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Minutes for the Meeting of the Personnel Committee held on Monday 15th October 2018 at 7.15pm

Penny Conway	Authority Governor	David Jones	Parent Governor
Nickie Moore	Head Teacher	Neil Donoghue	Co-opted Governor
Ellen Barrett	Co-opted Governor/Chair	James Purser	Co-opted Governor
Anna-Sofia Conway	Parent Governor	Richard Fairbairn	Parent Governor

In attendance – Jeannie Marshall – Clerk
Gemma Manning – visitor
Stuart Page –visitor

G Manning and S Page were introduced and welcomed to the meeting.

1. Apologies for absence

The meeting was fully attended.

2. Declaration of interests

No interests declared.

3. Minutes of Last Meeting held on 11th June 2018 and Matters Arising

(Approved at FGB 9th July 2018)

Who	Action Agreed	Status
TL	To gather and analyse Governor Skills Audit questionnaire.	Not completed in full, TL resigned. However, gaps identified in Finance, HR, support staff and experience in schools (not staff)
PC / HT	Start process to recruit a Support Staff governor.	On agenda
HT	To look at dates to hold a staff and governors social event.	On agenda
HT and relevant staff	To review and update Physical Intervention Policy.	On agenda
TL / EB	To arrange a Middle Leader and Maths Mastery visit.	Not carried out due to TL resignation and new HT reviewing leadership structure.



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Personnel Committee	Wellbeing Project.	Not being carried forward by new HT at this time
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QU: Why do you not want to continue with the Wellbeing Project? NM – The Wellbeing project seems to have been overlooked, on investigation we appear to have signed up to the project but, very little has happened and the project has to be completed by December of this year which is not feasible. **QU: What is the Wellbeing Project?** PC – It is a Wellbeing Award which the school can obtain by carrying out certain things to ensure the wellbeing of our staff. Governors agreed to this project in response to some concerns raised by some staff as it was felt this may enable the school to focus on this important area. **QU: Is this something we would like to do in the future?** NM – Yes definitely.

4. Staffing update

We have appointed two teachers:

Mrs MacAulay-Eccles in year 3/4 has been appointed on a temporary contract until the end of this academic year. Mrs MacAulay-Eccles is already in post and we have received positive feedback from pupils and parents. A new teacher will be joining us in January in Year 6, following the resignation of Lynsey MacDonald for personal reasons. Adrian Reast is currently teaching in Bedfordshire and has 24 years teaching experience.

QU: Do you feel he will be a good fit for the team? NM – Yes. The children responded well to him during the maths lesson he gave as part of the interview process.

A member of staff had approached the Head to say that she was considering tendering her resignation but has subsequently said she is re-considering. NM will update the Governing Body at the next FGB meeting on this situation.

5. **Preliminary discussion about future staffing structure** now that the school is nearing the end of its planned growth (with Finance Committee). The joint committees discussed potential restructuring as the school approached 14 classes which when full will have the capacity for 420 pupils. It is a very different school from when the current structure was introduced; at that time there were 8 classes with a maximum capacity of 240 pupils. There would be a number of potential HR and financial issues to address if there were to be a major restructure. Governors asked the HT to start with a “blank sheet” and devise what she felt would be an ideal structure and also to consult EPM (school’s HR advisers) for advice about possible structures. This will be presented for discussion at a later meeting. The Finance Adviser will also be consulted about the financial viability of any options to be considered.

There is a confidential minute.

6. Performance Management Update

The HTPM Panel met with the HT and the external Adviser on 03.10.18 to set objectives for this current year. The HT confirmed that she has made arrangements to carry out appraisals for other staff. She will appraise members of the CLT and a number of other staff, appraisals of the rest of the staff will be delegated to members of the CLT.



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7. Governor engagement with staff

QU: Could we arrange a Christmas social event for governor and staff? ND – If this is going to happen we need to do it sooner rather than later. QU: Is it a priority? Now may not be the right time. ASC – perhaps one or two governors could attend team meetings? NM – it would not be social then. QU: How about organising a low-key social evening locally? PC – we have to remember that governors are often more local than staff. QU: Are the staff having their own get together? NM – yes I believe they are going to the Rowing Club in St Neots for a Christmas party. QU: Perhaps now is not the right time should we wait until later in the year? It was generally felt it would be better to wait to hold a social event and it will be put on the summer term agenda. We will be doing governor visits so communication between staff and governors will be there. ND mentioned a very successful staff/governor BBQ held a few years ago so perhaps another BBQ would be a good idea. EB will add it to the summer agenda.

8. Recruitment of new Governors

- Parent governor vacancy – Both David Jones' and Oliver Poulain's terms of office finish at the start of November 2018.

An election will need to be held, the Clerk will organise the election straight after half term.

DJ has spoken with PC with regard to becoming a co-opted governor. DJ has limited time to give due to his new role as Head Teacher at another Cambridgeshire school but, is happy to be co-opted and can commit to offering support on Curriculum and Standards. EB thanked DJ as she feels he will provide invaluable support and NM also mentioned it would be supportive if DJ continued. This will be discussed at the FGB on 3.12.18.

- 4 co-opted vacancies: The Governing Body has already identified that there is little input from support staff, Jordana Watts has been appointed as an associate governor and represents KS2.

We are also looking for co-opted governors with Finance, Business and HR experience.

There have been 2 responses to an advert placed in a local magazine. The Chair and Vice-chair have met with one potential recruit and discussed various aspects of becoming a governor. PC will follow up this contact. The other potential recruit was sent an email but there has been no response as yet. ASC offered to follow this up.

G Manning is willing to become a co-opted governor or an associate member, offering HR experience. GM previously left her role as a Parent Governor due to work commitments but, feels she would be able to attend the Personnel Committee meeting and some FGBs. All in attendance felt it would be beneficial to invite G Manning to join the governing body as her HR knowledge will be very useful during any review of staffing. This will be recommended to the FGB. Clerk to forward governor documents to GM.



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9. Governor Visits to School

EB/PC will be conducting a Safeguarding visit on the 17th October during this visit Diane Stygal (LA Officer) will be attending to review Safeguarding procedures.

Governors who have agreed to carry out monitoring visits were reminded to arrange these in good time with the school.

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

- Pay Policy: School Teacher Pay Award – it was agreed at the FGB to apply the nationally agreed uplifts to all points on the pay scales not to just the maxima and minima **(with Finance Committee)** – this is an EPM policy – adopted.
- Appraising Teacher Performance (Performance Management) Policy **(with Finance Committee)** – this policy includes Staff Capability ** this is an EPM policy – adopted.
- Trade Union Membership – adopted.
- Governor Induction Policy – adopted.
- Staff Capability – see above **
- Physical Intervention Policy - based on DfE and CCC guidance (update) – this has been replaced with the DfE Use of Reasonable Force policy latest addition – adopted. It was decided that staff should consult the latest DfE guidance document itself rather than school have a separate policy.

Clerk to update policies accordingly and upload to Google Drive.

- 11. **AOB** - NM gave a document to the Chair of Personnel regarding feedback she had received from the office staff which they requested was shared with all governors. It will be circulated to all governors for consideration and will be added to the FGB agenda on 3.12.18. . Clerk to send document to all governors.

Agreed actions arising from this meeting

	ACTION	BY WHOM	TIMESCALE
2018/2019 - 031	Engagement with staff to be included on agenda in summer term	Chair of Personnel, Clerk	Summer term
2018/2019 - 032	Organise Parent Governor Election	CoG, Clerk	November 2018
2018/2019 - 033	Recruitment of co-opted governors – to follow up potential candidates	PC, EB, RF, ASC	ASAP
2018/2019 - 034	Policy updates as agreed	Clerk	ASAP
2018/2019 - 035	Consideration of letter to governors from office staff	CoG, Chair of personnel	Next FGB and/or Personnel meeting