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## **Little Paxton School Governing Body**

### **Minutes of the Personnel Committee Meeting held on Monday 6<sup>th</sup> November 2017 at 7:15 pm**

**Present:**

Ellen Barrett (EB), Diane Hawkes (DH), Tracey Locke (TL), Neil Donoghue (ND)

**Absent:**

David Jones and Gemma Manning

**In attendance:**

Julie Zausmer (Clerk)

#### **1. Policy Reviews**

Performance Management and Pay Policies - these were dealt with in conjunction with members of the Finance Committee.

With regards to the Pay Policy the committees agreed to roll forward the existing policy (including the increases to payscale points that were agreed at the Full Governing Body meeting in October) with a view to a more detailed review in 2018.

With regards to the Appraising Teacher Performance there were a number of questions of clarification sought in regards to applicability to TAs, the approach for observations and the CPD plans for teachers. The policy is due to be fully reviewed in March 2018 and that needs to look in more detail at the practice being followed. This will be taken up by the Personnel Committee.

#### **2. Apologies for absence**

Apologies were received and accepted from Penny Conway

**The committee was not quorate and therefore no decisions were taken.**

#### **3. Minutes of the last meeting (22<sup>nd</sup> May 2017) and matters arising**

The minutes were agreed at the full Governing Body meeting on 10<sup>th</sup> July 2017. The meeting regarding TA hours and new classes has been completed.

TL is reviewing the Equality Policy and confirmed with DH that she had no objection to using a 'model policy'. This will be completed by the end of 2017.

**ACTION:** TL to review Equality Policy and objectives and present to the FGB in December

#### **4. Review of Terms of Reference of Personnel Committee**

TL has reviewed and amended the Terms of Reference. She circulated her proposed version and asked for any comments.

**ACTION:** suggested amendments to the Personnel Committee ToRs to be brought to the FGB meeting in December

#### **5. Wellbeing Plans and Objectives**

DH outlined her plans with regard to progressing work on Wellbeing. There will be an audit of current practice pertaining to both staff and children, if possible, prior to Christmas. This will lead to the creation of an action plan. A mentor will be assigned to help with this. This information has not yet been shared with the staff.

DH has recently attended a Wellbeing conference for Head Teachers where the idea of allowing staff 'wellbeing time' was discussed.

There were mixed reactions to this proposal being introduced at Little Paxton. TL said there would need to be clear success criteria and measures and perhaps it should initially be run as a pilot. She suggested that it should be discussed in the first instance with the Chair of Governors.

**ACTION:** Head to discuss possible plans with the Chair of Governors

#### **6. Development of Middle Leaders**

DH updated the meeting. She explained that the participants were working hard to finish their projects and submit them by January to achieve the qualification. The meeting explored the best way for the governors to see how the development had gone. DH reminded governors that they could attend an assembly to see the role the Middle Leaders are taking. She also said that she is attending a session on the 2<sup>nd</sup> February 2018 and it would be sensible to follow up after that. It was agreed that EB and TL would carry out a governor visit w/c 5<sup>th</sup> February. DH offered help with the preparatory work for that visit.

**ACTION:** EB and TL to arrange governor visit to look at the developing role of the middle leaders

**7. Communications and Engagement**

There is to be an informal “get together” for all staff and governors at the pub in Little Paxton – The Anchor – on 30<sup>th</sup> November from 7.30 pm. DH agreed to check interest and numbers

The event will be funded by contributions from governors. Oliver Poulain has agreed with the Anchor that the event can be held in their private room.

**8. Update on recruiting an Apprentice**

DH updated the meeting. She has received 8 applications for a role in the school office and is currently interviewing.

**9. Any Other Business**

The HT asked the committee for guidance about employee contracts. This was discussed and clarification given.

**10. Date of next meeting**

The date of the next meeting is 29<sup>th</sup> January 2018.

The meeting closed at 21:05.

T Locke	To review Equality Policy and objectives and present to the FGB in December
Personnel Committee	To bring suggested amendments to the Personnel Committee ToRs to the FGB meeting in December
Head	To discuss possible well-being plans and objectives with the Chair of Governors
E Barrett and T Locke	To arrange governor visit to look at the developing role of the middle leaders