



Little Paxton School Governing Body

Minutes of the Personnel Committee Meeting held on Monday 26th March 2018 at 6:30pm

Present

Penny Conway	LA Governor	Ellen Barrett	Co-opted Governor
Diane Hawkes	Staff Governor /HT		
Neil Donoghue	Co-opted Governor		
Tracey Locke	Co-opted Governor/Chair		

1. Apologies for Absence.

David Jones - no apologies

2. Declaration of Interests.

No changes declared.

3. Minutes of the last meeting held on 29th January 2018.

These minutes were approved at the Full Governing Body meeting on 12th March 2018.

Personnel AGREED ACTIONS

Head	✓	To discuss possible well-being plans and objectives with the Chair of Governors
Chair of Personnel	In hand	To meet with HT on 8/2/18 to analyse support staff questionnaires and so bring forward recommendations for a new support staff structure to bring to a future meeting.
Chair of Personnel	✓	To distribute the agreed Governor Skills Audit to all governors
HT/ Chair of Personnel	In progress	To review anonymised PM objectives to monitor how these supported the overall objectives for school development at their meeting on 8/2/18
Chair of Personnel	✓	To add discussion about Well-Being monitoring visit to next agenda
HT/CoG	✓	To review the Memorandum of Friendly Cooperation with the Shanghai School before signing it

4. Staff update.

The member of staff on maternity leave has now had her baby. At the moment she has indicated that she will probably request to return to work 3 days a week. She will use her keeping in touch days during her leave so she will have further opportunities to discuss her plans with the HT.

Two other members of staff have also notified the HT that they are pregnant with due dates in late September. In order to receive full maternity benefits staff who have taken maternity

leave must return for at least 13 weeks – if they work part-time this is pro-rata. If a member of staff requests to return on a different contract (eg to be part-time rather than fulltime) it is for the Governing Body to decide if this will be in the best interests of the school.

The member of staff who has notified the HT teacher of her intention to adopt a child is progressing with the adoption process. When she is matched with a suitable child she will be able to give school a few week's notice; she will be on adoption leave for a year.

The Ht has spoken to the supply teacher in year 6 who is doing a good job to see if he is willing to stay till May half term and he has confirmed that he is. After the May half term there are other staff available who will be able to cover the class until July. We will need a contingency plan for September.

A member of staff's spouse is in the army and they are waiting news on their next posting. If the posting is far away she will most likely resign. If, however, it is an area that she can commute from she will return. There may be special rules that apply for service personnel – the HT will ask the member of staff to investigate with both the Army and EPM.

HT to have meeting with deputy heads to create a plan for staffing for September to highlight any potential gaps. The school will need to recruit at least one additional member of staff for September. The HT recommended this should be on a temporary years contract with a possibility of the position becoming permanent. It will be too late for FGB meeting to approve the recruitment of this member of staff and we need to decide now in order to successfully recruit. All Governors in attendance agreed to recruit immediately. HT will get the advertisement out straight after the Easter holidays. It was also agreed that if a new Head Teacher has been appointed by the interview date they would be asked if they would like to attend the interviews.

QU: We have a male member of staff whose wife is pregnant, do we know his plans yet with regard to time off?

HT: He intends to take 2 weeks paternity leave, which we will be able to cover internally.

5. Performance Update.

HT: Most observations have been completed, only 3 have been carried forward.

TL made an observation that objectives did not seem very SMART (Specific, Measureable, Achievable, Realistic and Timed.) there appeared to be no timings on them.

HT: The timing is always by the next review.

QU: Do you do review them termly?

HT: No sometimes we have steps but, not termly.

It was mentioned that for challenging individuals it may be best to be specific and have interim dates, not all around July and October.

6. Governor engagement with staff.

It would be good to organise a BBQ for Governors and staff as previously discussed.

HT to look at dates with her team.

7. Governors Skills Audit.

This has been emailed to all current governors with a deadline of 30/3.

8. Recruitment of New Governors.

It was decided that the recruitment of Governors will be put on hold until after the skills audit has been analysed but, we will proceed with the recruitment of a member of support staff from the school to become a co-opted governor. The HT advised that the SENCo

would be meeting with all support staff later in the week and could discuss this vacancy with them. A poster will be put up in the staffroom. PC will email the SENCo with details. ND mentioned it must be made clear what is involved and the timings of the meeting to be clear on commitment.

9. Governors visit to School.

a. Middle Leaders

TL and EB will arrange a date to visit the visit will incorporate Maths Mastery. HT said after May half term would be best.

b. Well-being project.

No update – leave on agenda.

10. Review of Policies.

- Special leave of absence policy – still current.

It was noted that the number of absences under special leave seemed to be quite high.

QU: Do team fill out forms? HT: the staff member normally comes and talks to me first and then fills out a form. QU: Is there an audit trail for this type of absence? HT: there is a form completed for each absence. TL asked for copies of the forms but, then realised due to data protection this was not possible. TL to discuss this in more detail with HT.

- DBS Ex-offenders policy – based on EPM model – still current.
- Staff induction policy – based on EPM model – still current.
- Physical Intervention Policy – updates have been received for this policy. HT to review policy with relevant members of staff. The school is currently working in line with the DfE Use of Reasonable Force policy until updates are complete. This will be noted on the school website.

11. AOB

HT: following on from previous discussions held regarding a pupil (details are in the confidential minutes) the child's conduct and behaviour has escalated to a point where the impact on staff at the school is great and they are not confident they have the experience or training to deal with the situation. HT asked what our next course of action would be. After discussion it was agreed by HT and all governors present that permanent exclusion may be the right option should things not improve. The situation will continue to be monitored and documented and Governors kept up to date.

Meeting closed: 20.40pm

Who	Action Agreed	
HT	Place advertisement for recruitment of member of staff.	Immediately after Easter Holidays.
TL	To gather and analyse Governor Skills Audit questionnaire.	Report on findings at FGB.
PC / HT	Start process to recruit a Support Staff governor.	As soon as possible.

HT	To look at dates to hold a staff and governors social event.	As soon as possible.
TL / HT	To discuss Special Absence Leave in more detail.	Date to be arranged.
HT and relevant staff	To review and update Physical Intervention Policy.	Review at next FGB meeting.
EB	To update website to show we are using DfE Use of Reasonable Force Policy until the schools Physical Intervention Policy has been updated.	Immediately.
TL / EB	To arrange a Middle Leader and Maths Mastery visit.	Early June.
Personnel Committee	Wellbeing Project.	Ongoing.
Personnel Committee	Recommendation from S&B Committee for a review of staffing needs for maintaining the building following extension of school	Summer term