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Little Paxton School Governing Body

**Draft Minutes for the Personnel Committee Meeting
held on Monday, 11th June 2018, at 7:15pm**

Penny Conway	Authority Governor	David Jones	Parent Governor
Diane Hawkes	Staff Governor H/T	Neil Donaghue	Co-opted Governor
Ellen Barrett	Co-opted Governor		

In attendance: Jeannie Marshall - (Clerk)

1. Apologies for Absence.

James Purser	Co-opted Governor	- apologies accepted.
Tracey Locke	Co-opted Governor (Chair)	- apologies accepted.

In the absence of the Chair of Personnel E Barrett agreed to chair the meeting.

2. Declaration of Interests.

No changes declared.

3. Minutes of last meeting held on 26/03/2018.

These minutes were approved at the FGB meeting on 30th April 2018.

4. Matters arising.

Who	Action Agreed	Status
TL	To gather and analyse Governor Skills Audit questionnaire.	On going
PC / HT	Start process to recruit a Support Staff governor.	Initial talks have been held.
HT	To look at dates to hold a staff and governors social event.	Defer to September.
TL / HT	To discuss Special Absence Leave in more detail.	After discussion there is now a Pink form for staff to complete when requesting Special Absence Leave.
HT and relevant staff	To review and update Physical Intervention Policy.	On going
TL / EB	To arrange a Middle Leader and Maths Mastery visit.	EB to arrange Maths Mastery visit. Middle

Little Paxton Primary School

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		Leaders visit will be done in the Autumn term.
Personnel Committee	Wellbeing Project.	On agenda
Personnel Committee	Recommendation from S&B Committee for a review of staffing needs for maintaining the building following extension of school	The site officer role is currently working well and meeting the needs of the school. This will be periodically monitored.

5. Staff update.

- The member of staff who recently lost her husband visited the school before half term and again after half term. With agreement from the doctors she is now on a phased return to work. Hours are by mutual agreement and initial tasks have been office based.
- We have a member of staff who is on long term sick leave. After seeking advice from EPM we are arranging an Occupational Health meeting for the staff member. When the meeting has taken place H/T will arrange a follow up meeting to discuss next steps.
- A teaching member of staff submitted her resignation today and has asked to leave at October half term. Her reason for leaving is that she wants to work in KS1 but, she has never mentioned or requested to work in KS1. **QU:** Does she have a job to go to? **H/T:** No, she said she will probably just take a break and have some time off before find a KS1 position. **QU:** Do you think the member of staff expects you to re-structure staffing next year to accommodate her in KS1? **H/T:** No. **QU:** Do we have to accept her resignation to finish in October? **PC:** No, she has missed the official cut off point so we can insist she work up until Christmas. It is very difficult to recruit at this stage in the year most teachers have secured positions ready to start in September and movement tends to be minimal. **QU:** So the option would be to get a supply teacher to cover the role which is very expensive or tell the member of staff that she will have to work until Christmas as her contract states we need a terms notice. All governors agreed that, unless a suitable teacher can be recruited for September (in which case the member of staff can be released on 31st August) the member of staff should work until Christmas for stability for the school. **H/T:** will seek advice from EPM and then approach the member of staff.
- We also have a TA going on interview and if successful will only have to give one month notice.
- We have two members of staff who are pregnant one of which has asked if the summer holidays will be classed as maternity leave if she doesn't return in September. They do not count as maternity leave the maternity leave would start on September 1st even if the member of staff did not return in September. **QU:** How long into their pregnancy can a pregnant member of staff work until? **H/T:** As long as want to as long

as they are medically fit, a risk assessment is carried out with regard to duties. H/T: Will meet with both staff to discuss their intentions.

- A member of staff recently visited the opticians for an eye test, the member of staff wears glasses regularly and has done for a long time. The optician mentioned that the School should pay for or towards her glasses. After looking into this, the school are only obliged to pay or contribute to glasses if they are needed to do a specific role. H/T: Will speak to the member of staff concerned and feedback this information.
- A member of staff hurt her leg on a school trip by accidentally twisting it and will be off for approximately 6 weeks. Governors send best wishes for a rapid recovery.
- Our Office Apprentice has decided to leave and join her family in Australia. It is her intention to leave at the end of the year. We have contacted her college and they have said if she works really hard on her course work during the summer holidays and we can give her extra support from now until December she should be able to gain her qualification. We will contact the college to check on progress after the summer break and will look to recruit a new apprentice in January.
- An HLTA has been accepted on the SCITT program – governors congratulate her on this. This program benefits the school as outlined at the last FGB meeting.

6. Performance Management Update.

The final rounds of lesson observations are underway and reviews and recommendations will be done before H/T leaves. An appointment will be made for the HTPM Panel and the new head to meet with Nigel Batty (an accredited External Adviser from PFSI) next term.

7. Governor engagement with staff.

This has been postponed to September.

8. Governor Skills Audit.

PC to liaise with TL to check on progress.

9. Recruitment of new Governors.

- Parent governor vacancy – following a recent election Anna-Sofia Conway has been elected to serve as a parent governor (there is no connection to Penny Conway Chair of Governors). The Clerk will liaise with her to carry out the necessary checks and provide information about the governing body so she can attend the FGB meeting on 9th July 2018.
- 3 co-opted vacancies: skills audit to identify gaps. The Governing Body has already identified that there is little input from support staff or from staff in KS2, initial conversations have taken place and will continue update to be given at FGB. It has been noted that we need governors with the following areas of expertise – Personnel and Finance – action – to be discussed at FGB.

- T Locke has indicated to the Chair of Governors that she intends to step down at the end of term because of increased pressure of work. A new Chair of Personnel will be required in the autumn term.

10. Governor Visits to School.

- Middle Leaders - EB to arrange before the end of term.
- Well-being project – to be arrange in the autumn term.

11. Review of policies - the following are all scheduled for review.

- Redundancy Policy & Procedure – based on EPM model policy (no updates since last review, Clerk to update on Google drive).
- Physical Intervention Policy - based on DfE and CCC guidance – to be review by SENDCO and H/T.

12. AOB.

No other business was raised.

Meeting closed at 8.42pm

Agreed Actions.

Who	Action Agreed	By when
TL	To gather and analyse Governor Skills Audit questionnaire.	On going
PC / HT	Start process to recruit a Support Staff governor.	Report progress at FGB meeting.
HT	To look at dates to hold a staff and governors social event.	Defer to September.
HT and relevant staff	To review and update Physical Intervention Policy.	On going
TL / EB	To arrange a Middle Leader and Maths Mastery visit.	EB to arrange Maths Mastery visit. Middle Leaders visit will be done in the Autumn term.
Personnel Committee	Wellbeing Project.	On going
Clerk	To update policies as required.	asap