

Round Hill Primary School

Minutes of Pupils and Personnel Committee meeting held on 21st February 2012

Present:

Lesley Eddison (LE), Jane Marshall - Chair (JM), Dave Mitchell (DM), Graham Harvey – Vice Chair (GH), Brian Taylor (BT) Adrian Nash (AN), Jill Munro (JMu) Lihua Sun(LS), Rob Perkins (RP), Jo Hewitt (JH) (not a member of governing body), Stefanie Sullivan (SS) Sam Clements (SC)

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

P&P/01/12 Apologies for Absence

Olwen Kershaw (OK) Richard Jones (RJ) Andy Beardsley (AB)

P&P/02/12 Declaration of Interest

None declared

P&P/03/12 Minutes of last meeting held on 13 Oct 2011

The minutes were agreed for accuracy –

Matters Arising from P&P:-

	Actions	Comments	Progress Update
P&P/03/11 P&P/05/11	JM to arrange meeting with AN and DM about the Equality Act		In progress
P&P/03/11	AN to refine a Table of staff/classes and email to committee.	AN produced a grid of staff and classes which will be emailed to all governors	In progress
P&P/03/11	DM to send an email to AN to set up a lunchtime visit		In progress
P&P/03/11	AN/SS to note Decision Planner has re-allocated to CSD agenda		Completed
P&P/03/11	AN to invite Governors to Consultation Evenings		Completed
P&P/03/11	AN to report on School staff turnover	AN gave out a list of School staff turnover. This was discussed - ACTION – AN Academic year on year comparison in % to be brought to the next meeting	In progress
P&P/03/11	AN to review IIP for next year	Move to Autumn Term Agenda	In progress
P&P/03/11	AN to send Results of Parental questionnaire out after Consultation Afternoon	Results have been posted on the school website. The written comments from the parents to go on soon.	Completed
P&P/03/11	AN to seek reply for Swimming complaint.	No record of the complaint letter has	In progress

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		been found. ACTION - AN to contact Colin Hammond	
P&P/03/11	SLT to report back on Staff Questionnaires and Exit Survey.	AN explained that SLT had looked at Staff Questionnaire and Exit Surveys. He read out a list of actions that the SLT had taken. It was agreed that the SLT should be asked if staff need to know anything further. ACTION - AN	In progress
P&P/03/11	P&P committee to refine staff questionnaire and exit survey for next time	ACTION - Member of SLT to be on the committee to refine survey. ACTION SLT to help formulate the exit survey	In progress
P&P/03/11	SS to note agenda item on parents survey for autumn C&SD		Completed
P&P/05/11	AN to update the school prospectus		Completed
P&P/05/11	AN & OK to review the Complaints Procedure be and discuss at the next FGB Meeting.		In progress
P&P/05/11	BT to arrange to see NL (Nancy Lee) on the Safeguarding children in education governor's compliance checklist. RJ to sign off.	Waiting for other reports and AN will send these out in another email in the next day or so. ACTION - AN	Completed
P&P/07/11	AN to send out to the Decision Planner to all Governors with a comments by date.		Completed
P&P/09/11	AN To put community items in the Community News Section.		Completed
P&P/10/11	AN & JH (Jo Hewitt) To compile a list of all staff and their competences		In progress
P&P/10/11	Add item in Newsletter regarding disaggregated training. AN		Completed
P&P/10/11	Invite link governors to any relevant training in school AN		Completed

Matters Arising from Full Governing Body

GB/35/11	The Equality Act 2010		In progress
GB/03/12	Appointment of Community Governor	ACTION AN, JM and LS to meet on 1 st March to discuss the appointment of 2 Community Governors (Rachel Emmett and Rob Tait who has informed AN that he wishes to stand down at the end of	In progress

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		his term)	
GB/10/12	Reports from the Corporate Director. Targeted Support Service – identification and referral by schools.		In progress See item 6
GB/05/12	Proposed Staffing Reductions		In progress See item 7

P&P/04/12 Performance Management (PM) Update

Confidential Item.

Staff left while this item was discussed.

P&P/05/12 Reports from the Corporate Director

Targeted Support Service

AN informed Governors that and he and NL were keeping up to date with current practice.

SEND Green Paper Pathfinder “The One Project”

Governors noted the contents of this report and **ACTION** – BT to speak to NL

AN reported that school does not currently have any children involved in the pathfinder project.

AN agreed to give information out to Governors as and when it is needed for anyone entering the Pathfinder Project.

P&P/06/12 Proposed Staffing Reductions Update

(GB/05/12) Confidential item.

P&P/07/12 P&P Decision Planning

AN presented an extract from the Decision Planner which contained the remits of the P&P committee

ACTION

AN and **JM** to meet and to ensure all items are on the agenda for future meetings

P&P/08/12 Pupil Behaviour

AN reported on a recent issue of pupil behaviour. He explained that two parents had been involved in an altercation, outside of the school premises, which resulted in the police being involved. He explained that he had spoken to the Police Liaison Officer regarding the matter. He explained what school was doing to support all of the children and the families involved. AN had arranged a joint meeting with the parents involved with a view to moving drawing the recent incident to a close.

AN also explained that by working closely with another school, staff have been proactive in looking for ways in which to support children displaying poor behaviour.

JMu- reported that she and E.Markham are on a middle leader’s course and are choosing to look at how school can further develop its positive approach to behaviour. It is hoped this will help refine a consistent structured approach to behaviour at Round Hill.

BT reported that he had been into school to investigate concerns that a member of staff had been ‘screeching at children’. His confidential report would be sent out to all governors on Wednesday 22nd Feb. The report concluded that there was no strength in the allegations.

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ACTIONS

AN/BT to send out the confidential report following the complaint.

JM to add an agenda item to the next P&P meeting to clarify who deals with complaints.

P&P/09/12 Determination of confidentiality of business

Items P&P/04/12 and P&P/06/12 were deemed confidential

P&P/10/12 Dates of Future Meetings

Tuesday 12th June 2012 **6.00pm**

ACTIONS (From above)

	Actions	Date of completion	Progress Update
P&P/03/11 P&P/05/11	JM to arrange meeting with AN and DM about the Equality Act	Tues 5 th Jun 2012	In progress
P&P/03/11	AN to refine a Table of staff/classes and email to committee.	Wed 22 nd Feb 2012	Completed
P&P/03/11	DM to send an email to AN to set up a lunchtime visit	Tues 5 th Jun 2012	In progress
P&P/03/11	AN to report on School staff turnover	Tues 5 th Jun 2012	In progress
P&P/03/11	AN to review IIP for next year	Move to Autumn Term Agenda	In progress
P&P/03/11	AN to seek reply for Swimming complaint.	Tues 5 th Jun 2012	In progress
P&P/03/11	SLT to report back on staff questionnaires and exit survey.	Tues 5 th Jun 2012	In progress
P&P/03/11	P&P committee to liaise with SLT to refine staff questionnaire and exit survey for next time.	Tues 5 th Jun 2012	In progress
P&P/05/11	AN & OK to review the Complaints Procedure be and discuss at the next FGB Meeting.	Tue 22 nd May 2012	In progress
P&P/05/12	Green Paper Pathfinder "The One Project" BT to speak to NL about it	Tues 5 th Jun 2012	
P&P/10/11	AN & JH (Jo Hewitt) To compile a list of all staff and their competences	Tue 22 nd May 2012	In progress
P&P/07/12	AN and JM to meet and to ensure all items are on the agenda for future meetings	Tues 22 nd May 2012	
P&P/08/12	AN/BT to send out the confidential report following the complaint.	Wed 22 nd Feb 2012	Completed
P&P/08/12	JM to add an agenda item to the next P&P meeting to clarify who deals with complaints	Tues 5 th Jun 2012	