



## Little Paxton School Governing Body

### Minutes of the Personnel Committee Meeting held on Monday, 14<sup>th</sup> March 2016, at 7:30pm

**Present:**

Ellen Barrett	Co-opted Governor
Penny Conway	Authority Governor
Neil Donoghue	Co-opted Governor
Barbara Hughes	Parent Governors
David Jones	Parent Governor
Mike Kendall	Co-opted Governor - Chair
Gemma Manning	Parent Governor
Jordana Watts	Staff Governor

**Present through to end of item 3:**

Richard Fairbairn	Parent Governor
Graham Hiom	Co-opted Governor

**In attendance:**

Alison Gatward	Clerk to the Governing Body
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1. Apologies for absence received and accepted -  
Diane Hawkes Staff Governor / Head Teacher.  
DH asked that JW attend the meeting in her place.  
Apologies not received - Barbara Hughes Parent Governor
2. Declaration of interests – no amendments declared. An updated list of interests will be issued after this meeting.
3. Joint Agenda Item with Finance Committee: Review of Pay Policy Flow Chart  
The salary committee which consists of chair of finance, chair of personnel and chair of governors to review the recommendations from DH regarding pay increases. The flow chart was created by GH to illustrate the pay policy. Governors thanked GH for his work with this. This is one of the most important decisions that governors make in that it impacts all the staff. This is a useful tool for all governors to understand the process. QU: How will this be used? It can be added as an annex to the pay policy as it is a visual summary.  
Changes to the flow chart
  - Pay committee accepts recommendations - this should read considers and decides recommendations.
  - In the Heads review it should read Head Performance Review Panel recommends alternatives rather than the Head.
  - The pay committee should not review the heads objectives.

**ACTION:** AG to make amendments to the flow chart.

The pay policy does not include details of what would trigger a bonus for the head or for deputy heads. Also, as previously mentioned it is not really a policy for all employees of the school and it should be more encompassing of all the staff.
4. Minutes and Matters Arising meeting held on 25/1/16  
(Approved at FGB 29/2/16) - no matters arising not included in the agenda

## 5. Staff Update

DH is not well and has been out of school. There are other members of staff who have had a sickness bug or flu.

One of the cleaners who has been on sick leave is due back next Monday. Site Officer has been working full time and is currently starting early in order to cover the cleaning.

A recruitment update was issued by email notifying the governors of the appointment of a year 4 teacher for September.

## 6. Performance Management Update

JW and DH have discussed appropriate targets given changes to her role for these two terms. Mid-year observations with staff generally have been positive although a couple of areas requiring support have been identified.

**QU:** How are the teachers responding to the planned growth? It is exciting for teachers and many are looking forward to having other teachers to collaborate with. There are opportunities to look to see what additional responsibilities can be given to teachers. Middle management is an area to give focus to and recognise new opportunities as the school grows. Already some staff have been highlighted and given the opportunity to attend an “introduction to leadership” course.

Head Teachers Performance Management (HTPM) from September will be EB, PC and DJ. MK will stand down at the end of the academic year from the team.

## 7. Governor Visit Report – Staff Induction

It was a very positive visit with just a few areas for improvement that were identified. Pre-arrival on boarding is anything that is done ahead of the new recruit starting work.. Ensures that recruitment sticks and help them to become part of the team as soon as possible.

- Staff handbook can be supplied electronically at this early stage.
- Staff calendar should be shared.
- Need to look to see who should be responsible to do this. Should there be an online dropbox for information to be shared? To ensure access for that quickly.
- Who will do the induction should be included in the policy?

Use of dropbox for governors? Is this something we should look at?

**ACTION:** AG to look at dropbox options

## 8. Review of Policies

### a) Staff Induction policy

Remove governors section from this policy as there is a separate governor induction policy.

**ACTION:** AG to update

General induction check list in Appendix 3 should also include post appointment and pre starting work details.

Appendix 1 - point 2 last bullet point refers to evaluation, **QU:** How to do the school evaluate and report back to governors? **QU:** Is this policy accurate? Did the induction the staff have

match the policy? These weren't the questions that were asked in the recent governor visit. It was more about how the staff felt rather than whether the policy been followed. No one mentioned the check list, but they weren't directly asked about it. **QU:** Did the visit give any sense of gaps? Not particularly just having a staff handbook upfront. **QU:** The policy is quite old now, is this how the school does this induction? It does not include relevant information for Newly Qualified Teachers (NQT's). It was clarified that the governor visit was not as a response to any specific issues but driven by a number of new members of staff and some changes in year-groups being taught by various teachers.

The policy was agreed and adopted, but it was highlighted that the policy does need a complete overhaul to ensure that it is fit for purpose.

**ACTION:** AG to amend the current policy

JW to review the policy and propose changes at a future meeting.

PC to share EPM password with Governors so they can have access to model policies.

b) Appraising Teacher Performance Policy

Based on a model policy. It was agreed to remove references to academy for clarity.

Amend 9. Regarding the timing of the salary review meeting

**ACTION:** PC to send annotated version of the policy to AG to update.

AG to amend the policy

c) Behaviour policy

p2. Rewards - paragraph on bullying. There can sometimes be a mismatch between the parents' perception of bullying and the school's. **QU:** What is bullying and what is normal childish behaviour? Change: If a child's behaviour is perceived as ..threatens, hurts or bullies - add in physically and verbally. The policy should also to reflect the ability of the child to understand what they are doing and the impact of their comments. The policy was agreed and adopted although further amends may follow shortly.

**ACTION:** EB to review further and send proposed amendments to governors.

d) Physical intervention policy.

Changes/comments as follows

- DCSF needs to be changed to DfE.
- 1.4 The policy applies to all staff but certain sections apply to some staff - amend wording.
- 1.5 **QU:** is the policy discussed with staff? hasn't been reviewed recently
- 3.2 ?? does this need to change?
- 3.4 Identify people who have had the training. Trained staff should support colleagues.
- 3.7 red cards - currently not being used as there is not a need but they are available. If it is needed there is a system - no change on policy
- 6.2 physical intervention record book is held in the heads office - confirmed. Trained member of staff fills out the log.
- 6.5 and 6.6 kept in the folder of the child to be restrained
- 6.7 Now IEP now One Page Profile - not pastoral plan.

- 7.1 Rarely happens only extreme cases and have not had any logs for a long time. Include in the heads report that there have been no incidents.
- 8.1 any signs distress or injury (add in)
- 8.7 now online reference
- 9.3 remove last part of the paragraph
- 10.4 DCFS reference to be amended
- 10.6 minuted annually in a heads report.
- 11.0 risk assessment of identified pupils or behaviours.
- 11.2 pastoral report and care plan - one page profile
- 12.1 Is this in the school brochure? - remove from the policy.
- bullet 3 as above
- 13.2 link to staff allegations - does this link work?

At the moment there are no specific children. If there is the teacher and TA are trained and also key stage co-ordinator. Regular re-training is required.

**ACTION:** JW to review re-training period  
AG to Amend the review cycle to every 2 years

#### 10. AOB.

Recruitment of governors for coopted governors EB has now registered the school with School Governors' One-Stop Shop, SGOSS. This allows us to advertise what governors we need and what specific skills we are looking for. We have asked for people preferably with some finance experience. People apply and we make a decision if they are a suitable fit for what we require. EB is the contact for this.

GM update from a previous item regarding appraisal records. Employment records must be kept for 6 years after the person has left. It is not clear why you would destroy records whilst someone is still employed and therefore their records should be kept.

**ACTION:** AG to amend the policy

Meeting closed: 8:50pm