

**THORNDOWN PRIMARY SCHOOL  
& THORNDOWN PRE-SCHOOL**

**Minutes of Personnel and Salary Committee Meeting  
Wednesday, 3 May 2017 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 and Andrea Cliff.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	The meeting was quorate with four governors present.		
1.4	Apologies for absence, with governors' consent: Christine Curtis and Jane Ainscow.		
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 not to change 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 15 March 2017, were read, agreed and signed by the Chair as a true record of the meeting.		
3.2	Four of the eight Action Points had been completed before the meeting (APs 4, 6, 7 & 8). Three of the remaining Action Points (APs 1, 2 & 3) were agenda items and AP5 was on-going.		
<b>4.</b>	<b>Headteacher's Report</b>		
4.1	The Headteacher's Report began with an update on the three Action Points from the last meeting.		
4.2	Budget discussions with the SFA (AP1 from last meeting) will be reported at Finance Committee, but there was support for the Headteacher's request to retain single-age group class teaching. The new budget for 2017/2018 had been produced based on 20 teaching-class structure.		

4.3	Discussions have been held with Maths Hub regarding a new financial arrangement for the work being undertaken by the Deputy Headteacher (AP2 from last meeting). An agreement has now been reached for a half-day per week secondment package for the next academic year.		
4.4	A review of the long-term absence of four TAs has taken place with EPM (AP3 from last meeting). Two TAs are back in school on a reduced timetable, one TA is retiring due to ill-health, and the work of one TA is being closely monitored.		
4.5	It was reported that the school will have at least two NQTs in September 2017, with additional TAs appointed depending upon the needs of the Reception Intake.		
4.6	While some staff have returned from Maternity Leave, there are other staff due to start on Maternity Leave, and consequently advertisements for these posts have been placed. The need to appoint high-quality staff to help the school on its continuous drive to raise standards was discussed.		
<b>5.</b>	<b>Chair's Action</b>		
5.1	The Chair reported that he had been involved in meetings with Ofsted during the recent inspection.		
<b>6.</b>	<b>Feedback from Governors meeting with NQTs</b>		
6.1	FN gave feedback to the Committee on a meeting he had attended with CC and the NQTs. The meeting had been arranged to fulfil the duty of care that the school had towards the development of its NQTs. He was pleased to report that the NQTs are satisfied that they have all had the appropriate amount of support and that there were no outstanding issues.		
<b>7.</b>	<b>Review of Work Schedule</b>		
7.1	A Termly Review Meeting has been arranged, in order to monitor progress on the Head's Performance Management, for the end of June 2017.	June 17	CC/AC
7.2	There had been no applications for early retirement, secondment or leave of absence, other than the secondment discussed in item 4.3 above.		
7.3	FN maintains a list of those who have been approved for Safer Recruitment, and there are currently no training needs. One person with the appropriate training is always included on the selection panel for any interview.		
7.4	There were no other outstanding issues regarding the revised Work Schedule for 2016/2017.		
<b>8.</b>	<b>Review of Schedule of Policies</b>		
8.1	There were two policies to review from the Schedule of Policies for 2016/2017, and these had been circulated prior to the meeting.		

8.2	The Head had checked that these model policies provided by EPM Ltd were up-to-date, and as there were no changes to these policies, there was no need consult with the trade unions on their use.		
8.3	The Committee considered the wording of both policies and then adopted them for use in school, including: <ul style="list-style-type: none"> <li>• Managing Sickness Absence Policy; and</li> <li>• Recruitment and Selection Policy.</li> </ul>		
<b>9. Any Other Business</b>			
9.1	The Committee had previously agreed that it would hold a walkabout after the meeting to follow-up on teaching in Maths.		
9.2	There being no other business the meeting closed after item 10 at 10.41 am.		
<b>10. Summary of Impact on Standards and Progress</b>			
10.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
10.2	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> <li>• Reiterated its support for the Headteacher's request to retain single-age group class teaching, as evidenced in recent Governor Visits, and aims to maintain this approach throughout the school; and</li> <li>• Discussed issues arising from the Headteacher's Report around the need to appoint high-quality staff to help the school on its continuous drive to raise standards.</li> </ul>		

**Personnel Committee Action Points from 3 May 2017**

<b>Pers 5 2016/2017 AP No:</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
1.	7.1 A Termly Review Meeting has been arranged, in order to monitor progress on the Head's Performance Management, for the end of June 2017.	CC/AC	