

**Seaford Primary School
Minutes of the Personnel Committee
Thursday 31 January 2008 at 8.30 a.m.**

Present: Julia White (Chair), Malcolm Anderson, Leica Barnard, Jon Reynard (Head), James Trollope, Elizabeth Morgan-Jones (Clerk).

1. Welcome – Jo Tucker would be joining this committee: governors were aware that this committee had a large proportion of parent governors, but agreed that until new members joined the governing body it was best to leave things as they were.

2. Apologies for absence were received and approved from Liz Treglown and Jo Tucker.

3. Minutes of the last meeting held on 22.11.07 had been previously circulated and were approved and signed.

4. Matters arising

4a. Re 4a. Governor attendance at staff meetings

The long term agenda had still to be finalised: the Head would then circulate to governors. The short term was: -

Tues 05 Feb – Inclusion - screening tool

Tues 12 Feb - Moderation of maths work.

Tues 19 Feb – holiday

Tues 26 Feb – SEAIT meetings

Tues 04 Mar – School Improvement through new frameworks.
(A good one for governors).

4b. 1 Re 4b. Staff absence

The occasions when staff attended appointments had reduced dramatically since the Head had raised his concerns.

4b.2 Re 4b. Coding Issues and self-certification

The Head would be delegating this enquiry. The committee Chair hoped this would be available by the next committee meeting.

4c. Re 4c. Proposed new lunchtime arrangements – this had still to be trialled. There had been a recent issue with the behaviour of some of the Year 2 boys: subsequently Year 6 children had been paired up with Key Stage 1 children which spread everyone out in the hall. In the main it had worked well.

The matter was to be raised with the School Council.

4d. Re 4d. Video conferencing

£6,000 will be transferred from unused areas of the budget to fund this project and procurement had been delegated to Jo Armstrong.

4e. Re 5bi.3 Pupil transfers

4e.1 The child with special needs (requiring full time adult support) would be transferring to this school. The Chair of Governors had been consulted about the situation. SPS would be liaising with the previous school and arranging an induction programme.

4e.2 The child currently received funding which paid for adult support for half of every day. It was hoped that full time funding could be arranged but this was not finalised.

4e.3 Ideally the Head would like to employ two Individual Needs Assistants to job share what would be a demanding post unless the child was regraded to allow for full time support as required by its needs.

4f. Re 4f.2 Website

4f.1 The appropriate SEAIT group was now dealing with this problem and the former IT Co-ordinator had joined this group to help the situation.

4f.2 There was a new system in place for staff to upload curriculum related items.

4f.3 The Head gave his assurance that this would continue once Jo Armstrong was on maternity leave.

4g. Re 4e. Parent Information Point

This had met with limited success. Leica had been on duty and received one 'customer' when the Ofsted inspectors were here: however, she was getting enquiries at other times. Leica would review the situation: she was also considering putting the information on the website.

5. Staffing

5a.1 Year 5 Teacher – The class had settled very well with the cover teacher.

5a.2 Year 2 Teacher – Had had to take sick leave related to her pregnancy and was currently absent. The teacher due to cover the class had been able to come in: this did involve supply costs but the arranged introductory days would no longer be required and she was free to continue from now on if necessary.

5a.3 There was stringent legislation over sick leave related to maternity leave so the dates of when maternity leave could begin and end would be governed by this. Jo was very much hoping to delay her maternity leave for as long as possible.

5b. Year 1 Teaching Assistant – Had got off to an excellent start.

6. Performance Management – policy review

6.1 The Deputy Head had started the review which had to take into consideration the new regulations as from September 07.

6.2 It was now a matter of urgency and it was hoped the task would be completed by the end of this term.

6.3 Headteacher's Performance Management Review and Pay Committee

Following the resignation of the Vice Chair of Governors it was agreed to recommend to the Governing Body to leave the membership of the Review and Pay Committee as it was and for the Headteacher's Pay Appeal Committee to consist of James Trollope and two other governors.

7. SSSR (School Staffing Structure Review)

7.1 The Head had now ascertained that this should be an annual review.

7.2 He reported that he had only to make minor adjustments which would take account of increased costings, changed job descriptions and support staff movement since the original review in 2005.

7.3 The Head confirmed the differentials that needed to be maintained between the various members of staff (Teacher/TLR/Assistant Head/Deputy Head/Head).

7.4 The Head would be drafting this with the Leadership Team and then consulting with staff.

8. Pay Policy – review

8.1 The Head had completed the first draft: it included the new sections as required by the County guidelines.

8.2 The Head would send a paper copy to the Committee Chair only.

9. Staff absences

9.1 There were no long term issues for teachers.

9.2 Mid Day Supervisory Assistant – had just been signed off for a further two months following surgery. As she was on a temporary contract renewable every two terms the Headteacher would be able to review the situation and consult with the member of staff.

9.3 Governors noted there were no cost implications as the position was not being covered.

10. Staff Meeting agenda – the Head to circulate.

11. Information on students in school

There were currently two students from Brighton University on day visits. One in Year 5 and one in Year 6. This was in preparation for their six weeks teaching practice for their BA in Primary Education starting soon.

12. Employee wellbeing

12.1 Stress Management – overview

12.2 The policy that had been received from County was still under consultation.

12.3 The school would be working through the implications and assessing each position and whether or not control measures needed to be put in place once the policy had been finalised by county and been put forward for implementation. It was felt all issues relating to stress management should be monitored and controlled by the existing line managers (with the Chair of Governors being the line manager for the Headteacher.)

12.4 The SMT needed to be aware of the issues raised so that they in turn would be able to provide support.

12.5 Julia and the Head felt it was important for governors to be involved with the process to be in line with the policy.

12.6 After discussion on how best to achieve this it was thought that this should be an item for the Personnel Committee who should listen (rather than be part of the process) to the individual cases, monitor the outcomes and make the full Governing Body aware of any trends (e.g. increased sickness levels, changes to morale).

12.7 Vulnerable Staff - Recorded as a Confidential Minute.

13. Any other business

13a. Training

Three of the committee were booked on courses: James, Julia and Leica. Jo (and possibly Andy) was down for the Induction course.

13a.2 Looking at the past two year's records Julia felt that governors were not making use of what was on offer and how could this subject be promoted.

13a.3 One governor felt it would be more useful to have a trainer invited to attend a committee meeting. The Head felt that this could certainly work for financial issues.

13a.4 Julia suggested that at the next GB meeting governors should look at areas where they needed training and what courses were available.

13a.5 It was also suggested that courses with availability notified to the Clerk would be put forward to the FGB members with a view to encouraging an uptake of such places.

14. Date of next meeting

Tuesday 11 March 2008 at 6.00 p.m.

The meeting closed at 10. 00 a.m.

Action

The Head to circulate governors with the staff meeting agendas.