

THORNDOWN PRIMARY SCHOOL

**Minutes of the Personnel and Salary Committee Meeting
Wednesday, 13 January 2016 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, Frank Newton, Christine Curtis, Peter Smith, Jane Ainscow and Andrea Cliff.		
1.2	Non-Governors Present: David Clark (Clerk).		
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 were three items of other business.		
3.	Review of minutes and action points of the previous meetings		
3.1	The confidential minutes of the additional meeting held on 26 November 2015, were read, agreed and signed by the Chair as a true record of the meeting.		
3.2	The minutes and action points of the previous meeting held on 11 November 2015, were read, agreed and signed by the Chair as a true record of the meeting.		
3.3	Eight of the 11 Action Points had been completed or were agenda items. It was agreed that AP1 and AP6 were on-going.	Jan 16	Head
3.4	The Staff Absence spreadsheet (AP7) had been updated to highlight long-term absences, and was to be discussed at Finance & Premises Committee.		
4.	Headteacher's Report		
4.1	The Headteacher's updated the Committee on the current staffing situation.		

4.2	She reported that an advert is due to be placed for maternity leave cover starting in May 2016. This may be covered by a temporary appointment initially with an NQT from September 2016.		
4.3	The position regarding one member of staff who is returning to work following a period of long-term sickness was discussed and the level of support that could be offered in school.		
4.4	The Headteacher also reported that there was another member of staff who is currently on long-term sick.		
4.5	All the new staff, teachers and TAs have settled in well. One TA is being funded by the LAC team pending the outcome of a tribunal hearing for an EHC plan.		
4.6	The Headteacher reported that one member of staff is retiring at the end of the academic year.		
4.7	All the pay awards approved at the last meeting have been put in place.		
4.8	All staff have had their Performance Management reviews and plans for professional development arising from these reviews are in place too. Midday Supervisors and Dinner Ladies are also being observed as part of their Performance Management.		
4.9	The Headteacher confirmed that she is undertaking book scrutinies to confirm that the children are making progress, and are being appropriately challenged.		
4.10	The school is now focusing on training for Subject Co-ordinators and their role in school. This will include scrutiny of their work and their plans in relation to the national curriculum.		
4.11	The SBM is to obtain a DBS check for each member of the GB, as each governor now has a key-fob that allows access to the school at any time.	Jan 16	SBM
5.	Chair's Action		
5.1	The Chair reported that he had been involved in the last round of interviews. He had also attended for Christmas Dinner and asked for his compliments to be sent to the Kitchen staff for a good meal.		
6.	SCITT Mentor training (from full GB)		
6.1	The Headteacher reported that the school would next year be involved in SCITT training with Histon, and that a graduate would be working in school as part of their training to become a qualified teacher.		
6.2	The Headteacher reported that the school would also be involved in SCITT training with the LA on a new two-year graduate training programme.		

7.	Class Structure & Staffing 2016/2017		
7.1	Class structure and levels of staffing for 2016/2017 had been raised in a previous meeting, where the Headteacher indicated the possible need for two additional classes and two additional teaching staff.		
7.2	There are currently 17 classes in the school, and the proposal to increase to 19 classes in the school in September 2016 was approved. The class structure would be: <ul style="list-style-type: none"> • Reception – 3 classes; • Year 1 – 3 classes; • Year 2 – 3 classes; • Year 3/4 – 5 classes; • Year 5 – 3 classes; and • Year 6 – 2 classes. 		
7.3	The use of TAs was also discussed and it is likely that their hours will be used differently next year, assigning them to particular children and small groups rather than to a class.		
7.4	A better idea of the number of applications for entry to Reception in September 2016 would be available at the next committee meeting on Wednesday, 2 March 2016.	Mar 16	Head
8.	Items from Work Schedule		
8.1	The revised Work Schedule for 2015/2016 had been circulated prior to the meeting, and the review of Staff Safeguarding had already been completed in the Autumn Term 2015.		
9.	Review of Schedule of Policies		
9.1	Latest versions of the Personal Information Policy and the Flexible Working Policy are to be sought from EPM, and reviewed at the next meeting on Wednesday, 2 March 2016.	Mar 16	Clerk
9.2	The Equality & Diversity Policy was reviewed and approved for use in school.		
9.3	The latest version of the revised Complaints Procedure is still not yet available from the LA. This will also be an agenda item for the next meeting on Wednesday, 2 March 2016.	Mar 16	Clerk
10.	Any Other Business		
10.1	A letter regarding National Living Wage was discussed, and it was established that the school needed to re-assess some of the salaries of Mid-day Supervisors in light of this information. The SBM to complete this task.	Jan 16	SBM
10.2	A further discussion regarding the salary of the Caretaker revealed that following a job evaluation review by the SBM there were no grounds for an increase in his pay.		
10.3	A letter requesting a reduction in hours from an employee returning from maternity leave was discussed and the request was approved.		

10.4	With no further business the meeting closed at 11.15 am.		

Summary of Impact on Standards and Progress from the meeting
<p>Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.</p> <p>The Committee agreed that, at this meeting, it had:</p> <ul style="list-style-type: none"> • Been fully briefed on the current staffing situation; • Established that it was satisfied with quality of teaching; and • Discussed the increase in the number of classes (2) for 2016/2017, and the likely impact on funding.

Personnel Committee Action Points from 13 January 2016

Pers 3 2015/2016 AP No:	Action Point	By Whom	Outcome
1.	3.3 A supply teacher version of the Staff Induction Policy has to be finalised.	Head	
2.	3.3 The Head to check the salary range and differentials between the Head and Deputy Head with EPM.	Head	
3.	4.11 The SBM is to obtain a DBS check for each member of the GB.	SBM	
4.	7.4 The number of applications for entry to Reception in September 2016 to be discussed on Wednesday, 2 March 2016.	Head	See item 7 on next agenda
5.	9.1 Personal Information Policy and the Flexible Working Policy to be reviewed on Wednesday, 2 March 2016.	Clerk	See item 9 on next agenda
6.	9.3 The latest version of the revised Complaints Procedure if available from the LA to be discussed on Wednesday, 2 March 2016.	Clerk	See item 9 on next agenda
7.	10.1 The SBM to re-assess some of the salaries of Mid-day Supervisors in light of information in the letter regarding National Living Wage.	SBM	