

THORNDOWN PRIMARY SCHOOL

Minutes of the Personnel and Salary Committee Meeting Wednesday, 11 November 2015 at 10.00 a.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, Jane Ainscow 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: Frank Newton.		
1.5	Absent: None.		
1.6	Declarations of Interest: None.		
1.7	The Committee agreed that it would participate in the two-minute silence for Remembrance Day at 11.00 am.		
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 one item of other business - Code of Conduct.		
3.	Review of minutes, and confidential minutes, and action points of the previous meetings		
3.1	The minutes and action points and the confidential minutes of the previous meeting held on 16 September 2015, were read, agreed and signed by the Chair as a true record of the meetings.		
3.2	All the Action Points had been completed or were on-going.	Dec 15	Head
3.3	There was a discussion about the circulation, or not, of confidential minutes. The Clerk had been circulating the minutes of the meeting to the GB, but was only circulating confidential minutes to the committee.		
3.4	The Clerk had sought advice from Governor Services and has been advised that confidential minutes 'may' be circulated to all members of the GB, if this is the agreement reached by the GB. It was agreed therefore		

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READ & AGREED AS A TRUE RECORD (CHAIR)

	that this matter needs to be discussed further at the next Full GB on Thursday, 26 November 2015.	Nov 15	Clerk
4.	Headteacher's Report		
4.1	The Headteacher's report covered two key areas: Salaries and Staffing.		
4.2	Salaries		
4.2.1	The Committee fully discussed a proposal to increase staff salaries by 1%, backdated to 1 September 2015, and agreed to this pay-rise.		
4.2.2	The Committee fully discussed a proposal to increase the salaries of staff on the Upper Pay Spine by 1%, backdated to 1 September 2015, and agreed to this pay-rise.		
4.2.3	The Committee fully discussed a proposal to increase the salaries of staff on the Leadership Pay Spine by 1%, backdated to 1 September 2015, and agreed to this pay-rise.		
4.2.4	A 2% increase in pay was considered by the Committee for the four staff on M6, but this was NOT agreed by the Committee for this academic year.		
4.2.5	The Committee fully discussed a list of proposals made by the Headteacher to move staff up the pay spine.		
4.2.6	Careful consideration was given to every member of staff and some salary changes were agreed.		
4.3	Staffing		
4.3.1	The Committee fully discussed the current staffing situation and the current arrangements for a member of staff on long-term sick.		
4.3.2	One member of staff will be leaving at Christmas, and cover has been arranged.		
4.3.3	The Headteacher indicated the possible need for two additional classes and up to four additional teaching staff. An agenda item for the next committee meeting on Wednesday, 13 January 2016, will be to consider adverts for new staff for September 2016.	Jan 16	Clerk
4.3.4	Governors asked questions about staff who were appointed on temporary contracts, or worked part-time, and then, after a period of time became permanent members of staff. The Headteacher confirmed that there was a process in place to ensure correct procedures had been followed.		
4.3.5	The Chair agreed to join the interview panel on Friday, 27 November 2015 for new member of the teaching staff.	Nov 15	Chair
4.3.6	The school has been supporting a LAC child with TA hours, whose application for an Education Health Care		

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READ & AGREED AS A TRUE RECORD (CHAIR)

	Plan (EHCP) had been refused. Peterborough are appealing the case and are funding these hours.		
4.3.7	It was noted that in 2016/2017 there will be two children in Reception who will each need 25 hours of TA support.		
5.	Chair's Action		
5.1	The Chair reported that he had not been required to take any additional action.		
6.	Pay Policy		
6.1	The revised Pay Policy for 2015/2016 had been circulated prior to the meeting, and the outstanding issues highlighted in the policy were discussed and agreed. A final copy to be sent to the Clerk by the Headteacher.	Nov 15	Head
6.2	The Headteacher to check the salary range for the Deputy Headteacher for the next academic year with EPM.	Nov 15	Head
7.	Staff Absence		
7.1	A new spreadsheet showing Staff Absence for 2014/2015 was circulated at the meeting. This was discussed and absences explained.		
7.2	It was agreed that this spreadsheet was helpful but could be improved by highlighting which absences were of a long-term nature.	Nov 15	Head
8.	Review of Work Schedule		
8.1	The revised Work Schedule for 2015/2016 had been circulated prior to the meeting, and the only two outstanding issues were discussed.		
8.2	Staffing for 2016/17 had been raised in 4.3.3 in the Heads Report. She indicated the possible need for two additional classes, up to four additional teaching staff, and some additional TA hours if possible. A better idea of projected numbers would be available at the next committee meeting on Wednesday, 13 January 2016. Governors asked about the number of children being driven long distances to attend the school, and the Head confirmed that some taxis were still in use, bringing children in from out-of-catchment.		
8.3	The Head was able to confirm that the latest updates on the spending of the Pupil Premium grant are on the website. Five documents explain the spending and the impact that this has had on those children. It was noted that a new Pupil Premium champion will be needed in 2016 as the current governor retires from this post.	Jan 16	Head
9.	Review of Schedule of Policies		
9.1	The following policies were discussed, amended and approved for use in school, including: <ul style="list-style-type: none"> • Safer Recruitment (Employment) Policy; • Teacher Appraisal Policy; and 		

	<ul style="list-style-type: none"> Staff, Governors and Volunteers Code of Conduct. 		
9.2	It was noted that a Governor Visit on Safeguarding is due to take place next week.		
9.3	The Clerk to send the Headteacher a final copy of the Teacher Appraisal Policy.	Nov 15	Clerk
9.4	The audit of the Safer Recruitment Policy has been completed, and as a result new job descriptions for some posts, are being written, and that the Single Central Record is being updated.		
9.5	It was noted that the Staff, Governors and Volunteers Code of Conduct has been updated to include the Prevent duty. A final copy to be sent to the Clerk by the Headteacher.	Nov 15	Head
9.6	The latest version of the revised Complaints Procedure is still under consultation and not yet available from the LA.	Dec 15	Head
10.	Any Other Business		
10.1	The Staff, Governors and Volunteers Code of Conduct was discussed under 9.1 and 9.4 above.		
10.2	There being no further business the meeting closed at 11.14 am.		

Personnel Committee Action Points from 11 November 2015

Pers 2 2015/2016 AP No:	Action Point	By Whom	Outcome
1.	3.2 A supply teacher version of the Staff Induction Policy has to be finalised.	Head	
2.	3.4 The Clerk to add confidential minutes to the next Full GB agenda on 26 November 2015.	Clerk	Completed
3.	4.3.3 The Clerk to add Class Structure & Staffing 2016/2017 as an agenda item for the next committee meeting on 13 January 2016.	Clerk	
4.	4.3.5 The Chair to join the interview panel on 27 November 2015 for new Midday Supervisors.	Chair	
5.	6.1 A final copy of the revised Pay Policy for 2015/2016 to be sent to the Clerk by the Head.	Head	
6.	6.2 The Head to check the salary range for the Deputy Head for the next academic year with EPM.	Head	
7.	7.2 Staff Absence spreadsheet to be updated to highlight long-term absences.	Head	
8.	8.3 A new Pupil Premium champion is needed in 2016.	Head	
9.	9.3 The Clerk to send the Headteacher a final copy of the Teacher Appraisal Policy.	Clerk	
10.	9.4 A final copy of the Staff, Governors and Volunteers Code of Conduct to be sent to the Clerk by the Headteacher.	Head	
11.	9.6 The latest version of the revised Complaints Procedure to be adopted when available from the LA.	Head	