

THORNDOWN PRIMARY SCHOOL

Minutes of the Personnel and Salary Committee Meeting Monday, 28 April 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		
1.1	Governors Present: Vicci Godbold, Christine Curtis, Frank Newton were present.		
1.2	Non-Governors Present: David Clark (Clerk)		
1.3	The meeting was quorate with 3 governors present, and Frank Newton agreed to Chair the meeting.		
1.4	Apologies for absence, with governor's consent, were accepted from Jane Ainscow, Andrea Cliff and Peter Smith		
1.5	Absent: None.		
1.6	Declarations of Interest: None.		
2.	Results of the Re-Structuring Consultation		
2.1	The consultation period on the proposed staffing re-structure ended on Friday, 25 April 2014.		
2.2	There were no written or verbal responses received during the consultation, so as a result the Personnel Committee agreed to adopt the proposals contained within the document.		
2.3	Frank Newton agreed to advise EPM of this decision.		
2.4	As a result of this decision, two posts would be advertised immediately, a Y3/4 post and a Y5/6 post.		
2.5	Interview dates were arranged for Tuesday, 20 May 2014 and Thursday 22 May 2014.		
3.	Any Other Business		
3.1	Vicci Godbold explained her proposal to use the remaining Pupil Premium funding, which would be to appoint a member of staff, for mornings only, to provide individual support, or teach small groups of children in need of support.		

3.2	A new recording system for monitoring the spending of the remaining Pupil Premium funding was being introduced.		
3.3	It was agreed that one member of staff would work part-time until half term, due to family circumstances, and this would be reviewed weekly thereafter.		
3.4	A review of PPA time in the school will also be undertaken.		
3.5	The Clerk agreed to circulate the date of the next committee meeting which has been changed to Wednesday, 14 May 2014 (1.00 pm start). A date for the following meeting would be discussed at this meeting.		
3.6	There being no other business the meeting closed at 1.30 pm.		

Personnel Committee Action Points from 28 April 2014

AP No. Pers.	Action Point	By Whom	Outcome
1.13/14	2.3 Frank Newton to advise EPM that no written or verbal responses had been received during the consultation, and that the Personnel Committee had agreed to adopt the proposals contained within the document.	Chair of GB	Completed
2.13/14	2.4 Two posts to be advertised immediately, a Y3/4 (temporary) post and a Y5/6 post.	Head	
3.13/14	3.2 A new recording system for monitoring the spending of Pupil Premium funding is being introduced.	Head	
4.13/14	3.3 A member of staff will work part-time until half term. This would be reviewed weekly thereafter.	Head	
5.13/14	3.4 A review of PPA time to be undertaken.	Head	
6.13/14	3.5 The Clerk agreed to circulate the date of the next committee meeting which has been changed to Wednesday, 14 May 2014.	Clerk	Completed