

THORNDOWN PRIMARY SCHOOL

Minutes of the Personnel and Salary Committee Meeting Wednesday, 18 June 2014 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 Jane Ainscow, Frank Newton		
1.1	Governors Present: Vicci Godbold, Christine Curtis, Andrea Cliff, Jane Ainscow and Peter Smith were present.		
1.2	Non-Governors Present: David Clark (Clerk)		
1.3	The meeting was quorate with 5 governors present.		
1.4	Apologies for absence, with governor's consent, were accepted from Frank Newton.		
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 and action points of the previous meeting		
3.1	The minutes of previous meetings held on 14 May 2014, circulated prior to the meeting, were discussed.		
3.2	Two changes were made before they were agreed and signed by the Chair as a true record of the meetings.		
3.3	Eleven of the fourteen Action Points from the meeting held on 14 May 2014 had been cleared.		
3.4	Action Point 1 is on-going and the Appraisal and model Performance Related Pay Policy is to be an agenda item at the meeting in September 2014.	Sept 14	Clerk
3.5	Action Point 2 was amended so that staff targets to be set by 31 October 2014.	Sept 14	Head

Primary Personnel 17.09.14

READ & AGREED AS A TRUE RECORD (CHAIR)

3.6	Under Action Point 4, the Head will arrange with HC for a photographer to take pictures in September and to investigate new badges.	Sept 14	Head/HC
4.	Headteacher's Report		
4.1	The Headteacher reported that a new organisation chart had been prepared for governors and for the staff induction packs. This was distributed at the meeting and details of each year team were discussed.	Sept 14	Head
4.2	Governors noted that PPA time was being organised together for each year team, for the SLT, and for NQTs.		
4.3	Year 5 and Year 6 will be taught as single age year groups in 2014/2015.		
4.4	Office space in the new building is fairly restricted and could lead to issues over confidentiality.		
4.5	A review of the administrative tasks will be undertaken to ensure there is sufficient hours available to cope with the demands of a growing school.		
4.6	The committee recognised the enormous amount of extra work undertaken by HC in relation to the new build.		
4.7	It was noted that there are three TA vacancies, and that additional hours are being used to support disadvantaged children.		
4.8	A letter is being sent out to parents to explain about the arrangements for next year.		
4.9	One member of staff (Matt Sweeney) has expressed an interest in acting as a temporary staff governor on the GB during SD's maternity leave.		
5.	Chair's Action		
5.1	The Chair had no action to report.		
6.	Review of Work Schedule & Schedule of Policies		
6.1	The Committee reviewed the Work Schedule and all the remaining items have been cleared.	July 14	Head
6.2	The Committee reviewed the Schedule of Policies, and agreed the 'Discretionary Leave of Absence' Policy was ratified by the committee, subject to confirmation by the Headteacher of the wording in 3.2.2, regarding arrangements for staff to appear as a witness in court.		

6.3	The Terms of Reference were reviewed by the Committee and subject to two name changes were agreed and will be sent to the Full GB for ratification in September 2014.	Sept 14	Clerk
7. Any Other Business			
7.1	Personnel Committee meetings will be held on Wednesdays at 1.00 pm in the new academic year.		
7.2	There being no other business the meeting closed at 2.00 pm.		

Personnel Committee Action Points from 18 June 2014

AP No. Pers.	Action Point	By Whom	Outcome
1.13/14	3.4 Appraisal and model Performance Related Pay Policy is to be an agenda item at the meeting in September 2014.	Clerk	
2.13/14	3.5 Staff targets to be set by 31 October 2014.	Head	
3.13/14	3.6 The Head & HC to arrange for a photographer to take pictures in September and to investigate new badges.	Head/HC	
4.13/14	4.5 A review of the administrative tasks will be undertaken.	Head	
5.13/14	6.2 The Headteacher to check the wording in 3.2.2, of the 'Discretionary Leave of Absence' Policy, regarding arrangements for staff to appear as a witness in court.	Head	
6.13/14	6.3 The Terms of Reference will be sent to the Full GB for ratification in September 2014.	Clerk	