

Round Hill Primary School

Minutes of Pupils and Personnel Committee meeting held on 7th July 2011

Present:

Leslie Eddison (LE), Jane Marshall - Chair (JM), Andy Beardsley (AB), Rob Perkins (RP), Richard Jones (RJ) Dave Mitchell, Graham Harvey – Vice Chair (GH), Lihua Sun(LS), Olwen Kershaw(OK) Brian Taylor(BT)

Minutes taken by I Greenhalgh (IG)

1. Apologies Stefanie Sullivan (SS), Rachel Emmett (RE), Hilary Craik (HC)
Adrian Nash (AN)

2. Minutes of last meeting held on 15 February 2011.

Accuracy - agreed.

Matters arising:-

Action	Progress
Item 5 Staffing Issues.	N Lee is going back into a class in September for half a day a week.
Item 8. School trips/visits	Decision Planner has re-allocated this item to CSD Action AN / SS to note for CSD agendas
Item 10. AOB Vegetarian Meals	RP reported that the overall numbers of meals has remained static since the re-designing of the seating arrangements.
Pathway to Provision (P to P)	SS has undertaken the Safer Recruitment training
Insurance for cooking at school	RP reported that during the school day a member of staff is always present for any cooking sessions. After school – cooking club this is no longer going ahead
Staffing Issues	A Deputy Head has been appointed from September.
Business Manager (BM)	To discuss later in the meeting
Job Evaluation	An update was given from RP. One member of staff is appealing against the job evaluation decision. Teaching Assistants did not have their pay reduced – (some have gone up) Office staff have lost out financially and I Greenhalgh reported that the morale in the office was low in regard to this.

3. Matters arising from the full Governors Meeting

a. Physical Intervention Policy

This Policy has been taken off Wired and minor amendments have been made. There will be half day Inset training on MAPPA in the next academic year.

It was noted that the end of the policy states that RJ is the link Governor. It comes under Safeguarding and therefore is BT

ACTION RP to amend & then to take the policy for approval at Autumn Term FGB.

b. Equality Act 2010

DM attended a 'hot topic' briefing on this subject to get up to speed with the implications of the Act.

We are waiting for a generic template to move forward on this for the deadline of April 2012.

ACTION JM/DM/AN to meet to progress this

4. STAFFING ISSUES

As well as the Deputy Head appointment, two new members of staff have been appointed for KS2 in September (1 NQT and one just completed their NQT year). The Deputy Head will be their mentor.

A table was requested by Governors for September showing classes and staff. It was agreed that it was important to see who on the staff is teaching where and what support they have.

ACTION RP

A question was asked as to which staff had 12 month contracts-
RP replied - CH, DM, GB, plus 2 new staff SN, AH

RP reported that all NQTs were expected to have successfully met the standard required, subject to confirmation.

TURNOVER OF STAFF

A copy of a number of letters of resignation were produced and reviewed by Governors.

Teachers leaving :-

ANNA ANNISON- early retirement.

Anna's letter mentions a previous letter to FGB, following the Ofsted inspection. It was requested that it is produced for the next meeting

Action AN to circulate AA's post-Ofsted letter.

Governors noted the Forest School expertise that Anna offered and it was hoped that this work will be able to continue unaffected into 2011/12 and beyond.

Action AN to feedback to P&P on the progression of the Forest School agenda.

COLIN HAMMOND

RP reported that Colin, having previously reduced his hours from 5 days to 2.5 days, has now decided to take early retirement.

ADELE WINFIELD

Adele has accepted a teaching post in Madrid.

SARAH GARDNER

Partner is moving to Manchester – and therefore she is re-locating

ZOE FLETCHER

Going on a 12 month Secondment as a Deputy Head Teacher.

It was mentioned that Zoe was an ICT leader – and that S Yates was taking over ICT.

A question was asked if the ICT Mark would be re – credited

ACTION AN

JADE NEEDHAM – Teaching Assistant

Had a 1 year part time contract and she is leaving to take up a full time permanent post.

Questions were asked on the turnover of staff this term and concerns were raised regarding the changes to staffing:

- Is this turnover typical in similar schools?
- What about the experience of staff that are leaving? How is this replaced?
- Can we benchmark our school's turnover with others of similar size?

ACTION AN to report back to next P&P on these issues.

It was proposed and agreed to conduct Exit Interviews as a standard practice in the future and to include the current leavers before the end of the summer term. It was also agreed to do an Exit Interview when Governors leave the FGB.

Action JM to co-ordinate with BT and possibly RJ.

It was agreed that a well conducted exit interview could bring out any evidence / reasons for staff leaving and also offer advice for future improvements.

It was agreed to read out all letters of resignation at P&P meetings

And

That the staff questionnaire (from Ofsted) is to be sent out to staff in the Autumn.

Action AN

A request was made to invite the Governors to the leaving assembly at the end of term.

Action AN to send invitation to Governing Body members.

Chairs and Head Teacher meetings

After discussion, it was agreed that agendas and minutes from these meetings should be circulated to all Governors.

Action AN/RJ to progress this asap.

5. Investors In People(IIP)

AN was currently investigating the IIP Mark. Was it worth doing, what were the costings?

Had the date expired ?

Was the logo still on the school's letterhead?

Action AN

6. Link Governors

Before the Autumn Term Full Governing Body Meeting, it needs to be determined which Governors are linking to which policy.

SEN , Child Protection and anti-Bullying – BT

Looked After Children (LAC) – JM

JM reported that NL (SENCO) had held a coffee morning for all parents of of LAC children.

7. Parents Issues.

Parents Questionnaire is to be sent out to year 6 parents before they leave.

Action RP

Parents of children in Years R– 5 - will have their Questionnaire sent out in the autumn term.

Action AN

Swimming

Concerns were raised as to why the swimming bus did not turn up yesterday.

It was agreed that a letter be sent out to parents explaining the reason for this. Also to take the issue up with the County Council, via a formal letter of complaint in the first instance.

Action AN

Hathersage (next academic year)

A letter had gone out to parents asking for interest/feedback to the potential idea about the trip going ahead in December. Although this would be a good experience, the concern was why the trip did not get booked in good time to go in the summer as usual.

RP said it was possible to go elsewhere in the summer.

Action AN to progress and report to C&SD next term.

8. Training.

Staff training has been reported in the Head Teacher report to governors.

It was also reported that all the mid-day supervisors had received 1st Aid Training
2 staff member had attended Fronter Training

Action AN to circulate a list of each term's training activities (attended and/or planned) prior to each future P&P.

9. Confidentiality.

Details of the letters of resignation are confidential.

10. Date / time of next meeting

Thursday 13th October 6.00pm

It was agreed to alternate times and days to ensure maximum attendance

Nb (Add to next agenda - change day of meeting)

Business Manager Discussion.

It was agreed not to make a final decision on this but to review the options over the coming school year. Governors wanted to review the impact the Deputy Head would have on workload for the Head and office staff.

ACTION JM – to add to the agenda for future P&P meetings.