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## Little Paxton School Governing Body

### Minutes of the Personnel Committee Meeting held on Monday, 25<sup>th</sup> January 2016, at 7:30pm

**Present:**

Ellen Barrett	Co-opted Governor	David Jones	Parent Governor
Penny Conway	Authority Governor	Mike Kendall	Co-opted Governor - Chair
Neil Donoghue	Co-opted Governor	Gemma Manning	Parent Governor
Diane Hawkes	Staff Governor / Head Teacher		

**In attendance:** Alison Gatward Clerk to the Governing Body

1. Apologies for absence received and accepted - David Jones & Barbara Hughes Parent Governors

2. Declaration of interests – no changes declared

3. Minutes and Matters Arising

It was confirmed that the Equality Policy had been agreed at FGB.

DH to confirm with EPM that they are indeed carrying out eligibility to work in UK checks if relevant during recruitment. There are currently changes instigated by County regarding the checks on contractors where the details of the specific checks will be supplied. This should be covered as part of these changes.

Safer recruitment training both PC (19/1/13) and GM (17/2/14) have completed this course.

**Update:** EB, DH, JW or RJ plan to attend the course on 17<sup>th</sup> March.

4. Staff Update, including...

- JW has now returned from maternity leave working 4 days. She is not in school on a Wednesday. Currently she is not classroom based.

- Staffing for classes for September 2016

The PAN will go up to 45 in September for incoming reception children. The PAN is for the year group in reception and follows through the school. From September 2016 there will be a need for 11 classes. Currently an extra year 1 child has been admitted into the reception/year one class which if 45 YR pupils are admitted next September could cause a class of 31. This is unlikely to happen as there will probably further changes throughout the year. . Governors agreed that the class teacher post for the new class should be advertised as soon as possible to ensure a wide field of suitable candidates.

**CONFIDENTIAL ITEM - removed**

- Governors expressed concern for a teacher who had some personal leave before Christmas. DH reported that she had made a few visits to school before Christmas and had now returned to work and is doing well.
  - DH was asked about her own well-being, she confirmed that she is doing fine.
5. Performance Management Update – no update.

6. Website staff page

It is felt that the staff page on the website should also include a list of policies that are relevant to staff, eg. whistle blowing. From the governor visit regarding induction it was clear that it needs to be made easy for staff to access information which is relevant to them. As a growing school prospective teachers may also look to the website to find policies to see how the school approaches specific aspects. **QU:** Is there any reason why the staff handbook should not be on the website? This can be put on the website, it makes it easily accessible and shows that the school is transparent with regards to availability of information. **QU:** Should the policies be on the staff page or with the policies? Need to ensure that the information is easily found and not duplicated. Can the staff policies be highlighted in a different colour or under a separate tab? Options need to be explored.

**ACTION:** DH to work with Jackie to ensure that the information is on the website in an accessible manner. MK to share the list of policies.

7. Governing body membership

There are currently 2 vacancies for co-opted governors. Sophie Carroll has stepped down as parent governor for personal reasons. Governors thanked Sophie for her willing contribution over the short time she has been part of the governing body. This now creates a parent governor vacancy.

PC has been approached by a teaching assistant who may be interested in joining the governing body. With the Head and both Deputies there is concern that the governing body is over balanced with the senior leadership team and it would be good to have the view point of other members of staff. A junior level teaching member of staff may be useful. This would potentially be as an associate member. **QU:** What is the difference? Associate members are exactly the same as a governor but may not vote or chair the full governing body. There is no limit as to how many there are and the term of office can be flexible although it is usually 4 years. They do not count towards the composition of the FGB. **QU:** There are other staff areas which are not represented on the governing body, admin staff for example. Can anything be done to encourage other staff? Only one teacher governor is allowed and they are elected. The current term of office for the teaching governor ends in October 2016. At that point an election would need to recruit a replacement staff governor.

It was observed that none of the governors are completely detached from the school and that perhaps this is a gap. **QU:** Is there a skills audit which shows the type of governor we need? The skills gap has not been done that recently but it is almost too generic to be helpful. **QU:** Do we need someone who can assist with the building project? This is relatively short term project and an associate governor could be brought in if need be to cover specific aspects of the project to represent the schools best interest. Governors felt that this was not required at this time. Perhaps someone with a legal background, the police, or PR and marketing may be useful. Many aspects such as legal advice comes from bought in services but it can be helpful to have that background on the governing body for general advice and a different perspective.

**ACTION:**

PC to see if other members of staff are interested in becoming associate members and to discuss further with the interested TA.

EB to see if any local companies encourage their staff to become school governors.

Other governors to consider personal contacts who may be potential governors.

AG to run a parent governor election

8. Review of policies:

a) Whole School Pay Policy

Slightly confusing as this only relates to the pay of teaching staff and not admin staff or other members of support staff in the school. **QU:** Is there a policy for other staff? Not currently so this is identified as a gap there needs to be one for all staff. It is important to show provision for all the staff so there needs to be an additional policy or section.

**ACTION:** DH to review EPM policies to see if there is anything for other staff.

Amendments to the policy – section 8 remove optional paragraph. Update for current year.

Previously GH suggested a flow chart to show how progression can be made and the process involved.

**ACTION:** AG to ask GH to create the flow chart

b) Physical Intervention Policy

DJ was reviewing this policy, await his feedback.

Amendments 1.1. and 1.3 needs to refer to DFE and Use of reasonable force July 2013 is the correct document to refer to.

**ACTION:** DJ to feedback. DH to update list of trained staff

c) Trade Union Policy

This is as per current EPM policy with the same list of unions. Approved and adopted.

d) DBS Ex-Offenders Policy

GM suggested some amendments to bring in line with the DBS policy.

**ACTION:** GM to forward amended policy to AG for mater file

e) Staff Induction Policy - governor visit report to be at the next meeting so makes sense to hold this policy until that time. Move to next agenda

**ACTION:** Include on next agenda

f) Appraising Teacher Performance Policy

This is the latest EPM model policy. **QU:** Is there a policy regarding drop ins? This accounted for in the classroom Observation Policy and Protocol. **QU:** The policy outlines that records held for 6 years and then destroyed. What would the benefit be? If they are no longer a member of staff the records can be destroyed after 6 years. If the person is still employed can their records not be kept on file beyond six years? This may be a data protection restriction but needs to be investigated further.

**ACTION:** GM to review and advise at the next meeting.

**QU:** How as governors do we quality assure the appraising process? The process of appraising the staff is delegated by governors to the Head. There is visibility between the senior management team and discussion following lesson observations. Governors ask about performance reviews and check it has been done. There haven't been any instances of staff contesting the way appraisals are being run which is positive. The pay committee would see how people are progressing up the pay scales. This committee looks at the data and would have the opportunity to identify anomalies or data which is too good to be true. This committee always challenges how the decision has been made and this is part of the quality control.

Amendments - Both the pay and teacher appraisal policy need to reference each other. This should be read in conjunction with.... at the end of the policy.

Monitoring and evaluation – this section refers to the “annual head teacher’s report to governors”. In fact the HT reports far more regularly than this: remove the word “annual” and replace simply with head teacher’s reports.

**ACTION:** AG to amend policies to reference each other.

## 9. AOB

CCS employ two cleaners in the school and are responsible for supplying replacement staff should the need arise. It is likely that both cleaners are due to require a period of sick leave that could potentially leave the school without cleaners for about 6 weeks. In the past the cover that has been supplied has been unreliable and inconsistent therefore creating more work for the site officer. To avoid this situation there are a couple of people who have expressed interest in the roles on a temporary basis. They would be employed by the school and then the

costs incurred will be invoiced to CCS. DH and governors agreed that this would be the best course of action should the need arise. All hours will be logged and charged back to CCS.

Meeting closed at 8.50pm