

THORNDOWN PRIMARY SCHOOL

Minutes of the Personnel and Salary Committee Meeting Wednesday, 14 January 2015 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 and Andrea Cliff.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	The meeting was quorate with three governors present.		
1.4	Apologies for absence: Peter Smith, Jane Ainscow, Frank Newton. As Vice-chair, Andrea Cliff agreed to chair the meeting.		
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.		
3.	Review of minutes and action points of the previous meetings		
3.1	The minutes and action points of the previous meetings held on 12 November 2014 and 27 November 2014, were read, agreed and signed by the Chair as a true record of the meeting.		
3.2	Three of the four Action Points from 12 November 2014 had been cleared before the meeting. There was an update on Action Point 1 which is recorded as a confidential minute. Action Point 3 was no longer required.		
4.	Headteacher's Report		
4.1	The Headteacher updated the Committee on the latest staffing position, in a verbal report, see the confidential minutes.		

4.2	An Action Point from 4.1, in the confidential minutes, is the need for a discussion regarding a TLR structure for Literacy and Numeracy.	Feb 15	Head
5.	Chair's Action		
5.1	The Chair reported had not been required to take any specific action since the last meeting.		
6.	Whole School Pay Policy		
6.1	The Whole School Pay Policy was circulated and areas that needed attention were discussed and amended. The Clerk agreed to finalise the policy before sending back to the Headteacher for distribution to staff.	Jan 15	Clerk
7.	Review of Work Schedule		
7.1	The Headteacher confirmed that all Staff Safeguarding Checks have been updated to DBS status.		
8.	Review of Schedule of Policies		
8.1	The Committee reviewed the Safer Employment (Recruitment) Policy and subject to the addition of a comment on staffing to point 14 was approved by the committee.		
8.2	It was agreed that the second version of the Administration of Medicines Policy will be added as an appendix to the new Policy for the Long Term Care of Children, which will be monitored by Learning and Development.		
8.3	The Managing Sickness Absence Policy was amended to include 'having more than 5 working days in a term' before being approved by the committee.		
8.4	The Whistle Blowing Policy and the Equality & Diversity Policy were both approved by the committee.		
8.5	The Clerk will forward the latest versions of the policies to the Headteacher for use in school, and for the website, where appropriate.	Jan 15	Clerk
9.	Any Other Business		
9.1	The Clerk proposed to circulate the agenda and papers for the next meeting on 4 March 2015 earlier than usual.	Feb 15	Clerk
9.2	It was agreed that a future agenda item would be the playgroup.	Mar 15	Clerk
9.3	There being no other business the meeting closed at 1.55 pm.		

Personnel Committee Action Points from 14 January 2015

AP No. Pers.	Action Point	By Whom	Outcome
1.14/15	4.2 A discussion regarding a TLR structure for Literacy and Numeracy is required.	Head	
2.14/15	6.1 The Clerk agreed to finalise the Whole School Pay Policy before sending back to the Headteacher for distribution to staff.	Clerk	Completed
3.14/15	8.5 The Clerk will forward the latest versions of the policies to the Headteacher.	Clerk	Completed
4.14/15	9.1 The Clerk will circulate the agenda and papers for the next meeting on 4 March 2015 earlier than usual.	Clerk	
5. 14/15	9.2 It was agreed that a future agenda item would be the playgroup.	Clerk	Completed