

# Round Hill Primary School

## Minutes of Pupils and Personnel Committee meeting held on 13 October 2011

### Present:

Lesley Eddison (LE), Jane Marshall - Chair (JM), Andy Beardsley (AB), Richard Jones (RJ) Dave Mitchell (DM), Graham Harvey (GH) – Vice Chair (GH), Olwen Kershaw (OK) Brian Taylor (BT) Adrian Nash (AN), Jill Munro (JMu)

**In attendance** I Greenhalgh (IG) (Clerk to the Committee)

### P&P/01/11 Apologies for Absence

Apologies were received from: Lihua Sun(LS), Rob Perkins (RP), Jo Hewitt (JH) (not a member of governing body), Stefanie Sullivan (SS)

A welcome was made to Jill Munro who is the new staff governor.

### P&P/02/11 Declaration of Interest

None declared

### P&P/03/11 Minutes of last meeting held on 7 July 2011

The minutes were agreed for accuracy –

Matters arising:-

Action	Progress
Item 8 (c/f from prev minutes) School trips/visits	Decision Planner has re-allocated this item to CSD
Item 10 (c/f from prev minutes) Vegetarian Meals	DM said he wished to make a governor visit at lunchtime to see the progress made in the dining room. AN welcomed this and explained that he needed to email school and book a suitable time. DM also asked if he could view the accident book. AN provided the book for DM to look at.
Business Manager (BM)	To review later in the Spring when DHT (Jo Hewitt) has settled into her role.
Job Evaluation (c/f from prev minutes)	One member of staff is appealing against the job evaluation decision.
Item 3 a. Physical Intervention Policy	Approved at FGB meeting 27.9.11.
Item 3 b. Equality Act 2010	JM/DM/AN to meet to progress this. <b>JM to set up a Doodle.</b>
Item 4 Staffing Issues	<b>Table of staff/classes</b> was presented by AN. AN to refine table and email to committee. <b>Mentoring for NQT</b> has commenced. <b>Letter from ex staff member</b> (A Annison) was circulated. <b>Exit Surveys</b>

	<p>Papers were circulated. BT gave a summary of the survey. A discussion was held and 3 recommendations were made in the report (confidential items)</p> <p>BT and JM were thanked for all their hard work and time in doing the survey. (Thanks were also given to the staff who had left and completed the survey)</p> <p><b>Staff questionnaire (This was the survey used for Ofsted)</b></p> <p>AN had sent this out, collated the results (with RJ) and reported results to staff. A discussion was held about both surveys and it was agreed to :-</p> <ol style="list-style-type: none"> <li>1. SLT are asked to look at the results and provide their feedback along with suggestions of what they can do, recognise any themes that need to be addressed and how. SLT could consider: <ul style="list-style-type: none"> <li>• Governor photos to be put in entrance hall,</li> <li>• Have a 'governor table' at shows and concerts</li> <li>• Improving staff/governor interactions</li> </ul> </li> <li>2. Refine the Exit and Staff Questionnaire so that we build in safeguards to protect against potentially malicious allegations and to ensure questionnaires offer comparability where appropriate.</li> <li>3. Continue to interview all staff leavers.</li> </ol>
Item 4 Forest School	<p>AN reported that staff member E Markham has taken this over and the Wild Life Area. It was reported that we are a Bronze Eco School and that we were hoping to progress to a Silver. We are linked with Edwalton Primary School. AN explained that 'The Forest School' status is not linked to the school, the award stays with the person who did it and therefore we are going for the Silver Eco Award.</p>
Item 4 ICT Mark	<p>Time has now elapsed to re-apply to do this award, but it was felt other priorities exist currently, including: - Healthy Schools, Eco, ECaR.</p> <p>We may have to negotiate the ICT Mark for the following year.</p>
Item 4 Benchmark School staff turnover	<p>AN to report back at next committee meeting</p>
Item 5 Investors In People(IIP)	<p>This award has expired. To re-do would be around £1,000. The logo was not on the school's letterhead.</p> <p>AN reported that an alternative was CPLD Mark. This ties in with what Ofsted requires and would also cost around £1,000. We need to show our investment in Middle Leadership. A discussion was held on any benefits and what other schools were doing and our own CPD within school.</p> <p>It was agreed not to pursue an award at this present time but to continue to build our evidence about how we are developing all staff.</p>
Item7 Parents Issues.	<p><b>Parents Questionnaire to yr 6</b></p> <p>This was sent out in the summer term. The results will be collated with the results of yr R – 5 which will be completed at upcoming Consultation Evenings. Results will be discussed at C&amp;SD Committee and published, in summary form, to parents.</p>

	<b>Swimming</b> A letter of complaint was sent to County Hall. AN to check for the reply and report back to this committee <b>Year 6 Trip</b> It was confirmed that another place had been booked for the summer
Item 8 Training	Discussed Later in the meeting

## Resolved

- DM to send an email to AN to set up a lunchtime visit
- AN / SS to note Decision Planner has re-allocated to CSD agenda
- JM to arrange meeting for Equality Act
- AN to refine staff/class table and email to committee
- AN to invite Governors to Consultation Evenings
- AN to report on School staff turnover
- AN to review IIP for next year
- AN to send Results of Parental questionnaire out after Consultation Afternoon
- AN to seek reply for Swimming complaint.
- SLT to report back on staff questionnaires and exit survey.
- P&P committee to refine staff questionnaire and exit survey for next time
- Governors continue to interview all staff leavers.
- SS to note agenda item on parents survey for autumn C&SD

## P&P/04/11 Appointment of Chair and Vice Chair

JM was nominated as Chair for 1 year. She was proposed by LE and seconded by AN  
GH was proposed by LE and seconded by DM

## It was Resolved

**To accept the new posts of Chair (JM) and vice Chair (GH)**

## P&P/05/11 Matters Arising From Full Governing Body meeting

### School Prospectus

AN reported that the Prospectus had been revised recently and it was proposed that we change dates etc and use again

## It was Resolved

**That we re-use the current prospectus with updated dates Action AN**

### Equalities Act

It was proposed to look at the model policy and bring back to the next meeting

## It was Resolved

**That we look at the model policy and bring back to the next meeting.  
Action JM/DM/AN**

## Complaints Procedure

## It was Resolved

**That the Complaints Procedure be reviewed at the next Full Governing Body Meeting. Action AN and OK**

**Safeguarding children in education governor's compliance checklist.**

AN read out the Policy

**It was Resolved**

**That AN, RJ and BT work with the school SENCo (Nancy Lee) on this document.**

**Action AN, RJ, BT, NL**

#### **P&P/06/11 Homework Policy**

**It was Resolved**

**To approve the changes and the Homework Policy**

#### **P&P/07/11 Decision Planner/ Link Governors roles for P&P**

Governor Link roles

It was determined which Governors are linked to which policy.

- SEN, Child Protection and anti-Bullying – BT
- Looked After Children (LAC) – JM
- School Council - DM

**It was Resolved**

**To approve the governor link roles**

Decision Planner

This had been sent to all Chairs of committees

**It was resolved**

To send out to all Governors with a comments by date, and if no comments Decision Planner to be agreed

**Action AN**

#### **P&P/08/11 Performance Management**

This item was deemed confidential

#### **P&P/09/11 Parent Issues**

A discussion took place about faith items appearing in Newsletter 3.

AN explained that he had amended the Newsletter to have a Community News Section.

**It was Resolved**

To put items such as these in the Community News Section.

**Action AN**

#### **P&P/10/11 Training**

AN presented a list of Teaching Assistant training.

AN reported that Jo Hewitt will formulate a data base of skills that staff have and cross reference and build in succession planning.

**Action AN to inform Jo Hewitt**

School closure on 19<sup>th</sup> and 20<sup>th</sup> December 2011.

It was noted that school has disaggregated the above training days. Staff are required to attend training which has been set up within the family of schools. This was discussed at the Parent Forum. AN had explained this in a newsletter, but agreed to clarify.

It was agreed to invite link governors to any relevant training in school.

**It was Resolved to**

- Add item in Newsletter regarding disaggregated training. **Action AN**
- Invite link governors to any relevant training in school. **Action AN**

**P&P/11/11 Confidentiality**

**It was Resolved**

To make the following items confidential

- **P&P/08/11 Performance Management**
- **The content of the Letter from ex staff member** (A Annison)
- **The content of the Exit Surveys papers/work**

**P&P/11/12 Date / time of next meeting**

Tuesday 21<sup>st</sup> February 2012 **5.30pm**