

## THORNDOWN PRIMARY SCHOOL

### Minutes of the Personnel and Salary Committee Meeting Wednesday, 9 March 2016

<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, Jane Ainscow (from 10.40 am), Christine Curtis and Andrea Cliff. Also present: Cathy Sweet.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	The meeting was quorate with six governors present.		
1.4	Apologies for absence: Frank Newton.		
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 were no items 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 13 January 2016, were read, agreed and signed by the Chair as a true record of the meeting.		
3.2	Three of the seven Action Points (APS 4, 5 & 6) were agenda items.		
3.3	It was noted that two Action Points (APS 1 & 3) were ongoing, and that AP7 had been completed.	May 16	Head/SBM
3.4	For AP2, the Headteacher had contacted EPM who advised that the GB is free to the salary range for the Deputy Head but that it must maintain the differentials between the Head and Deputy Head salaries. It was agreed that as the last review of SLT salaries was made when the new primary school was formed, a review was due and that this would be undertaken by PS in the next academic year beginning in September 2016. This review would include recognition for all the additional tasks being undertaken by members of the SLT, their leadership qualities, the good practice being	Sept 16	PS

Primary Personnel 04.05.16

READ & AGREED AS A TRUE RECORD ..... (CHAIR)

	undertaken, and would include feedback from their performance management reviews.		
<b>4.</b>	<b>Headteacher's Report</b>		
4.1	The Headteacher's updated the Committee on the current staffing situation.		
4.2	CS left the meeting while the return to work of a member of staff following a period of long-term sickness was discussed. CS then returned to the meeting.		
4.3	The Headteacher outlined her plans for a new class structure for 2016/2017, and levels of staffing, for the Committee. Year 3 will have three classes next year and Year 4 will move to two classes. Based on current numbers and anticipated Reception numbers, the school will be setting up two new classes next academic year (19 in total).		
4.4	Discussions took place about the appointment of two new teaching staff, staff about to undertake maternity leave, the phased return of staff from maternity leave and job-shares that are to be put in place. In addition some staff will be changing role next year, or changing the year that they teach, and a TA is joining the SCITT training programme.		
4.5	The Headteacher reported that the school had been successful in a bid to the National College of School Leadership (NCSL) for funding of £4k for additional training for three outstanding teachers.		
<b>5.</b>	<b>Chair's Action</b>		
5.1	The Chair reported that he had been involved in the latest round of interviews and the appointment of two new teaching staff.		
5.2	He had also attended a meeting with the Headteacher and the Chair of Governors to discuss staffing matters. It was agreed that the committee would like to view the school and staff in action and that there would therefore be walkabout following the next meeting on Wednesday, 4 May 2016.	May 16	All
<b>6.</b>	<b>Termly Review of Head's Performance Management</b>		
6.1	The last termly review of the Head's Performance Management was held in January 2016.		
6.2	The next termly review of the Head's Performance Management is to be held on Wednesday, 13 April 2016, at 4.00 pm.	Apr 16	PS/CC
<b>7.</b>	<b>Class Structure &amp; Staffing 2016/2017</b>		
7.1	The class structure and levels of staffing for 2016/2017 had been covered in the Headteacher's report, see item 4 above.		

7.2	There had been 76 on-time first preference applications for entry to Reception in September 2016, when the school is expecting to be full and operating with three Reception classes (3 x 30 = 90 pupils). One application is from a child with an EHC plan.		
<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 all actions had been completed.		
<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	An updated version of the Personal Information Policy had 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.	Mar 16	Clerk
9.3	Flexible Working Policy		
9.3.1	Additionally an updated version of the Flexible Working Policy had been circulated prior to the meeting. This policy needs to further amended, with the name of the Headteacher to be added. Subject to this, the policy was approved for use in school, and the Headteacher will email a final version to the Clerk for him to revise the cover.	Mar 16	Head
9.3.2	The committee discussed their concerns about the number of part-time teachers employed by the school and agreed that the school would deal with request for flexible working on an individual basis.		
9.4	The latest version of the revised Complaints Procedure is still not yet available from the LA and is not going to be available until September 2016. Therefore the existing policy was reviewed and approved for use in school. The Clerk to revise the cover and email to the Headteacher.	Mar 16	Clerk
<b>10.</b>	<b>NQT Quality Assurance for Governors</b>		
10.1	A new briefing note from Governor Services regarding NQT Quality Assurance by Governors had been circulated prior to the meeting. CC is the link governor for NQTs and CS agreed to shadow her with this process next academic year.		
<b>11.</b>	<b>Any Other Business</b>		
11.1	As there was no further business the meeting closed at 11.07 am.		

**Summary of Impact on Standards and Progress from the meeting held on 2 March 2016**

Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.

The Committee agreed that, at this meeting, it had:

- Discussed and understood that the quality of teaching and the education of the children is being safeguarded despite the numerous staffing changes being made in school;
- Considered the impact of the number of part-time teachers employed by the school and potential to impact on standards; and
- Ensured that the GB is compliant with the new guidance from Governor Services regarding NQT Quality Assurance.

**Personnel Committee Action Points from 2 March 2016**

<b>Pers 4 2015/2016 AP No:</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
1.	3.3 A supply teacher version of the Staff Induction Policy has to be finalised.	Head	
2.	3.3 The SBM is to obtain a DBS check for each member of the GB.	SBM	
3.	3.4 PS to undertake a review of SLT salaries in the academic year beginning in September 2016.	PS	
4.	5.2 The committee to view the school and staff in action with a walkabout following the next meeting on Wednesday, 4 May 2016.	All	
5.	6.2 The next termly review of the Head's Performance Management to be held on Wednesday, 13 April 2016, at 4.00 pm.	PS/CC	
6.	9.2 The Clerk to revise the cover of the Personal Information Policy and email to the Headteacher.	Clerk	Completed
7.	9.3.1 The Flexible Working Policy to be further amended by the Headteacher who will email a final version to the Clerk for him to revise the cover.	Head	
8.	9.4 The Clerk to revise the cover of the existing Complaints Procedure and email to the Headteacher. The revised Complaints Procedure from the LA is not going to be available until September 2016.	Clerk	Completed