

Round Hill Primary School

Minutes of Pupils and Personnel Committee meeting held on 16 October 2012

Present:

Rob Perkins (RP), A Nash (AN), Joy Miller (JM), Andy Beardsley (AB), Lihua Sun (LS), Brian Taylor (BT), Lesley Eddison (LE), Rachel Tunny (RT), Sam Clements (SC), Graham Harvey (GH) – Vice Chair, Jane Marshall – Chair (JM), Dave Mitchell (DM), Jill Munro (JMu)

In attendance: S Smith (Clerk to the Committee) Jo Hewitt (JH)

P&P/17/12 Apologies for Absence

Olwen Kershaw (OK), Richard Jones (RJ), Stefanie Sullivan (SS)

P&P/18/12 Declaration of Interest

None declared

P&P/19/12 Minutes of last meeting held on 12 June 2012

The minutes were agreed for accuracy.

Appointment of chair and vice-chair

JM and GH agreed to stand for one more year, but would like to stand down after this time. This was

agreed

unanimously.

Matters Arising from P&P:

	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		In progress
P&P/03/11	AN to refine a Table of staff/classes and email to committee. P&P to review again at next meeting	P&P spring meeting	Ongoing
P&P/03/11	DM to send an email to AN to set up a lunchtime visit	ACTION DM Date to be set within 4 weeks or removed from agenda	In progress
P&P/03/11	AN to report on School staff turnover Analysis shared with committee. Is this high in relation to industry average?		Completed
P&P/03/11	JM AND BT to action contacting staff and governor leavers. See discussion under P&P/25/12		Completed

Pupils and Personnel Meeting 16 October at 5.30pm

P&P/10/11	AN & JH (Jo Hewitt) To compile a list of all staff and their competencies See item P&P/26/12		In progress
P&P/08/12	CONFIDENTIAL ITEM		Completed
P&P/08/12	If parents have complaints, governors need to guide them to follow the right channels and procedures. Complaints Procedure has gone to Full Governors	All governors	In progress
P&P/20/12	New Appraisal Policy After discussion the policy was agreed by the committee. RJ to take the quality assurance role. SC to become Performance Management governor – training needs to be discussed		Completed
P&P/21/12	Staffing update New SENCO appointed last week – 2 ½ days a week. Family SENCO role to be discussed with family heads. Two staff are off long term. Both have been referred to Occupational Health.		Completed
P&P/22/12	Pay Policy The Pay Policy was agreed by the committee		Completed
P&P/23/12	Decision Planner DM agreed to see kitchen staff to discuss nutrition levels.	DM to arrange date alongside item P&P/03/11	In progress
P&P/24/12	Equality act JM, AN, DM to meet to look at sample policy and take to next P&P	JM, AN, DM 26 February 2013	In progress
P&P/25/12	Exit interviews These had been offered to governors leaving, but had not been taken up. JM had conducted exit interviews with two staff leaving, a second governor had not been available. After long discussion it was decided not	JM send reminder e-mail to governors who have left JM, AN, RJ to meet asap to discuss <ul style="list-style-type: none"> • exit interviews • policy for interviews 	In progress

Pupils and Personnel Meeting 16 October at 5.30pm

	<p>to share these with the committee until they had been seen by AN and RJ. JM was not in agreement with this decision.</p> <p>Exit interviews of staff leaving in July to be brought in line with the annual staff survey if possible.</p>	<p>– timing, confidentiality, sharing with P&P and AN</p> <p>Spring P&P to see comments from the two interviews conducted</p>	
P&P/26/12	<p>Staff competencies matrices</p> <p>JH keeping file of training. JH described training and forums and their success.</p>		In progress
P&P/27/12	<p>Confidentiality of business</p> <p>Item P&P/28/12 was deemed confidential</p>		

P&P/16/12

Dates of Next Meeting

Tuesday, 26 February, 2012

The meeting closed at 7.10pm

CONFIDENTIAL ITEM

Pupils and Personnel Meeting 16 October June 2012 at 5.30pm

P&P/28/12	<p>Performance management All staff left for this item. The headteacher's performance management had been completed. Two objectives had clearly been met. One had not been met due to opportunities to do so not being available, despite efforts to seek them.</p> <p>It was therefore agreed to</p> <p>accept</p> <p>the recommendation of the Performance management governors and adviser and award AN one point on the pay scale, subject to this being within the school's ISR.</p>		Completed
----------------------	---	--	------------------