

THORNDOWN PRIMARY SCHOOL

**Minutes of the Personnel and Salary Committee Meeting
Wednesday, 6 May 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 (from item 4), Frank Newton (left after item 5). In the absence of the clerk CC offered to take minutes.		
1.2	Apologies were received from Andrea Cliff and David Clark (Clerk).		
1.3	The meeting was quorate with at least four governors present at all times.		
1.4	There were no declarations of interest.		
2.	Notice of change in order, or any other business		
2.1	No changes were requested and nothing additional added at this point.		
3.	Review of minutes and action points of the previous meeting		
3.1	The minutes of the meeting of 4 March 2015 were agreed as a correct record and signed by the chair.		
3.2	Action points from the previous meeting were reviewed. All items had been completed except item 3 which is on-going.		
4.	Headteacher's Report		
4.1	The Head reported on the current staffing situation: this included the internal appointment of a Y5/6 Team Leader, an external appointment of a Y1/2 Team Leader, the resignation of a permanent member of the teaching staff and an up-date on current and future maternity leaves. Possible deployment options were discussed and the committee agreed to one maternity leave being advertised as a one year contract. It was noted that despite our long term intention to move to single age classes, there was no current opportunity due to budgetary constraints.	May 15	Head
4.2	The Head also reported that 25hrs needed to be lost from the Teaching Assistant budget. A recent review of needs had indicated that these could be met from the reduced hours. The process was explained in detail and governors were		

	satisfied that correct processes were being followed out. The process will be carried out by the Deputy Head working closely with EPM. The governors unanimously mandated the Head to initiate this process.	May 15	Head
5.	Teaching Staff Performance		
5.1	See Confidential Minute	May 15	Head
6.	Chair's Action		
6.1	The Chair had no additional information to share other than his involvement in recent Ofsted preparations, interviews and feedback.		
7.	Discussion over the TLR structure for Literacy and Numeracy		
7.1	This discussion was no longer relevant because of budgetary constraints.		
8.	Review of Work Schedule		
8.1	There are no outstanding issues for this agenda.		
9.	NGA Briefing Pay and Performance		
9.1	The contents of this document were noted and would be referred to as relevant in the future.		
10.	Review of Schedule of Policies		
10.1	The Sickness Absence Policy (EPM Model) was considered and some minor modifications made to reflect the size and nature of our school. This was then ratified by the committee.		
11	Any Other Business		
11.1	There was a short discussion on staff morale following the recent Ofsted Inspection.		

Personnel Committee Action Points from 6 May 2015

AP No. Pers.	Action Point	By Whom	Outcome
1.14/15	4.1 The Head to give on-going consideration to all possible deployment options, with one maternity leave to be advertised as a one year contract.	Head	
2.14/15	4.2 The Head reported that 25hrs needed to be lost from the Teaching Assistant budget. A review of needs indicates that these could be met from the reduced hours. The process to reduce TA hours was explained in detail and will be carried out by the Deputy Head working closely with EPM. The governors unanimously mandated the Head to initiate this process.	Deputy/Head	
3.14/15	See Confidential Minute	Head	

Primary Personnel 17.06.15

READ & AGREED AS A TRUE RECORD (CHAIR)