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## Little Paxton School Governing Body

### Minutes of the Personnel Committee Meeting held on Monday, 16<sup>th</sup> January 2017, at 7:30pm

#### Present:

Penny Conway	Authority Governor	Gemma Manning	Parent Governor
Neil Donoghue	Co-opted Governor	<b>In attendance:</b>	Alison Gatward (Clerk)
Diane Hawkes	Staff Governor/Head Teacher		

#### 1. Apologies for Absence

Received and accepted from

Mike Kendall	Co-opted Governor/Chair
Ellen Barrett	Co-opted Governor
David Jones	Parent Governor

In the absence of the chair it was agreed that PC should chair the meeting.

#### 2. Declaration of Interests - ND currently acting as site officer.

#### 3. Minutes of Last Meeting held on 17th October 2016 and Matters Arising – no comments

#### 4. Staff update

Jess Anscombe had her baby over the Christmas holiday.

Lucy Boulton plans to go on maternity leave at the end of January or early February.

All the new staff appointed before Christmas have all started work. There are 2 new TAs; Claire Hanson full time 1:1 support, and Sarah Marshall working part time. Both have settled in well. There are 4 new mid-day supervisors who have started part time roles. They will all be under taking child protection and first aid training shortly. The Head Teacher explained there had been a slight delay with the start date of one member of staff as references were slow to arrive. Once received, and it was confirmed that the references were in order the member of staff could then being work.

The site officer is currently signed off for two weeks. There has been quite a lot of illness in general with a flu and sickness bugs in support staff.

**QU:** Is this impacting on pupils? To a degree as there is a lot of covering and whilst staff are managing those who are off sick are missed. **QU:** Are the children off too? There have been quite a number off with sickness and tonsillitis.

#### 5. Performance Management Update - no update since the previous meeting. The date for the Head Teachers midyear review has been set.

#### 6. Governor engagement with staff and pupils - how do we take this forward?

(See FGB December '16, item 14)

School Council has been reformed and will have their first meeting on Friday. It would be good for a governor to visit a meeting. It was proposed that older members of the School Council

come and talk to the governors at one of the summer term meetings about what they have been doing.

**ACTION:** Put this on a future FGB agenda.

Regarding engagement with staff this may require further thought. It was suggested that governors had an informal get together with the staff. **QU:** is an evening an imposition on staff? Timings for this would have to be carefully thought through whilst straight after school would probably be preferable for the staff it may not be possible for governors to be available at that time. An evening may be more convenient for governors but possibly less so for staff. Or invite staff to the last governing body meeting at the end of term as had previously done for parents, although this maybe too formal a situation. Or could use a questionnaire? Governors to think further on this and revisit at the next meeting.

**ACTION:** Discuss at next personnel meeting

7. Recruitment of new Clerk

Alison would like to resign from her position as clerk ideally finishing at Easter. Need to consider any personal contacts who may be interested in the role. DH to ask Priory Schools about their clerks and whether they would be interested. Look to see if clerk vacancies are advertised on EPM. PC to create an advert to be placed in local publications as was done with the governor vacancy. It was felt that someone from the office or a parent would not necessarily be ideal. The position has not been advertised previously but replacements found through contacts. AG to send the job description to PC.

**ACTION:** PC to advertise the position locally

8. Recruitment of new Governors

There were three people who had expressed initial interest in becoming a governor at the school. AG followed up with each of them and has heard nothing further from two of them and therefore it is assumed that they are not currently interested in the position. PC and OP met with the third, Tracey Locke, and had a very positive meeting. PC proposed that she should be invited to the Curriculum Meeting at the end of February and that governors decide whether to invite her to become a co-opted member. The committee agreed this.

9. Personnel Committee Succession Planning

**ACTION:** Discuss at next personnel meeting

10. Safeguarding audit - in response to letter from CCC

The audit was reviewed. It seems to be a reaction to the negative results from the routine audits carried out by county. It was felt that the school adhered to the guidelines and actions set out in the covering letter and therefore an in depth formal review was not necessary at this time.

It was highlighted that the Lone Working Policy may be out of date. Post meeting update – this was last reviewed in 2014 and is due for review in this summer term

DH will keep the audit and use this as a check list to ensure that all aspects of safeguarding are being covered.

**QU:** Is there a need to practice 'in-vacuation' or have lock down drills? There have been three occasions when the school has been on lock down and it was a smooth process returning the children to the building and keeping them safe inside. It should be carefully considered if this should be practised as some children can find the fire drill disturbing. With regards to hiding the children this could be possible in the middle of the school in rooms without external windows.

11. Review of policies:

- Absence management and supporting attendance policy (for staff) model EPM policy  
There is a more recent policy on EPM from September 2016 however it does not have the the flow charts and template letters that were in the previous one. **QU:** Do the flow chart and model letters still applicable to the new policy? Looks like they do but need to double check. Governors agreed to adopt this policy.

**ACTION:** GM to confirm flow charts & letters still applicable  
AG to amend the policy accordingly.

- Complaints policy  
Updated local authority policy was reviewed and adopted.  
Change in this policy complaints need to be made within 90 days, previously there was no time limit. All complaints should come to the school first rather than any external agency such as to County or Ofsted.

12. AOB There was none.

Meeting closed 9:15pm