

Round Hill Primary School

Minutes of Pupils and Personnel Committee meeting held on 12 June 2012

Present:

Lesley Eddison (LE), Jane Marshall - Chair (JM), Dave Mitchell (DM), Jill Munro (JMu) Lihua Sun(LS), Rob Perkins (RP), Jo Hewitt (JH) (not a member of governing body), Stefanie Sullivan (SS) Sam Clements (SC), Richard Jones (RJ)

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

P&P/011/12 Apologies for Absence

Olwen Kershaw (OK) Andy Beardsley (AB) Graham Harvey (GH)– Vice Chair, Brian Taylor (BT), A Nash (AN)

P&P/12/12 Declaration of Interest

None declared

P&P/13/12 Minutes of last meeting held on 21 February 2012

The minutes were agreed for accuracy –

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	ACTION JM Tuesday 10 July	In progress
P&P/03/11	AN to refine a Table of staff/classes and email to committee.	ACTION AN to produce a grid of staff and classes for September 2012- 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	ACTION DM 26 June to set a date for the visit	In progress
P&P/03/11	AN to report on School staff turnover	ACTION AN Academic year on year comparison in % (for 3 years) to be done by 10 July 2012	In progress
P&P/03/11	JM AND BT to action contacting staff and governor leavers. NUT is the preferred exit interview for staff leavers with an agreed disclaimer added. A written version is to be sent out with an option of a face to face interview if required. Local Authority exit questionnaire to be used for governor leavers.	ACTION JM AND BT Before 20 July 2012	In progress

Pupils and Personnel Meeting 12 June 2012 at 6.00pm

P&P/05/11	Complaints Procedure was adopted at FGB Meeting. Move to Curriculum and Strategic Development meeting.	ACTION SS to refer to CSD committee	No further action by p&p committee Completed
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.	ACTION – AN Waiting for other reports and AN will send these out in another email in the next day or so.	
P&P/10/11	AN & JH (Jo Hewitt) To compile a list of all staff and their competences	ACTION AN & JH 2 October 2012 (2 weeks before P&P meeting)	In progress
P&P/08/12	CONFIDENTIAL ITEM	ACTION BY Tues 26 June 2012	In progress
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	

Matters Arising from Full Governing Body

The Equality Act 2010	AN to continue	In progress
Appointment of Community Governor	ACTION AN to follow up the offer from the person who came into school. RJ to mention vacancies at the new parents meeting.	In progress
Update on new arrangements for performance management.	ACTION JH and AN to report on this after they have done the second part of training.	In progress
Proposed Staffing Reductions A discussion was held on the staffing and contracts.	ACTION AN to provide a report on the staff and the types of contract they are on.	In progress
Date for p&p confirmed. 16 October at 5.30PM Link Governors agreed as on the overview.	ACTION JO ANY ACTION HERE?/???????	In progress ????? OR COMPLETE

Pupils and Personnel Meeting 12 June 2012 at 6.00pm

P&P/14/12

Staffing Issues

CONFIDENTIAL ITEM

P&P/15/12

Determination of confidentiality of business

Item P&P/08/12 P&P/14/12 and were deemed confidential

P&P/16/12

Dates of Next Meeting

Tuesday 16 October at **5.30PM**

ACTIONS TO BE COMPLETED ON THE FOLLOWING PAGE

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Plus actions from confidential items

ACTION AN
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ACTION IG
ACTION AN
ACTION AN