

# Round Hill Primary School

## Minutes of Pupils and Personnel Committee meeting held on 12 October 2010

### Present:

Leslie Eddison (LE), Jane Marshall (JM), Andy Beardsley (AB), Adrian Nash (AN), Rob Perkins (RP), Richard Jones (RJ) Dave Mitchell, Graham Harvey, Stefanie Sullivan

### Absent

Brian Taylor

### 1. Apologies

None

It was reported that Claire Orchiston has stepped down as a parent governor.

A new vice chair was needed. Graham Harvey was proposed and elected.

It was agreed to allow IG to take the minutes

### 2. Minutes of last meeting held on 8 June 2010

Accuracy - agreed.

Matters arising:-

Action	Progress
AN to locate and complete the Inclusion, Equality and Diversity checklist. Item 2	AN completed at full governors
Item3 Human resources policy to be considered at next P&P.	The policy has been adopted (document needs to be read and brought back to Pupils and Personnel next time).
Item 4 Leadership succession planning	Will bring up in Staffing Issues - item 5 on Agenda
Item 6 refresh the 'Round Hill Way'	On -going. Progress is good and the Policy will be ready for January. Round Hill Way has been discussed at a Parent Forum, children's view taken from School Council - how they see their role in behaviour etc. It is in the Planners, classrooms etc.. It was noted that since we came back to school in September, there has been only 1 incident of behaviour related

	incidents.
Item 7 Parents/Carers Forum about the OFSTED inspection	It was reported that we have had positive feedback from the Forum
Item 8 School trips/visits	A list of future trips was presented to the meeting
Item 9 Training	See item 9 in minutes

### **3. Matters arising from FGB.**

- September 2011 is the date for single point of entry into school.
- It was agreed to keep the Pupil Admission Number (PAN) as 60.
- AN reported that we are still in communication with Local Authority regarding keeping our part time provision. The provision has increased to 15 hours (It was 12.5 hours).
- Looked After Children (LAC)
  - N Lee is the designated person
  - N Lee has completed the relevant training
  - N Lee to provide the Governors with an annual report
  - Further training to be done
  - It was resolved that J Marshall is the nominated LAC governor to link with N Lee

The hours worked by N Lee was discussed. She has reduced her hours to 3.5 days. The extra hours previously were given for safeguarding in preparation for Ofsted. In April the role of the Family Senco may be reinstated. The hours to be reviewed.

**Action** : AN to review

### **4. Pay Committee Business.**

There was no pay committee business.

### **5. Staffing Issues.**

- Maternity leave

ABS will commence her maternity leave week commencing 29 November.

Advert to go in on Friday. The replacement will be able to work alongside JM in the class.

The interview panel was agreed – AN, JM(teacher), SS.

Interview to be on 17<sup>th</sup> or 19<sup>th</sup> November

**Action** : AN to confirm date

- Leadership Planning
  - AN reported that the leadership options to be considered after the 6 monthly budget review
  - AN reported on the seconded Deputy Head Teacher (DHT) - here for 2.5 days. Her role is looking at Teaching and Learning throughout school and is working with KR and RP AND SG, so skills still in place when her temporary appointment ends. It was noted that the other previous DHT is now a Head Teacher.
  - It was proposed to form a 'leadership consultation party'. Agreed that AN, DM, SS, JM and LE form the group. It was agreed to have a remit of the Head Teacher preference given out in advance. AN to contact people to set the date and invite other committee members. The date for the meeting to be set in early January. The decision then to be ratified at full governors.

**Action** : AN discuss options at Chairs meeting

*AN to confirm date and invite other committee members.*

*AN to send out the Head Teacher preference to panel in advance*

- Staffing Hours

A member of staff has requested that her hours be reduced to 4 days on a work life balance issue.

To support that member of staff AN reported that he had prepared a 'Business Case'. He has met with HR (Human Resources), got the staff member to put the application in writing. All done in a supportive way. No answer has been given yet. It was agreed that AN gives it full consideration and let the P&P committee know the outcome.

**Action** : AN to report back to committee on the decision made

**6. Pupil Issues.**

Poor behaviour in the dining room was discussed. AN reported an improvement as members of staff go to lunch with the children.

**7. Parents Issues.**

Tue 5 Oct	Transition meeting 6pm
Thursday 7 October	'parent Forum ' 2.00-3.30pm

- We have received very good feedback from the parents.

- Ex Parent Governor Claire Orchiston was thanked for all her hard work.
- Timings of meetings were discussed but it was agreed that it is difficult to get the balance right.

### **8. School trips/visits.**

Tue 9th November	Foundation Unit to Warwick Castle
Fri 10th December	Year 6 Theatre royal trip
Mon 13th December	KS1 Newstead Abbey trip
Monday 16th May - Friday 20th May 2011	Year 5 residential trip
Thurs 9th June	Yr 2 camp
w.b. July 18th	Yr 6 residential
Sunday 17th July – Thursday 21st July 2011	Year 4 residential trip –

### **9. Training.**

LE reported on the training the Teaching Assistants.

AN reported on the training the teachers had undertaken.

It was agreed to let parents know in the Newsletter what the training taking place on the inset days is.

**Action** : AN To put in Newsletter

### **10. AOB**

A discussion was held about the provision of vegetarian meals for the children.

**Action** : AN to investigate and resolve and problems.

### **11. Confidentiality.**

None.

**12. Date of next meeting** – Tuesday February 15<sup>th</sup> 2011 at 6.00pm