

# MINUTES OF MEETING



**Nottinghamshire  
County Council**

**School:** Round Hill Primary School  
**Meeting title:** Meeting of the Pupils & Personnel Committee  
**Date and time:** Wednesday, 16 October, 2013 at 5.30pm  
**Location:** At the school

## **Membership**

'A' denotes absence

Ms J Marshall (chair)  
Dr S Clements  
Mr G Harvey (vice-chair)  
A Mr R Jones  
A Miss O Kershaw  
Mrs J Miller  
Ms J Munro  
Mrs L Sun  
A Mrs S Sullivan  
Mr B Taylor  
Mrs H Williams  
Ms S Yates  
Mr A Nash (headteacher)

**In attendance** Mrs M Campbell (minuting secretary)

## **Action**

### **P&P/18/13 Welcome, introductions and apologies for absence**

Governors were welcomed to the meeting and apologies were received from Mr R Jones, Miss O Kershaw and Mrs S Sullivan.

### **P&P/19/13 Declaration of interest**

There were no declarations of interest for items of business on the agenda.

### **P&P/20/13 Minutes of the last meeting**

The minutes of the last meeting held on Tuesday, 11 June, 2013 were confirmed as an accurate record with one correction. On page 4, it should read that Ms Marshall would contact Liam Conway.

### **P&P/21/13 Matters arising**

#### **Matters arising from P&P**

*4a) Update the staff and classes table*

This action point had now been completed.

#### *4b) Equalities policy*

The chair stated that there had been no comments received about the equalities policy and therefore it was as it stood at the full governing body meeting. The governors

#### **resolved**

to adopt the policy.

#### **Matters arising from full governing body**

#### *4c) New pay progression policy*

The chair had met with a working party comprising herself, Mr Harvey and Mrs Williams to look at the policy and a series of questions had been sent to the headteacher for consideration. The headteacher made the meeting aware that the policy was not approved by all the unions.

Having now spoken with staff, particularly about the new issue of exemplification of standards, and consulted with governors, the headteacher proposed that the governors should adopt the policy without any amendments. He had reassured staff that there was a degree of flexibility within the guidelines as to how this was approached in the first year.

The following issues were discussed:

*How have staff responded to the policy and what difference will it make to staff and pay progress?*

There would be little change but the headteacher would need to come to governors with recommendations for members of staff to go up to the next pay point. Staff wanted reassurance that once the headteacher had given that recommendation, the decision would not be based on the school's budget. Reassurance was given that, as with the current system, payments would be made and this would simply mean the balance of the budget was then available for school to spend.

Mrs Williams queried if there would be any significant difference in terms of mapping people from where they were now to the new bands. The headteacher confirmed that no one would go down the scale.

*Will staff all move to the bottom of the band?*

The headteacher confirmed that staff would not move down to the bottom.

#### *Recruitment*

The headteacher stated that the governors would have flexibility to decide on the appropriate place on the scale for new staff. This would be decided by the F&GP Committee.

*Is the policy national or for Nottinghamshire?*

The headteacher stated that if the school had bought into the HR package from the Nottinghamshire County Council, it would be covered by the indemnity should there be any mistakes made.

As the pay policy and appraisal policy dovetail together, discussions continued taking them both into account.

The headteacher confirmed that all staff had up to date job descriptions, including team leaders and all teachers at the school were qualified.

Mrs Miller queried whether the policy was applicable to all members of staff including non-teaching staff. The headteacher confirmed that non-teaching staff did have the same appraisal policy but it did state that there was no performance related pay for support staff. He knew there was work to be done with support staff to promote the positive aspects of appraisal and he acknowledged that there was more to be done to ensure we have a system which works.

Dr Clements asked if the school employed TAs on different levels. The headteacher confirmed that TAs ranged from Grade 1 to 5 and they all had job descriptions to which they were held accountable but did not have formal appraisal.

The chair suggested that Lesley Eddison be invited to a meeting to discuss what barriers there may be and to promote the advantages of appraisal.

There were five TLRs in school, one had SENCO responsibilities and the other four were team leaders. TLR was an extra payment given to staff with additional responsibilities on top of their normal salary.

The chair stated that governors could be reassured that the pay policy had been discussed with the right group of people and there had been ample opportunity to ask questions. However, before approving the pay policy, item 5b on the agenda re the appraisal policy needed to be discussed in more detail.

#### *Appraisal policy*

The headteacher reported that the 2013 appraisal policy had had only minor tweaks to the policy approved in 2012. It was noted that this policy had been approved by the unions. It was suggested that governors should approve the new policy and be able to show how this would be linked to the pay policy.

Dr Clements queried how the policy would be implemented in terms of pupils needing to achieve certain results. The headteacher gave assurance that teachers' priority would always be to keep the children happy and safe and the school would always work towards getting standards and progress as high as possible. However, in terms of what teachers would be judged on, there would be a degree of understanding of the class/cohort when looking at achievement.

Mr Taylor asked if there might be an issue with the appraiser and the appraisee being able to agree on appraisal objectives. The headteacher responded that he would need to take HR advice but did not feel that situation would arise in the school. Mr Harvey suggested that the two-way conversation of an appraisal should mean objectives could be mutually agreed.

Mrs Williams asked how the headteacher could give reassurance about appraisal quality assurance. The headteacher said this would be an evolving situation but the school would have a member of staff trained in appraisal and he would also involve team leaders in the process.

Ms Yates asked if appraisal objectives were only agreed between the appraiser and appraisee and not the whole school as the wording would need to be changed in the policy to reflect that. The headteacher responded that there would be whole school targets linked to the school improvement plan which would go into appraisals but he would not wish to change wording in the policy.

Mrs Miller asked about the mechanism of appraisal and how governors would know that the school had the right procedures in place and that the policy was being implemented. The headteacher intended to engage an outside person from the County Council to do a quality assurance about the school's appraisal policy so that it could be compared and contrasted with other schools for good practice. Strengths and weaknesses would be highlighted and this information would then be given to governors.

The chair confirmed with governors that they were happy all their questions had been answered.

With the exception of the chair, who abstained, the governors

**approved**

the pay policy.

#### *4d) Term time holiday policy*

The term time holiday policy was tabled and the chair stated that there had been many debates as to what could be considered exceptional circumstances for taking term time holidays. The headteacher highlighted that the government had introduced a much firmer approach and there were now potential fines of £60-£120 per child per parent for unauthorised absence. He was looking for clear guidance from the governors on what he could authorise but he would still look at each request on a case by case basis.

There was a discussion on the three situations currently included in the policy as examples of authorised absence - close family bereavement, religious festivals and a music exam. Miss Yates commented that a fixed list could appear discriminatory. Mrs Williams suggested that the music exam should not be on the list. Mrs Miller raised the issue of some holidays being deemed as educational by their parents and Mrs Munro spoke of some children needing to have long distance trips abroad to visit family.

The headteacher suggested that the policy stated the examples were “not an exhaustive list” and, with that addition and removing the music reference, the governors

**approved**

the policy. It would be reviewed on an annual basis.

*4e) Staff contact policy (social media)*

It was not possible to discuss this item as the policy was not ready.

*4f) School expansion*

This item would go to the FG&P meeting on 12 November, 2013.

*4g) School Disciplinary (Capability) Procedure*

The headteacher stated that this policy was introduced in May but was not ready in time for the last P&P meeting. Mrs Williams queried how much had changed in the policy. The headteacher responded that a big change was the speed at which a headteacher could initiate the capability as there was no longer a period of informal support.

Mrs Williams asked how that fitted in with the informal support approach discussed during the pay policy item but the headteacher defined that as a support package, particularly during a first year of induction, which was not linked to capability.

**Mrs Sun left the meeting at 6.30pm.**

Mrs Williams asked if there was a checklist of items to cover during an induction. The headteacher agreed to bring the induction policy to the next P&P meeting for discussion.

**HT**

Mrs Miller stated that there had been a lot of new staff starting this September and asked whether any feedback was being used to assess if recruitment procedures were producing the right staff for the school. The headteacher said that nothing of concern had been flagged up for the five new teachers. Mrs Williams felt it would still be good practice to ask the new staff if anything could have been done better for them.

With the exception of the chair, who abstained, the governors

**approved**

the capability policy.

*4h) Confidential item on staffing issues*

This item was discussed at the full governing body meeting and the dismissal decision stood.

**P&P/22/13     Staffing update**

*a) Consideration of flexible retirement*

Lesley Eddison, Senior TA, had requested a reduction in her working hours of one day a week. After discussion, the governors

**approved**

the request and the headteacher would let Ms Eddison know.

*b) Appraisal policy for approval*

The discussion on the appraisal policy had been noted in the above item on the pay policy as they were so closely linked. The governors unanimously

**approved**

the appraisal policy.

**P&P/23/13     Any other business**

This would be the last meeting for Dr Clements and the chair wished to thank her for her contribution to this committee and the full governing body. The headteacher added his thanks and appreciation from the school.

**P&P/24/13     Determination of confidentiality of business**

It was considered whether anything discussed during the meeting should be deemed confidential. The governors

**resolved**

that there was nothing to be recorded separately.

**P&P/25/13     Dates of future meetings**

The chair would advise the date of the next meeting.

**The meeting closed at 7.05pm.**

Signed .....(chair)     Date .....

MC/cml