

THORNDOWN PRIMARY SCHOOL

**Minutes of Personnel and Salary Committee Meeting
Wednesday, 12 June 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 Jane Ainscow.		
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 1 May 2019, were read, and signed by the Chair as a true record of the meeting.		
3.2	There were four Action Points from the meeting, and three APs (AP1, 2 & 3) were marked as on-going. AP4 would be discussed during the meeting under item 7.	Sept 19	CC/FN
3.3	It was noted for AP1 that the post of Clerk to the GB was to be re-advertised.	June 19	FN
3.4	For AP2, the Headteacher was still exploring alternatives for Performance Management of staff for next year. She will decide by September 2019 if the approach next year would be Subject-based or Research project based.	Sept 19	Head
Primary Personnel 25.09.19			
4.	Headteacher's Report		
HEAD & ACHIEVEMENT REPORT	The Headteacher reported that the Caretaker interviews had been held and an appointment was made. Peter		(CHAIR)

	Barnard join the staff on Monday,3 June 2019, and has now moved into the bungalow. Daily routines are being established with the SBM.		
4.2	One of the cleaners was acting as unpaid cleaner-in-charge and had taken on additional responsibilities for securing the building. It was agreed that FN would write her a letter of thanks and that an Honorarium payment of £250 was to be paid to her.	June 19	FN
4.3	The Headteacher reported that the deadline for applications from internal candidates for the post of Literacy Co-ordinator was this week, but there had been no interest so far. The Head was considering approaching a part-time member of staff to take on this role and may even consider a job share for this post.		
4.4	All staff are aware of their teaching roles for next year with three staff leaving. For the first time there will be no NQTs or new teachers in the school in September 2019. Some internal movement of staff have been made and these had all been agreed with staff and were explained to the Committee.		
4.5	Governor Challenge Governors asked questions about the well-being of one member of staff and were re-assured by the Headteacher. It was confirmed 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. The fact that there will be no General TA support next year in classrooms was also discussed. The Head also confirmed that all SCITT/ITT work next year would be undertaken in blocks/terms.		
4.6	The Committee considered a request from a Midday Supervisor for term time leave. Following discussion and a review of the Discretionary Lave Policy it was agreed that the Committee would refuse this request as the circumstances were not exceptional. Should the Supervisor take this leave, without permission, then she would then be in breach of contract and her employment would be terminated		
4.7	See Confidential Minutes.		
5.	Chair's Report		
5.1	The Chair had no additional action to report.		
6.	Review of Work Schedule		
6.1	There were no outstanding activities to complete on the Work Schedule.		

7.	Review of Schedule of Policies		
7.1	A revised Recruitment & Selection Policy & Procedure was circulated at the meeting and amended in several places. This version was then approved for use in school and the Head to send this to the Clerk for action.	June 19	Head/Clerk
8.	Any Other Business		
8.1	There being no other business the meeting closed after item 9 at 11.04 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 staffing arrangements for September 2019; and Made a range of decisions on staffing matters to ensure the smooth operation of the school. 		

Personnel Committee Action Points from 12 June 2019

Pers 7 2018/2019	Action Point	By Whom	Outcome
AP1	3.2 FN/CC to attend Safer Recruitment refresher training and three members of the GB (JL, CS & JF) to undertake next available training.	FN/CC	
AP2	3.3 FN to take forward arrangements for replacing the Clerk.	FN	
AP3	3.4 The Head to assess the outcome of the staff undertaking Research Projects as part of the PM process and decide the best way forward for September 2019.	Head	
AP4	4.2 FN to write a letter of thanks to the cleaner who had acted as unpaid cleaner-in-charge and had taken on additional responsibilities for securing the building. It was agreed that an Honorarium payment of £250 was to be paid to her.	FN	
AP5	7.1 The Head to send the revised Recruitment & Selection Policy & Procedure to the Clerk for action.	Head/Clerk	