

THORNDOWN PRIMARY SCHOOL

Minutes of Personnel and Salary Committee Meeting Thursday, 26th September 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
Peter Smith	PS
Cathy Sweet	CS
Jill Foster	JF

Item		Action	Lead
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors Present: Vicci Godbold, Frank Newton, Christine Curtis, Peter Smith and Jane Ainscow, Cathy Sweet, and Jill Foster.		
1.2	Non-Governors Present: Jenn Dover (Clerk).		
1.3	The meeting was quorate with 7 governors present.		
1.4	There were no apologies.		
1.5	Absent: None.		
1.6	Declarations of Interest: None. ACTION: Clerk to check whether CC declaration of employing a school employed cleaner counts as a declaration of interest.	ACTION	JD
2.	Elect chair and vice chair		
2.1	Chair - nomination for PS as chair was received from FN and second by JA DECISION: It was unanimously agreed for PS to be Chair.	DECISION	
3.	Notice of change in order, or any other business		
3.1	There were two raised AOB points to be discussed later, which were <ol style="list-style-type: none"> 1. CC raised the need for a link child protection governor to assist her. 2. The terms of reference need to be approved. 		
4.	Review of minutes and action points of the previous meeting held on 12th June 2019		
4.1	The Minutes were agreed upon and signed by the Chair.		
4.2	The action points were discussed and it was noted that AP1 and AP2 were a repeated action point, that is still ongoing. There was a discussion regarding the requirement of the GB to attend safer recruitment training and the prevalence of future training		

	sessions.		
4.3	The below action points have been completed: <ul style="list-style-type: none"> AP3 - VG reported how successful the research projects were and the research will be fed into subject leaders this year. The performance management this year are to aimed at getting OFSTED ready. Each subject lead has 6 questions, which VG read out, to answer in response to an OFSTED deep dive. This will also be used for up skilling staff as they have a broader understanding of subjects and what is occurring in the school. AP4 - FN had completed this. AP5 - David Clark ,as previous clerk, had actioned this. 		
4.4	FN informed to the committee that he had written to AC in response to her resignation and thanked her for her work.		
5.	Heads report		
5.1	The Head started the report by informing the committee of the staffing for the year, which has remained the same. The support staff are only linked to children, which can be a problem when a Year group based TA used to support with swimming , and is now no longer available.		
5.2	Currently in school there are two trainee teachers from the University of Bedford, in advance of the ITT status of the school next year. The committee were informed that the ITT will be live on the 1st Oct and 2 candidates have shown an interest already. Publications are being sent out to local venues and SLT are attending recruitment fairs and teaching events . CHALLENGE: FN asked if the other Head Teachers in the area know what is happening with regards to the advertising of this in their area, but VG said some of the heads are in the alliance already for this. CHALLENGE: FN asked if VG had thought of advertising in the Job Centre and career fairs. To which VG stated that there weren't many career fairs, but she would look into the Job Centre. CHALLENGE: CS asked if there was anywhere online to advertise, which VG stated that the Local Authority advice had been sought on this already, which they suggested attending the Teach In Cambs Event. The committee shared their thanks to the Head for her updates.	CHALLENGE CHALLENGE CHALLENGE	
6.	Head performance management		
6.1	Governor membership for this committee was discussed as AC has resigned. JF nominated herself to join this committee, which was agreed upon, therefore, the committee now consists of CS, PS, NB, and JF. PS is happy to continue to chair this committee. ACTION: JF to look into training regarding the role on this committee. ACTION - FN to enquire of NB position regarding this committee and feedback.	ACTION ACTION	JF/NB FN
6.2	The outcome of the Head Teacher Performance management was a confidential minute.		

7.	Policy review		
7.1	Grievance procedure - The committee agreed it was fit for purpose and there was no changes. DECISION: All agreed upon.	DECISION	
7.2	Confidentiality - There were no change made therefore, DECISION: all agreed upon. It was discussed that this policy should be circulated to new governors and to the entire GB, along with the code of conduct every September.	DECISION	
7.3	Pay - This was deferred as an updated has still not come out. However, FN informed the committee that with regards to timescale of the suggested pay increase it was taken to the FGB meeting in September and FN has informed EPM.		
7.4	Safer recruitment - There were no changes DECISION: All agreed upon. CC raised the query of does need to be annual review, to which VG stated that as the law changes so often with recruitment it would be good practice to keep it annual.	DECISION	
8.	Any Other Business		
8.1	CC raised the issue of the safeguarding governors who assist CC has resigned and therefore a vacancy needs to be filled. It was suggested that AD would be a good governor with experience in safeguarding and the terminology used, to which the committee agreed. ACTION: FN to email AD regarding joining CC as the safeguarding governor.	ACTION	FN
8.2	The committee went through the terms of reference and as no changes had been made the committee were happy to take them to the FGB on Oct 3rd to be ratified. There were no further AOB.		
9.	Summary of Impact on Standards and Progress		
9.2	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> • Been made aware of the progress made on the ITT programme ready for September 2020. • The GB were informed of preparation regarding subject co-ordinators and the impact of future proofing the staff with regards to the future requirements of subject leaders. 		

Personnel Committee Action Points from 25th September 2019

Pers 2019/2020	Action Point	By Whom	Outcome
AP1	1.6 Clerk to check whether CC declaration of employing a school employed cleaner counts as a declaration of interest.	Clerk	Nov 2019
AP2	AP1 (3.2) FN/CC to attend safer recruitment refresher training and three members of the GB (JL, CS, and JF) to undertake the next available training.	FN/CC	Ongoing
AP3	6. 1 JF/NB to look into training regarding the head teacher	JF/NB	Autumn

Primary Personnel 25.09.19

READ & AGREED AS A TRUE RECORD(CHAIR)

	performance management committee.		2019
AP4	6.1 FN to enquire of NB position regarding this committee and feedback.	FN	Oct 2019
AP5	8.1 FN to email AD regarding joining CC as the safeguarding governor.	FN	Oct 2019

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READ & AGREED AS A TRUE RECORD(CHAIR)