

THORNDOWN PRIMARY SCHOOL

**Minutes of the Personnel and Salary Committee Meeting
Wednesday, 9 January 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

Item		Action	Lead
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors Present: Vicci Godbold, Frank Newton, Christine Curtis, Jane Ainscow and Peter Smith.		
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: Andrea Cliff.		
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 7 November 2018, were read, and amended in two places before being signed by the Chair as a true record of the meeting.		
3.2	There were five Action Points from the meeting held on 7 November 2018. Four of the five Action Points from the last meeting (APs 1, 2, 3 & 5) had been completed. The remaining Action Point (AP4) was an agenda item.		
3.3	There was a discussion about AP1 with the Head confirming that she had sought advice from the LA in order to seek additional funding from September 2019, to help support the growth in the school as it moves to a 21-class structure. It was agreed that this matter would be discussed at Committee in future meetings, also at Full GB meetings and by the Chairs of each Committee in their strategy meetings.		

4.	Headteacher's Report, including updates on staffing		
4.1	<p>The Headteacher reported on the current staffing situation in the school, including:</p> <ul style="list-style-type: none"> • Cover arrangements for staff on/about to start Maternity Leave; • Flexible working arrangements for other staff returning from Maternity Leave; • Two members of staff on long-term sickness have now left the school; and • A temporary worker, supporting the work of the Office Staff, has accepted a permanent position. 		
4.2	<p>The Headteacher confirmed that all staff had been given the opportunity to complete the DfE Workload Survey last term. An analysis of the results shows that 84% of staff felt they had an 'acceptable' workload. Although not all staff completed the survey, 63% felt they had a good work/life balance (with 20% unsure).</p>		
4.3	<p>Issues around marking were discussed, including time for marking at school, and the marking policy will be reviewed as a result of this. Planning, the use of PPA time and Report Writing were also discussed.</p>		
4.4	<p>There were (100%) positive returns for the school being an enjoyable place to work, pupil discipline procedures, teamwork and the appropriateness of staff meetings.</p>		
4.5	<p>Team leaders and the SMT are holding meetings to discuss strategies to manage workload further in order to reduce stress and improve mindfulness.</p>		
4.6	<p>The school has been successful in obtaining EHC plans for two children, and either two new TAs will need to be appointed, or TA time will be re-allocated to support the children. Currently 13 of the 15 children with SEN/EHC plans are from within the catchment area.</p>		
4.7	<p>As part of Performance Management this year all staff have been undertaking Research Projects. The first Research Project Report was presented at a recent staff meeting and was well received. Two further staff meetings this term have been set aside to hear further reports.</p>		
4.8	<p>The Headteacher has received a request from a member of staff for Discretionary Leave for three days on 20/21/22 May 2020 to attend her brother's wedding (overseas). It was noted that one of these days is likely to be a Training Day. The Committee approved the request for leave, subject to the Head checking the need for some of the days to be unpaid leave, in line with school policy.</p>	Jan 19	Head
4.9	<p>Following several years of high-quality work, as evidenced in her performance management, from a long standing and dedicated teacher (who chose not to request a move to UPS) a recommendation has been made to move her from M6 to M6+. The Committee approved the recommendation of the Headteacher and be back-dated to September 2018.</p>	Jan 19	Head

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"> Review Policy Schedule – see item 7 below; Termly Review of Head's Performance Management – meeting arranged for Friday, 18 January 2019; and Review of Staff Safeguarding Checks – had been completed. CC reported that she had attended the recent Child Protection update for all staff on the INSET day on Thursday, 3 January 2019. 		
7.	Review of Schedule of Policies		
7.1	There were two new policies to consider and to add to the Schedule. The following three policies were approved for use in school: <ul style="list-style-type: none"> A new Personal Information Policy, to replace the previous Data Protection Policy; Adults Code of Conduct (updated version); and Equality & Diversity Policy. 		
7.2	The Clerk to ask the SBM to discuss the Privacy Notice for Governors with the schools Data Protection Officer from the LA.	Jan 19	Clerk
8.	Any Other Business		
8.1	It was agreed that some of the Committee would attend a session to review Kids Club, prior to the Learning & Development Committee meeting on Thursday, 10 January 2019.		
8.2	A visit to meet with the Cleaning Staff, who are now employed by the school, would also be arranged for a future date.	Feb 19	P&S
8.3	There being no other business the meeting closed after item 9 at 11.12 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 staffing situation; Were appraised of potential future budget issues around the move to a 21-class structure; and Agreed that the school is up-to-date with the new requirements for GDPR. 		

Personnel Committee Action Points from 9 January 2019

Pers 4 2018/2019	Action Point	By Whom	Outcome
AP1	4.8 Following approval of a request from a member of staff for Discretionary Leave in May 2020 the Headteacher to check the need for some of the days to be unpaid leave, in line with school policy.	Head	Completed
AP2	4.9 Following approval of a recommendation for a member of staff to move from M6 to M6+ the Headteacher to advise EPM of the award which should be back-dated to September 2018.	Head	Completed
AP3	7.2 The Clerk to ask the SBM to discuss the Privacy Notice for Governors with the schools Data Protection Officer from the LA.	Clerk	Requested
AP4	8.2 Members of the Committee to visit and meet with the Cleaning Staff, who are now employed by the school, at a future date.	P&S	TBA