

MINUTES OF MEETING

School: Round Hill Primary School
Meeting title: Meeting of the Pupils and Personnel Committee
Date and time: Tuesday, 26 February 2013 at 5.00 pm
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
A Mrs J Miller
Ms J Munro
Mrs L Sun
A Mrs S Sullivan
Mr B Taylor
A Mrs R Tunney
Mr A Nash (headteacher)

In attendance

Mrs H Williams (observer)
Ms C Matz (observer)
Ms S Yates (observer)
Mr R Di Miceli (observer)
Ms J Hewitt (deputy headteacher)
Miss J Waldrom (minuting secretary)

Action

P&P/01/13 Welcome, introductions and apologies for absence

Ms Marshall welcomed new governors to their first committee meeting and following introductions, apologies for absence were received from Mr R Jones, Miss O Kershaw, Mrs R Tunney & Mrs S Sullivan.

P&P/02/13 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

P&P/03/13 Minutes of the last meeting

The minutes of the last meeting held on Tuesday, 16 October 2012, having been previously circulated were confirmed as an accurate record.

P&P/04/13 Matters arising

P&P/03/11 Table of staff and classes

The headteacher would update the staff and classes table which would be re-circulated to governors for information.

HT

The document would be reviewed at the next meeting of the committee.

Agenda

P&P/03/11 Staff turnover

This item would be referred to the last committee meeting of the school year when staff turnover for the year would be reviewed.

Agenda

P&P/05/13 Staffing update

The headteacher gave a verbal update on staffing and highlighted the following:

- *Alison Lawrence*

Alison was back at work following a phased return over three weeks but had reduced from 5 days to 3 days per week on medical advice with the remaining 2 days covered by a supply TA.

- *Site manager*

A welfare meeting was held that day with Rick Johnson (site manager) and HR representation, but the headteacher was unable to give detailed information regarding this as a review and appeal process requiring governor input may be required at a later date.

The site manager was improving but remained unfit to return to work. He had declined the invitation from the headteacher to visit staff in school but would visit again at a later date.

A date would be set for a first review meeting and outcomes would be decided at that meeting.

It was noted that there was no financial cost to the school as the site manager had been off for more than 12 months and was receiving no pay.

His next Occupational Health appointment was in April 2013, and the headteacher reported that Rick wanted a conclusion as he wanted to move on.

In response to a question from Ms Marshall, the headteacher reported that the cleaning service was purchased from the County Council and that a site manager had been provided who would commence full duties in April 2013.

The headteacher confirmed that all work previously done by Rick – including fire alarm checks and Legionella testing was being carried out with the headteacher undertaking a number of the jobs.

- *Resignations*

Nancy Lee and Helen Price had both tendered their resignations and had now left the school and both had been replaced.

- *Office staff*

As part of the office restructure, the headteacher reported that Isy Greenhalgh would become the school business manager.

The benefits of this were that:

- she would relieve the headteacher of additional workload resulting from the lack of a site manager and would take over HR workload
- as she had requested a reduction to 4 days per week there would be no additional cost to the school
- she would be required to off-load a portion of her work to Jackie Wellington who would be upgraded to office manager or similar title
- additional hours at the lower end would be created and would enable Tanya to access these although there would be no upgrade of her post.

The headteacher added that all office staff had been consulted regarding the changes and had agreed to them.

Ms Marshall stated that her understanding was that the case would be presented by the headteacher and the committee would discuss the new staffing structure.

The headteacher explained that there was a business case and that staff were already performing the majority of roles.

Ms Marshall voiced concern in that other members of staff may have a claim on the hours **but was happy that if Isy was currently undertaking more than 75% of the role she could be slotted directly into it** The headteacher confirmed that Isy was already undertaking 75% of the new role.

The proposed office staffing structure was

approved

by governors.

P&P/06/13 Equality Act

A draft Equality policy had been previously circulated and comments requested.

Ms Marshall reported that she and Vicky Lockhart had met to review the equality policy and make it school specific.

The headteacher stated that he had received a number of comments from Mr Jones and these were reported and a number of small amendments made to wording.

The headteacher would publish the draft policy on the school website with comments requested, and Lesley Eddison would discuss the document with the School Council.

HT

It was noted that racist incidents were already reported to the governing body as part of the headteacher's report, and equality issues would also be reported.

The headteacher added that one teacher per week gave a report on an aspect of PHSE done with their class.

As there was no Equalities governor, one would be selected at the next meeting of the full governing body.

**FGB
Agenda**

The draft policy would be presented to the next meeting of the full governing body for approval and an action plan would be written.

**FGB
Agenda**

P&P/07/13 Exit interviews

Ms Marshall reported that she and Mr Taylor had requested completed exit forms from two governors who had recently resigned, and although both were willing to complete these, neither had returned the completed document.

Ms Marshall and the headteacher had met to discuss exit surveys completed by staff but were interrupted by Ofsted. Sample exit surveys were circulated for information regarding the questions asked.

Ms Marshall reported that she had recently interviewed two further members of staff and that a number of points had been raised and were being addressed.

A number of exit surveys had now been completed and as a number of common themes had emerged, Ms Marshall would speak to the headteacher regarding these and resulting actions would be circulated to staff.

JM/HT

Ms Marshall added that two recent exit surveys revealed a very wide difference of opinion and that these two had not yet been discussed with the headteacher.

Skills possessed by staff that were not being utilised were discussed and the deputy headteacher suggested that a spreadsheet could be introduced to informally record the additional skills that staff had.

Ms Munro added that the staff forum had re-commenced and that three issues had been raised from the first meeting.

Feedback from staff questionnaires had also been given to that meeting and had revealed 'a lot of positives' including that between 90% and 95% of staff were happy.

Questions from the staff questionnaire would be presented to the autumn term meeting of the committee.

Agenda

P&P/08/13 Determination of confidentiality of business

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

resolved

that nothing discussed was of a confidential nature.

P&P/09/13 Date of next meeting

The next meeting will be held on Tuesday, June 11, 2013 at 6.00pm.

The meeting closed at 6.25pm.

Signed(chair) Date

JW/sk