

THORNDOWN PRIMARY SCHOOL

Minutes of the Personnel and Salary Committee Meeting Wednesday, 12 November 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, Andrea Cliff, Jane Ainscow, Frank Newton and Peter Smith.		
1.2	Non-Governors Present: David Clark (Clerk). Mandy Fox (SENCO) attended the start of the meeting, in order to thank the GB for the opportunity to develop her new role in the school. She was thanked for her informative presentation to Learning & Development committee last week and congratulated on the progress that is already being made.		
1.3	The meeting was quorate with all six governors present.		
1.4	Apologies for absence: None.		
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. However, item 10 (Review spending on Pupil Premium) was removed from the agenda.		
3.	Review of minutes and action points of the previous meetings		
3.1	The minutes and action points of the previous meetings held on 17 September 2014, and 2 October 2014, were read, agreed and signed by the Chair as a true record of the meeting.		
3.2	Seven of the eight Action Points from 17 September 2014 had been cleared before the meeting.		
3.3	For Action Point 4, the Headteacher provided the committee with the estimate of the costs of bringing all TAs into line with the pay policy. After discussion it was agreed that the 11 TAs currently being paid for completing level one tasks, should all be upgraded and be paid for completing level two tasks, from 1 December 2014. The cost to the school budget would be approximately £7k per annum.		

Primary Personnel 14.01.15

READ & AGREED AS A TRUE RECORD (CHAIR)

3.4	Following the meeting held on 2 October 2014, a discussion was held regarding extended office hours for support staff over the school holidays. The Headteacher has contacted EPM and issued job descriptions, which have been agreed. The Headteacher to contact EPM again to clarify how the additional hours for two staff will be calculated and paid. This item to be discussed at the next meeting on 14 January 2015.	Jan 15	Head/ Clerk
4.	Headteacher's Report		
4.1	Please see Confidential Minutes.		
5.	Chair's Action		
5.1	The Chair reported that he had not been required to take any specific action since the last meeting.		
6.	Whole School Pay Policy		
6.1	The Headteacher reported that the regulations regarding the Whole School Pay Policy have been changed again this year.		
6.2	The model EPM policy had been circulated to the committee prior to the meeting with areas that needed attention highlighted.		
6.3	It was noted that two key differences were how leadership points were decided, and that the differential between Heads & Deputies pay had been changed.		
6.4	As part of the work of this committee, several posts had previously been re-graded with the expansion of the school in mind.		
6.5	The committee agreed changes to some of the highlighted areas and the Headteacher will forward the approved version of the policy to the Clerk for circulation with the minutes.	Nov 14	Head
6.6	It was noted that under 7.2.4 that Christine Curtis would prepare the statement to the Review Committee.	Nov 14	CC
7.	Review of office hours		
7.1	The review of office hours was discussed in item 3.4 and will be discussed again at the next committee meeting.		
8.	Review of Work Schedule		
8.1	The Committee reviewed the Work Schedule, and the review of spending on Pupil Premium was removed.		
8.2	The Safer Recruitment Audit was circulated to the committee prior to the meeting and all aspects have been completed.		
8.3	The Headteacher confirmed that all new staff have been sent the Whistle Blowing Policy as part of their induction. The Headteacher also confirmed that the Induction Policy is being discussed with the LA.		

9.	Review of Schedule of Policies		
9.1	The Committee reviewed the Schedule of Policies, and the Safer Recruitment Policy will be added to the next full GB meeting agenda, on 27 November 2014. The Headteacher will forward the latest version of the policy to the Clerk for circulation with the agenda.	Nov 14	Clerk/ Head
9.2	The Safer Care Code of Conduct for Staff, Volunteers & Governors circulated to the committee prior to the meeting was ratified by the committee.		
9.3	Some minor amendments were made to the Discretionary Leave Policy, circulated to the committee prior to the meeting, before it too was ratified by the committee.		
10.	Any Other Business		
10.1	There being no other business the meeting closed at 2.45 pm.		

Personnel Committee Action Points from 12 November 2014

AP No. Pers.	Action Point	By Whom	Outcome
1.14/15	3.4 The Headteacher to contact EPM to clarify how additional hours for two staff will be calculated and paid. This item to be discussed at the next meeting on 14 January 2015.	Head Clerk	
2.14/15	6.5 The Headteacher to forward the approved version of the Pay Policy to the Clerk for circulation with the minutes.	Head	
3.14/15	6.6 Christine Curtis to prepare the statement to the Review Committee.	CC	
4.14/15	9.1 The Safer Recruitment Policy to be added to the next full GB meeting agenda, on 27 November 2014. The Headteacher will forward the latest version of the policy to the Clerk for circulation with the agenda.	Clerk Head	Completed