

THORNDOWN PRIMARY SCHOOL

Minutes of the Personnel and Salary Committee Meeting Wednesday, 16 September 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, Frank Newton and Andrea Cliff. | | |
| 1.2 | Non-Governors Present: David Clark (Clerk). | | |
| 1.3 | The meeting was quorate with five governors present. | | |
| 1.4 | Apologies for absence: Jane Ainscow. | | |
| 1.5 | Absent: None. | | |
| 1.6 | Declarations of Interest: None. | | |
| 2. | Election of Chair & Vice-chair | | |
| 2.1 | Chair of Personnel and Salary Committee: the Clerk requested nominations for the post of Chair of the committee and it was agreed that Peter Smith should be elected Chair for the academic year 2015/2016. This had been proposed by Frank Newton and was seconded by Christine Curtis. | | |
| 2.2 | Vice-Chair of Personnel and Salary Committee: If the Chair is absent from a meeting, Andrea Cliff agreed to take the Chair. | | |
| 3. | Notice of change in order, or any other business | | |
| 3.1 | 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. | | |
| 4. | Review of minutes, and confidential minutes, and action points of the previous meeting | | |
| 4.1 | The minutes and action points and the confidential minutes of the previous meeting held on 17 June 2015, were read, agreed and signed by the Chair as a true record of the meeting. | | |
| 4.2 | Of the five Action Points, AP2 and AP3 had now been cleared, although for AP3 it was noted that a supply teacher version of the Staff Induction Policy has to be finalised. | Oct 15 | Head |

Primary Personnel 11.11.15

READ & AGREED AS A TRUE RECORD (CHAIR)

| | | | |
|-----------|---|---------|-------|
| 4.3 | The remaining three Action Points, AP1, AP4 and AP5 were ongoing. | Oct 15 | Head |
| 4.4 | There were two confidential Action Points. AP1 is on-going and AP2 has been cleared. | Oct 15 | Head |
| 5. | Headteacher's Report | | |
| 5.1 | The Headteacher report is covered in the confidential minutes. | | |
| 6. | Chair's Action | | |
| 6.1 | The Chair reported that he had attended a lunch sitting at the school and had sampled the food provided by the new caterers which was very good. | | |
| 6.2 | He also noted the attendance of many Thorndown pupils at the Cambridgeshire Library Book Challenge held during the summer holidays. | | |
| 7. | Arrangements for Head's Performance Management | | |
| 7.1 | The composition of the panel that has completed the Head's Performance Management was reviewed. It was felt that it would not be good practice to change the membership of this panel every year, as this did not allow for continuity. It was proposed that the panel be the same for two years and that in the second year of the cycle a new recruit shadows the panel before joining the following year. This will need to be discussed at the next GB meeting on Thursday, 1 October 2015. | Oct 15 | Clerk |
| 7.2 | The panel had completed the Head's Performance Management review during the morning, and the committee unanimously endorsed the recommendation of the panel. CC to put this in writing to the Head, and to FN who will then action this with the school office and EPM. | Sept 15 | CC/FN |
| 8. | Review of Work Schedule, including Terms of Reference | | |
| 8.1 | The proposed Work Schedule for 2015/2016 had been circulated prior to the meeting, and was adopted by the committee. The Clerk to add items from the LA summary of updates and suggested agenda items to the schedule to help form agendas for each committee meeting. | Oct 15 | Clerk |
| 8.2 | The Terms of Reference needed one minor amendment to be made, and subject to the agreement of the Full GB, will be ratified at their next meeting on 1 October 2015. | Oct 15 | Clerk |
| 9. | Review of Schedule of Policies | | |
| 9.1 | A new Pay Policy covering Appraisal and Performance Related Pay has just been received by the Head. She will review the contents and circulate a new version for approval by the committee before the next meeting on Wednesday, 11 November 2015. One of the key questions for the committee will be to decide on how to implement the cost-of-living award, which has been delegated to the GB. | Oct 15 | Head |

Primary Personnel 11.11.15

READ & AGREED AS A TRUE RECORD (CHAIR)

| | | | |
|-------------------------------|---|---------|-------|
| 9.2 | The following policies were approved for use in school, including: <ul style="list-style-type: none"> • Misconduct Procedure (Head); • Misconduct Procedure (All Employees); • Capability Procedure (All Employees); • Capability Procedure (Head); • Handling Redundancy Policy; • Persistent Complaints and Harassment Policy (Staff); and • Confidentiality Policy | | |
| 9.3 | The following policies were approved for use in school, but were subject to amendment, including: <ul style="list-style-type: none"> • Grievance Procedure – typing errors to be corrected by the Clerk; • Safer Care Code of Conduct for Staff, Volunteers & Governors – to be updated by the Head in line with new Safeguarding requirements; and • Complaints Procedure; – to be updated in line with new LA policy (when available). | Sept 15 | Clerk |
| | | Oct 15 | Head |
| | | Oct 15 | Head |
| 9.4 | The Head to check if a model Employment Policy is available from EPM, and if the school needs to adopt such a policy. | Sept 15 | Head |
| 10. Any Other Business | | | |
| 10.1 | It was agreed at the Full GB that after this first Personnel meeting the regular start time for these meetings would become 10.00 am. | | |
| 10.2 | There being no further business the meeting closed at 2.00 p.m. | | |
| | | | |

Personnel Committee Action Points from 16 September 2015

| Pers 1 2015/2016 AP No: | Action Point | By Whom | Outcome |
|--|--|----------------|----------------|
| 1. | 4.2 A supply teacher version of the Staff Induction Policy has to be finalised. | | |
| 2. | 4.3 The Learning & Development Committee to review the Positive Behaviour Policy to include reference to the County Exclusion Protocol following a Fixed Term Exclusion (FTE). | | |
| 3. | 4.3 The first bullet point in 3.1 of the Procedures for dealing with Allegations Policy, to be amended with a job title. | | |
| 4. | 4.3 The meeting between FN/DT with middle managers to be arranged in the new academic year starting in September 2015. | | |
| 5. | 4.4 The Head to continue to keep detailed notes of all meetings and the issues involved in a personnel case. | | |
| 6. | 7.1 The Clerk to add GB committee structure (re the Head's Performance Management review) to the agenda for the next GB meeting on Thursday, 1 October 2015. | Clerk | Completed |
| 7. | 7.2 CC to write to the Head with the decision of the Head's Performance Management review, and to FN who will action this with the school office and EPM. | | |
| 8. | 8.1 The Clerk to add items from the LA summary of updates and suggested agenda items to the proposed Work Schedule for 2015/2016 to help form agendas for each committee meeting. | | |
| 9. | 8.2 The Clerk to amend the Terms of Reference for the Full GB meeting on 1 October 2015. | | |
| 10. | 9.1 The Head to review the new Pay Policy covering Appraisal and Performance Related Pay and circulate a new version for approval by the committee before the next meeting on Wednesday, 11 November 2015. | | |
| 11. | 9.3 The Clerk to amend the typing errors in the Grievance Procedure. | | |
| 12. | 9.3 The Safer Care Code of Conduct for Staff, Volunteers & Governors to be updated by the Head in line with new Safeguarding requirement. | | |
| 13. | 9.3 The Complaints Procedure to be updated in line with new LA policy (when available). | | |
| 14. | 9.4 The Head to check if a model Employment Policy is available from EPM, and if the school needs to adopt such a policy. | | |

Confidential Personnel Committee Action Points from 16 September 2015

| Confid Pers 1 2015/2016 AP No: | Action Point | By Whom | Outcome |
|---|---|--------------------|----------------|
| 1.14/15 | 4.1 The Head to keep detailed notes of all meetings and the issues involved in this case. | Head | |

Primary Personnel 11.11.15

READ & AGREED AS A TRUE RECORD (CHAIR)