



Little Paxton School Governing Body

Minutes of the Personnel Committee Meeting held on Monday, 27th March 2017, at 7:30pm

Present:

Ellen Barrett	Co-opted Governor	Tracey Locke	Co-opted Governor
Penny Conway	Authority Governor	Diane Hawkes	Staff Governor/Head Teacher
Neil Donoghue	Co-opted Governor	Gemma Manning	Parent Governor
David Jones	Parent Governor	In attendance:	Alison Gatward (Clerk)
Mike Kendall	Co-opted Governor/Chair		

1. Apologies for Absence – none, all members present
2. Declaration of Interests – no changes declared
3. Minutes of Last Meeting held on 16th January 2017 (Approved at FGB 13th March 2017) and Matters Arising

Sickness absence policy - GM confirmed the appendix from old can move to the new. Section 2 & 3: need to insert some job titles. Other changes as follows: Return to work discussions DH; informal sickness meetings DH; DH to hold stage 1 meeting along with EPM support; stage 2 to be held with governors. **QU:** Who do employees need to notify? - their line manager.

ACTION: AG to amend policy.

4. Staff update

a. Staffing (September 2017 onwards) - Teachers & TAs

As previously agreed with governors one new teacher is required for September. An advert was placed and there were 6 applicants. 4 were shortlisted one got a job so interviewed 3. Interviews were held last Friday and Matthew Hall has been appointed it. He is currently a student on a SCITT course and on placement at Little Paxton in school. An interesting observation was that there were no university student applicants. **QU:** Is there a recruitment portal at a County level? Are the students applying to county rather than to schools? This isn't known.

The other new class will be led by Ruth Duffet. Some of RD's PPA will be covered by existing HLTA hours. DH is still working through the staff structure for next year with who will be teaching which classes etc. **QU:** What is the knock on effect of RD having a class in terms of the cover she had been giving? MB has offered to take on Social Capita group and DH would like to try and accommodate this in her timetable. DH has asked a part time teacher to look at the distribution of her hours to see if she could do more morning sessions for the core teaching time and also whether she would increase her hours by an extra half day. This is still being worked through. A HLTA will cover the other gaps in the timetable. A teacher who currently works one day per week to provide PPA cover may also be prepared to increase her hours.

TAs have not been reviewed yet; the class support will be planned later. The aim is not to increase TA hours, so there will be less TA support. Bench marking with the Finance Adviser has revealed that Little Paxton has a relatively high number of TA hours allocated to each class. Given the stress on the budget this is onw area that will need careful review. **QU:** Will some TAs be doing teaching staff work? Only similar to covering PPA which they already do now.

A year 2 child that was excluded for bullying has now returned to school but currently has full time TA support at the moment to try and modify and manage his behaviour. Full time support cannot continue after Easter but DH will review with the class teacher to see when he requires this specific support.

b. Midday Supervisory Assistant (MSA) Vacancy

One of the MSA's recruited in January has left. Currently covering her role with existing staff. DH will advertise the position. It was agreed that more MSA hours will be required in September and if possible from this recruitment more staff will recruited ready for September. Governors agreed to this approach.

c. Office Apprentice

No further progress to report but Paul Warmington offered to help. Starting to think about what this role would look like. This would be for September.

d. Support Staff Structure (September 2017 onwards)

DH and PC have discussed that the office is going to need more hours. The additional children joining the school already this year have impacted the work load in the office. These additional hours covered by overtime. Currently reviewing office hours, cleaning and maintenance hours, catering role and whether this needs to change based on the growing school. In addition, to look at the Inclusion Worker work load as this is also a support role. DH plans to give a questionnaire to audit what their role is and what they see the impact of the growth would be on their role. There will be one questionnaire for everyone in this group to complete. DH hopes to be able to explain to them personally first in a meeting the purpose of the questionnaire. It will engage the staff in getting them to identify where they think the need is for the future.

e. Clerk vacancy

There were 4 people who expressed an interest in the position and were sent further information regarding the role. 3 of these are currently clerks in other schools. All those who enquired were sent a job description, person specification and details of the terms of the position. There was one application, who was the only one not currently a clerk. It would be interesting to explore why those currently clerking did not apply.

MK and AG will meet with the applicant to discuss the position in more detail.

ACTION: AG to ask for feedback from those who didn't apply. MK and AG to follow up with the applicant.

5. Performance Management Update

Head teacher's mid year review has been completed. Staff ones being undertaken

6. Governor engagement with staff

Although there are 4 members of staff on governing body governors were concerned how to engage with all members of staff. A suggestion had been a meeting with staff straight after school or in the evening. Or would a questionnaire be a useful tool to engage with them? The

aim is to let the staff to know that governors care and want to support them. **QU:** Do we ask the staff themselves what they would like? **QU:** Is there a need? **QU:** Do we not invite them to join a meeting? Originally this was discussed that a formal meeting like this may not be the easiest means of engaging with staff.

ACTION: DH to ask the staff what would they appreciate?
If an informal meeting over tea and cake, then what time?

7. Recruitment of new Governors

Consider the application of James Purser as a Co-opted Governor following his visit to the FGB meeting earlier this month. **QU:** Were those present impressed with the sensible questions that he asked during the meeting he sat in? Showed knowledge he has that is appropriate and asked very pertinent questions about growth of pupil numbers and number of pupils with SEN. GH is looking to stand down sooner rather than later. This is an area where expertise is required. **QU:** Are there other co-opted vacancies? This would be the last one, although further Associate Members could be recruited to fill any skill gaps that might be identified in future. Governors agreed to invite JP to join. His large firm should allow him to take time to do his governor role but he would need to confirm his availability for day time meetings should the need arise.

ACTION: PC to contact JP and invite him.

8. Personnel Committee Succession Planning

MK would like to step down at the end of the summer term as chair of this committee and as a governor. GM would volunteer but has more responsibility at work as her boss is leaving. TL may like to understand more about what the role involves before putting herself forward. Suggest that TL speak to MK and DH about the role and what is needed.

ACTION: TL and GM to meet together with MK to discuss.

Staff sickness – a member of the office team has been off for 2 or 3 weeks and is waiting for an operation which will require a 12 week recovery period. The member of staff is in a job-share and her job-share partner has increased her hours temporarily to provide cover but it would be wise to look for cover in the office until the end of term. Probably just require cover for Friday hours. There are a couple of people who don't work on a Friday who may be suitable and could be approached.

9. Review of policies:

None scheduled for review

10. AOB Next committees evening 22nd May

Meeting closed at 8:20pm