



Little Paxton School Governing Body

Minutes of the Personnel Committee Meeting held on Monday, 9th May 2016, at 7:30pm

Present:

Ellen Barrett	Co-opted Governor	Mike Kendall	Co-opted Governor - Chair
Penny Conway	Authority Governor	Gemma Manning	Parent Governor
Neil Donoghue	Co-opted Governor	Jordana Watts	Staff Governor
Diane Hawkes	Staff Governor/Head Teacher	In attendance:	
David Jones	Parent Governor	Alison Gatward	Clerk to the Governing Body

- 1) Apologies for Absence received and accepted
Barbara Hughes Parent Governor
- 2) Declaration of Interests – no changes declared
- 3) Minutes and Matters Arising from meeting held on 14/3/16 (Approved at FGB 25/4/16)
- 4) Staff Update
 - a) Long term Midday Supervisor sickness absence – the HT reported that an MSA is on long term sick leave as a result of a serious illness. Governors expressed their concern and asked to be kept updated.
 - b) Current advert for a Midday Supervisor and vacancies for September
As a midday supervisor has been signed off until the end of term. It is unclear whether they will be fit for work in September. They are not being paid as they had not been in employment long enough to be entitled to sick pay. Therefore, an advert has gone to parents for a vacancy for a midday supervisor with the closing date being the end of the week. One application has been received so far. DH proposed to interview and appoint up to 2 people for the role as additional staff will be required in September. Governors approved this proposal.
 - c) TA health problems and knock-on effect
A TA is currently on slightly reduced hours due to health issues. More will be known after a GP appointment at the end of the week. The TA supports a teacher who is on an access to work scheme. It may be necessary to add alternative TA hours to support the teacher. Governors agreed that extra support should be given to the teacher as required. **QU:** As a growing school are there sufficient TAs and TA hours? Additional hours as required have been covered by current TAs.
Governors enquired after DH's well being, she confirmed she is doing well.
 - d) Performance Management Update
Office staff have had their Performance Management cycle completed and new targets set for the year.

Head teacher panel held interim meeting and all is on track. MK will attend review part of the next meeting then EB will take over.

e) Impact of school growth on staff, including office staff

Part of the appraisals of the office staff included discussion regarding the growth of the school and the likely impact on these members of staff. It will be necessary to redefine roles and possibly taken on additional staff. It is important to manage expectations that there will be change but be open that currently not aware of what the change would look like. At FGB it was discussed that dinner money requires immediate attention as it would need to be processed by another member of the office staff in the event of an absence. Training is planned for other office staff members so that more than one person can do this. **QU:** How many office staff are there? Equivalent to 2 full time staff split between 3 people. **QU:** As the school grows are there skills that would be needed that are currently missing? There may be a need for management staff to manage admin team from within the office. Currently the senior leadership team are responsible rather than an office manager. The introduction of an office manager would change the dynamics in the office. Site management needs will probably also change as the school grows and a business manager may be required, the structure of school staff will be impacted by the growth. **QU:** When will these additional roles be required? Growth will be slow so there is time to carefully look at the staff structure. Senior leadership team will work through this in due course and bring a proposal to the personnel and finance team.

DH is exploring options for alternative service providers for catering and cleaning. **QU:** What is the notice requirement to cancel the contract? 6 months notice.

6) Review of policies & plans

Attendance Targets

This is no longer required and will be removed from the timetable.

Staff Capability Policy - agreed by governors.

Disciplinary Rules for Employees - agreed by governors.

Disciplinary Procedures (in 2 parts)

Governors agreed to adopt both of these but to combine into one document

Grievance Procedure

Governors agree to adopt this policy and cancel the existing staff grievance policy

Procedure for Dealing with Allegations of Abuse against Staff - agreed by governors

a) Staff Grievance and Disciplinary Policy - This is no longer required as replaced by policy e) above and will be removed from the timetable.

ACTION: AG to update policies and review timetable

7) AOB. There was none.

Meeting closed at 8.05pm

This meeting was followed by a meeting of the Salary Committee to receive recommendations from the HT regarding office Staff pay following their appraisals.