

THORNDOWN PRIMARY SCHOOL

**Minutes of the Personnel and Salary Committee Meeting
Wednesday, 4 March 2015 at 1.00 p.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, Christine Curtis, Peter Smith, Jane Ainscow, Frank Newton and Andrea Cliff.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	The meeting was quorate with all six governors present.		
1.4	Apologies for absence: None.		
1.5	Absent: None.		
1.6	Declarations of Interest: Christine Curtis reminded the committee that she has a daughter who is employed by the school.		
2.	Notice of change in order, or any other business		
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 was no other business.		
2.2	It was noted here that the Chair of the GB had received a written request from one member of staff, who is currently on maternity leave, to return to work on a part-time basis. The committee approved this request, subject to the Headteacher being able to make suitable alternative arrangements.		
3.	Review of minutes and action points of the previous meeting		
3.1	The minutes and action points and the confidential minutes of the previous meeting held on 14 January 2015, were read, agreed and signed by the Chair as a true record of the meeting.		
3.2	Three of the five Action Points (APs 2, 3 and 4) had been cleared before the meeting. Action Point 1 and Action Point 5 were on the agenda for this meeting.		
3.3	The Headteacher also confirmed the recommendations in the confidential minutes were being implemented after Easter.		

4.	Headteacher's Report, including a discussion regarding a TLR structure for Literacy and Numeracy.		
4.1	The Headteacher updated the Committee on the latest personnel issues in the school.		
4.2	A discussion took place about the standard of teaching now that all observations have been held, either by the Headteacher or Team Leaders. Four outstanding lessons have been observed, from four different teachers. Two staff have been identified as needing additional support which is in place.		
4.3	A Governor Visit to review the teaching of Mathematics in school has taken place and will be reported to Learning and Development Committee.		
4.4	There are currently 17 classes being run in the school, and with the numbers set to rise again in September 2015, the school will need to run this number of classes again. There is an issue as the school will need to again find sufficient funds to finance the 17 th class.		
4.5	The proposal for 17 classes in the school in September 2015 was agreed, with: <ul style="list-style-type: none"> • Reception – 3 classes (min 69 pupils expected); • Year 1/2 – 5 classes for 143 pupils; • Year 3/4 – 5 classes for 138 pupils ; • Year 5 – 2 classes for 57 pupils; and • Year 6 – 2 classes for 61 pupils. 		
4.6	The number of children receiving additional Pupil Premium funding is set to fall by 10, which will mean there will be £20k less funding next year.		
4.7	Discussions took place over different scenarios and the likely make-up of the staffing teams for each year group next year. Staffing changes due to staff leaving, reducing hours or for those going on maternity leave, which already mean that additional staffing posts need to be advertised as soon as possible.		
4.8	Governors asked questions about the changes in staffing and what this might mean to results and the quality of teaching. The Headteacher responded that the movement in the teams would not have a negative impact on the quality of teaching.		
4.9	It was agreed that an internal advertisement would be prepared for next week for a Year 5/6 Team Leader. It was also agreed that an external advertisement would be prepared for next week for a Year 1/2 Team Leader.	March 15	Head
4.10	It was also agreed that the discussion over the TLR structure for Literacy and Numeracy would be deferred to the next committee meeting on 6 May 2015.	May 15	Clerk
4.11	A request for a member of the office staff to take one day's leave during term time, for exceptional circumstances, was discussed, and agreed by the committee.		

4.12	The Headteacher was concerned about the impact of a new child to the school, who was exhibiting some challenging behaviour. The Headteacher to discuss this matter with Carol Way (LA School Inclusion).	Mar 15	Head
5. Chair's Action			
5.1	The Chair reported that through his connection with a uniformed organisation he had received extremely positive feedback from pupils on the new building, the staff and the school.	March 15	Head
5.2	He also reported that at a Working Group meeting last week, the committee pay particular attention to monitoring systems for performance management, including consideration to salary progression. Greater consideration should also be given to the schools accountability and communication with parents. All governors were to be asked about their availability to attend the next Parents Evenings on 17 & 19 March 2015.		
6. Playgroup			
6.1	The Headteacher reported that both Playgroup and the Kids Club had moved into the refurbished buildings.		
6.2	The Headteacher had attended the last meeting and offered the group the support of the school, and she awaits a response.		
7. Review of Work Schedule			
7.1	Staffing for 2015/16 was discussed in the Headteachers report, see item 4, and will be agreed in accordance with the Whole School Pay Policy.		
8. Review of Schedule of Policies			
8.1	The Committee approved the updated version of the Safer Employment (Recruitment) Policy at the last meeting.	March 15	Clerk
8.2	However it was felt that some additional amendments were needed to 4.3.2 and 4.4.5. These were approved and the Clerk will forward the latest version of the policy to the Headteacher for use in school, and for the website, where appropriate.		
8.3	Governors questioned the Headteacher about Safeguarding issues, including the need to check that all contractors are DSB checked. It was confirmed that all contractors have been approved by Kier.		
8.4	Governors also asked the Headteacher to double check that Playgroup and the Kids Club follow the same procedures regarding DSB checks.	March 15	Head
9. Any Other Business			
9.1	GB meetings will now end by reflecting what the meeting has achieved to further school improvement. The committee agreed that, at this meeting, it had been able to reflect on		

	the learning being undertaken at the school, and that an appropriate management structure would be put in place for the forthcoming academic year.		
9.2	There being no other business the meeting closed at 2.12 pm.		

Personnel Committee Action Points from 4 March 2015

AP No. Pers.	Action Point	By Whom	Outcome
1.14/15	4.9 Advertisements for a Year 5/6 Team Leader and a Year 1/2 Team Leader to be organised.	Head	
2.14/15	4.10 Discussion over the TLR structure for Literacy and Numeracy to be an agenda item for the next committee meeting on 6 May 2015.	Clerk	Completed
3.14/15	4.12 The Headteacher to discuss the impact of a new child to the school, who was exhibiting some challenging behaviour with Carol Way (LA School Inclusion).	Head	
4.14/15	5.2 All governors were to be asked about their availability to attend the next Parents Evenings on 17 & 19 March 2015.	Head	
5.14/15	8.2 The Clerk will forward the latest version of the Safer Employment (Recruitment) Policy to the Headteacher for use in school, and for the website, where appropriate.	Clerk	Completed
6 14/15	8.4 The Headteacher to double check that Playgroup and the Kids Club follow the same procedures regarding DSB checks.	Head	