

THORNDOWN PRIMARY SCHOOL

**Minutes of the Personnel and Salary Committee Meeting
Wednesday, 17 June 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		Papers	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: None.		
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.		
3.	Review of minutes, confidential minutes and action points of the previous meeting held on 6 May 2015		
3.1	The minutes and action points and the confidential minutes of the previous meeting held on 6 May 2015, were read, agreed and signed by the Chair as a true record of the meeting.		
3.2	It was agreed that the Headteacher would report on each of the three Action Points in her report – see Item 4 below.		
4.	Headteacher’s Report		
4.1	<p>The Headteacher report covered the three Action Points from the last meeting, including:</p> <ul style="list-style-type: none"> • For AP1, the Headteacher reported that the advertisement for a one maternity leave had been withdrawn; • For AP2, the Head reported that the review of needs had been carried out by the Deputy Head working closely with EPM. It is hoped that the issue of reduced hours for the TAs will now be completed without the need to undertake the skills matrix 		

	<p>exercise and the need to make a TA redundant; and</p> <ul style="list-style-type: none"> For AP3 – see the Confidential Minute. 		
4.2	The Headteacher is confident that the school will be fully staffed with enough teachers and TAs for September 2015. Teaching allocations will be announced on 3 July 2015, with one member of staff going on maternity leave next year.		
4.3	The new PPA arrangements this year, with joint release for groups of staff, have worked well and the use of PPA time is being developed, but streamlined to three days of the week next year.		
4.4	Two honorarium TLR3 payments – see the Confidential Minute.		
4.5	One Fixed Term Exclusion (FTE) has taken place this term, following a serious incident with two members of staff being assaulted by a pupil. A multi-team professionals meeting is due to take place to discuss the future provision for this pupil. Following much discussion it was agreed that the Learning & Development Committee should review the Positive Behaviour Policy to include reference to the County Exclusion Protocol.	Jun 15	L&D
5.	Chair's Action		
5.1	The Chair had responded to the FN with information from this committee for the end of year Governor Newsletter. This information needed to be emailed again due to problems in opening the document.	Jun 15	Chair
5.2	The Chair reported that he had received positive feedback from a parent about the standard of reading at the school.		
5.3	The Headteacher announced that in a recent competition at the Library six of the eight shortlisted finalists came from the school.		
6.	Review of Work Schedule		
6.1	All four items for this term on the Work Schedule had been completed, so there were no outstanding issues to discuss.		
7.	Review of Schedule of Policies		
7.1	The Managing Sickness Absence Policy (EPM Model) was approved at the last meeting on 6 May 2015, subject to some minor modifications. These had been made, and the Policy was then ratified by the committee.		
7.2	The following four policies were considered for use in school, including: <ul style="list-style-type: none"> Staff Induction Policy; Whistleblowing Policy; Recruitment & Selection Policy & Procedures; and Procedures for dealing with Allegations. 		
7.3	All four policies had been updated following changes in the		

	Safeguarding and Child Protection procedure, in the guidance 'Keeping Children Safe in Education (April 2015).		
7.4	It was noted that further work needs to be undertaken to ensure that the Staff Induction Policy is fully in use. The new version of the policy will be written up for use by supply staff also.	Jun 15	Head
7.5	Discussions too place regarding the Recruitment & Selection Policy around point 2.3, and the expectation is that where possible it would normally be three people to sit on a selection panel.		
7.6	In the Procedures for dealing with Allegations Policy, the first bullet point in 3.1 would be amended with a job title. Discussion over section 117 followed where an investigation by the police or children's social care services was considered unnecessary, and the GB could take no further action to dismiss or make a decision not to use the person's services in future. It was explained that in such cases advice would be sought from the LA.	Jun 15	Head
7.7	Following these discussions and clarification, each Policy was then ratified for use in school by the committee.		
8.	Any Other Business		
8.1	The Head thanked the committee for their work this year and felt much progress had been made. The Chair thanked the Headteacher for her hard work in leading the school.		
8.2	It was agreed that the decisions of the committee would impact positively on the work in school, in that: <ul style="list-style-type: none"> • The committee was satisfied that the appropriate action had been taken in regard to all three Action Points discussed at the last meeting on 6 May 2015; • The committee also endorsed the actions taken by the Headteacher in all aspects of staff management; and • The policies that had been ratified were all now in line with the new duty. 		
8.3	The meeting between FN/DT with middle managers to be arranged in the new academic year starting in September 2015.	Sept 15	FN/DT
8.4	There being no further business the meeting closed at 1.58 p.m.		

Personnel Committee Action Points from 17 June 2015

AP No. Pers.	Action Point	By Whom	Outcome
1.14/15	4.5 The Learning & Development Committee to review the Positive Behaviour Policy to include reference to the County Exclusion Protocol following a Fixed Term Exclusion (FTE).	L&D	
2.14/15	5.1 The Chair to email the information for the end of year Governor Newsletter to FN.	Chair	
3.14/15	7.4 A new version of the Staff Induction Policy to be fully implemented with a new version written up for use by supply staff.	Head	
4.14/15	7.6 The first bullet point in 3.1 of the Procedures for dealing with Allegations Policy, to be amended with a job title.	Head	
5 14/15	8.3 The meeting between FN/DT with middle managers to be arranged in the new academic year starting in September 2015.	FN/DT	