

## THORNDOWN PRIMARY SCHOOL

### Minutes of the Personnel and Salary Committee Meeting Wednesday, 17 September 2014 at 1.00 p.m.

<b>Membership of the Personnel and Salary Committee :</b>	
Vicci Godbold	Head
Christine Curtis	CC
Jane Ainscow	JA
Frank Newton	FN
Andrea Cliff	AC
Peter Smith	PS

<b>Item</b>		<b>Action</b>	<b>Lead</b>
<b>1.</b>	<b>Welcome / Apologies / Declarations of Interest</b>		
1.1	Governors Present: Vicci Godbold, Christine Curtis, Andrea Cliff, Jane Ainscow, Frank Newton and Peter Smith.		
1.2	Non-Governors Present: David Clark (Clerk)		
1.3	The meeting was quorate with all 6 governors present.		
1.4	Apologies for absence: None.		
1.5	Absent: None.		
1.6	Declarations of Interest: The Headteacher declared an interest in the review of the Performance Related Pay Policy.		
<b>2.</b>	<b>Election of Chair &amp; Vice-chair</b>		
2.1	<b>Chair of Personnel and Salary Committee:</b> 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 2014/2015. This had been proposed by Frank Newton and was seconded by Christine Curtis.		
2.2	<b>Vice-Chair of Personnel and Salary Committee:</b> the Clerk requested nominations for the post of Vice-Chair of the committee and it was agreed that Andrea Cliff should be elected Vice-Chair for the academic year 2014/2015. This had been proposed by Peter Smith and was seconded by Christine Curtis.		
<b>3.</b>	<b>Notice of change in order, or any other business</b>		
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.		
<b>4.</b>	<b>Review of minutes and action points of the previous meeting</b>		
4.1	The minutes of previous meeting held on 18 June 2014, circulated prior to the meeting, were read, agreed and signed by the Chair as a true record of the meeting.		

4.2	Three of the six Action Points had been cleared (Action Points 1, 5 & 6).		
4.3	Action Point 2 is on-going and Appraisal targets will be set by 31 October 2014, for all staff. The Headteacher and SLT team have already been set targets, and the rest of the staff will follow. All staff will have three targets: a whole school target, a subject or leadership target and a person specific target.		
4.4	Action Point 3 is on-going and arrangements have been made with the school photographer. Badges that allow staff to log in and out electronically are being considered. This will aid security.		
4.5	Action Point 4 is also on-going with a confidential report reviewing administrative tasks having already been prepared. A paper copy was circulated, and this will be discussed at the next meeting. Finance to be notified that the likely outcome of this review will be the need for a restructuring of pay scales. Clearer job descriptions will also be required.	Oct 14	Clerk
4.6	It was noted that under Action Point 5 that the Headteacher had been given advice regarding the wording of 3.2.2, of the 'Discretionary Leave of Absence' Policy. This policy to be added to the next meeting agenda in order that this point can be clarified.	Nov 14	Clerk
<b>5.</b>	<b>Headteacher's Report</b>		
5.1	The Headteacher gave a verbal report to the meeting.		
5.2	Staffing		
5.2.1	The Headteacher reported that Teaching Staff had been awarded 1% pay rise by the national pay award body, and the committee unanimously agreed to ratify this rise.		
5.2.2	The Headteacher also reported that Support Staff had been offered a 1% pay rise too, but because this is being disputed by the Trade Unions this payment cannot yet be ratified.		
5.2.3	All Teaching Staff now have job descriptions that include teaching standards and are being used as part of the Appraisal process.		
5.2.4	Teaching Staff are either Main Scale (MS) or Upper Pay Scale (UPS). Two staff have requested a move from UPS1 to UPS2.		
5.3	School Climate Survey This survey will be issued in October and again in July to all the Teaching Staff.		
5.4	Extra-Curricular Clubs A letter outlining the activities on offer has been sent home		

	and will be circulated to all the GB.		
5.5	School Website The School Website is being updated, but there is considerably more work to be completed. The children are involved in producing material for the website.		
5.6	Modern Foreign Language (MFL) French has been introduced as the new MFL under the new National Curriculum.		
5.7	Friends of Thorndown School (FOTS) FOTS have been asked to fund raise to help provide additional books for the Library. Any money raised at the Book Fair is already used to buy books. It was noted the school was well represented at the recent Reading Challenge at St Ives Library.		
<b>6.</b>	<b>Chair's Action</b>		
6.1	The Chair reported that he had not been required to take any specific action, but also wished to thank everyone who had worked tirelessly to set up the new building.		
<b>7.</b>	<b>Appraisal &amp; Performance Related Pay/Whole School Pay Policy</b>		
7.1	The Headteacher reported that the regulations regarding the Whole School Pay Policy have been changed again. This policy to be added to the next meeting agenda in order that it can be finalised.	Nov 14	Clerk
7.2	The Appraisal Policy for Teaching Staff and the Appraisal Policy for Support Staff had both been sent to the Trade Unions for comments. Job descriptions will be needed for all TAs at all pay levels. The Headteacher agreed to provide an estimate of the costs of bringing all TAs into line. More HLTAs will be required as the school grows in size.	Nov 14	Head
7.3	The Appraisal Policy for Teaching Staff is reviewed annually, and the latest version will be re-circulated by email for ratification.	Sept 14	Clerk
7.4	The Appraisal Policy for Support Staff is reviewed every two years and was ratified by the Committee.		
<b>8.</b>	<b>Review of Work Schedule, including Terms of Reference</b>		
8.1	The Committee reviewed the Work Schedule and a few minor amendments were made.		
8.2	A discussion about opportunities for continuing professional development (CPD) took place. Many staff are taking advantage of training and mentoring opportunities.		
8.3	The Terms of Reference also needed some minor amendments to be made, and subject to the agreement of the Full GB, will be ratified at their next meeting on 2 October 2014.	Oct 14	Clerk

<b>9.</b>	<b>Review of Schedule of Policies</b>		
9.1	The Committee reviewed the Schedule of Policies, and it was agreed that the Headteacher would send the Clerk an electronic version of the Safer Care Code of Conduct for Staff, Volunteers & Governors.	Sept 14	Head
9.2	The Data Protection Policy was ratified, and both policies would be added to the school website. The Clerk to liaise with the Office in this regard.	Sept 14	Clerk
<b>10.</b>	<b>Any Other Business</b>		
10.1	The Clerk reported that he would not be attending the National Clerks Development Programme and thanked the governors present for their offer of support.		
10.2	There being no other business the meeting closed at 2.28 pm.		

#### Personnel Committee Action Points from 17 September 2014

<b>AP No. Pers.</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
1.14/15	4.5 A confidential report on administrative tasks will be discussed at the next meeting.	Clerk	
2.14/15	4.6 The 'Discretionary Leave of Absence' Policy to be added to the next meeting agenda.	Clerk	Completed
3.14/15	7.1 The Whole School Pay Policy to be added to the next meeting agenda	Clerk	Completed
4.14/15	7.2 The Headteacher agreed to provide an estimate of the costs of bringing all TAs into line with the policy.	Head	
5.14/15	7.3 The Appraisal Policy for Teaching Staff will be re-circulated by email for ratification.	Clerk	
6.14/15	8.3 The Terms of Reference be ratified at the GB meeting on 2 October 2014.	Clerk	Completed
7.14/15	9.1 The Headteacher to send the Clerk an electronic version of the Safer Care Code of Conduct for Staff, Volunteers & Governors.	Head	Completed
8.14/15	9.2 The Data Protection Policy and Safer Care Code of Conduct for Staff, Volunteers & Governors, to be added to the school website.	Clerk	