closed after item 9 at 10.51 am.		
9.	Summary of Impact on Standards and Progress		
9.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
9.2	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> Received up-to-date information about the current difficulty in retaining, recruiting and appointing staff, given the difficulties in making the budget balance from the given allocation for the next financial year. 		

Personnel Committee Action Points from 1 May 2019

Pers 6 2018/2019	Action Point	By Whom	Outcome
AP1	4.9 CC to take forward arrangements for replacing the Clerk.	CC	
AP2	4.10 The Head to assess the outcome of the staff undertaking Research Projects as part of the PM process. The Head has also sourced a new definition of the essence of the PM process which she will consider for possible inclusion in the process.	Head	
AP3	6.1 FN/CC to attend Safer Recruitment refresher training and three members of the GB (JL, CS & JF) to undertake next available training.	FN/CC	
AP4	7.1 The Head to check with EPM for any later versions of the Recruitment & Selection Policy & Procedure.	Head	