

# MINUTES OF MEETING



**Nottinghamshire  
County Council**

**School:** Round Hill Primary School  
**Meeting title:** Meeting of the Pupils and Personnel Committee  
**Date and time:** Tuesday, 11 June, 2013 at 6.00pm  
**Location:** At the school

## **Membership**

'A' denotes absence

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

## **In attendance**

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

## **Action**

### **P&P/10/13 Welcome, introductions and apologies for absence**

Governors were welcomed to the meeting and following introductions, apologies for absence were received from Mrs O Kershaw, Mrs L Sun, Mrs S Sullivan, Mrs J Miller, and Mrs C Matz.

### **P&P/11/13 Declaration of interest**

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

### **P&P/12/13 Minutes of the last meeting**

The minutes of the last meeting held on Tuesday, 26 February, 2013, having been previously circulated, were confirmed as an accurate record.

### **P&P/13/13 Matters arising from last meeting**

*P&P/04/13 Table of staff and classes*

This item would be deferred to the first meeting of the autumn term.

**HT  
Agenda**

### *P&P/03/11 Staff turnover*

A list of teaching and support staff having left the school since 2010 was circulated and the headteacher reported that the staffing complement was currently 17.8 fte. The staff turnover for 2012/13 was 4.4 fte (24.71%) and the reasons for leaving were discussed and noted.

Mrs Williams enquired if reasons for leaving could be coded to assess the trend over a five year period, and the headteacher replied that this could easily be done.

Mr Jones enquired regarding benchmarking data in relation to staff turnover, and the headteacher replied that it was only available for the number and type of staff in a school, and that it would be added to the annual report to governors.

**HT**

### *P&P/06/13 Equalities Act*

Ms Marshall reported that she had spoken with the headteacher regarding the Equality Policy and that it had been placed on the website for stakeholders to comment.

The policy would be presented to the autumn term full governing body meeting when all comments had been received,

**FGB  
Agenda**

Ms Marshall reported that it had been decided at an Improving Governance meeting that the school link was uncertain due to three promotions in school and the appointment of five new members of staff.

As the school link would be a different person from September 2013, Ms Marshall agreed to take on the role which would include all equality roles.

Ms Hewitt advised governors that when all new staff had settled in school and had expressed a preference regarding linkage, she would e-mail to them a list of links.

**DHT**

The headteacher added that the Equality Policy had been presented to the School Council but he was uncertain if it had been circulated to staff and would check whether this had been done.

**HT**

### *Exit surveys*

Ms Marshall reported that she had met with Ms Hewitt and the headteacher to review staff exit surveys. Ms Hewitt stated that some neutral ground had been found at the meeting which was not an open forum.

A decision was taken that a point in the year would be selected when all surveys would be fed back to the headteacher and all information then presented to one committee (Pupils and Personnel) to retain anonymity.

Action from governor exit surveys would be included in the School Development Plan – training requirements etc.

**HT**

The headteacher added that the retention of staff and succession planning were already a result of exit surveys, and that the continuation of the process could only improve the situation for other staff and allow them to move forward.

It was noted that Ms Munro was now running the staff forum.

**P&P/14/13 Matters arising from last full governing body meeting**

*New Pay Progression Policy*

A summary document was circulated which listed the key points and a summary of the changes.

The headteacher reported that it was a draft document as there was no Nottinghamshire County Council policy at present as negotiations with Unions were on-going.

The policy was required from September 2013 but it was unclear when the County Council policy would be available and the Pupils and Personnel Committee had not planned to meet again before the autumn term.

The headteacher planned to attend a briefing meeting with other headteachers regarding the matter and would await further guidance from the County Council.

Governors

**agreed**

to adopt the County Council policy subject to circulation and it being made school specific, with comments to the headteacher requested via e-mail.

The headteacher confirmed that he would circulate the document before the end of the summer term.

**HT**

Mrs Williams enquired when salaries were reviewed, and the headteacher replied that this occurred in September but that salaries would increase as at present.

Although the new policy would take effect from September 2013 the appraisal review would be carried out under the old system with the present cycle ending in September.

Dr Clements commented that newly appointed staff would commence on a new contract which had not yet been agreed, and this was confirmed by the headteacher.

Mrs Williams voiced concern regarding the lateness of receipt of the policy in school, and Mr Jones was of the opinion that a contingency plan was required in case the policy was not received before the start of the autumn term.

The headteacher reminded governors that when the document arrived in school it would need to be made school specific.

Mr Jones suggested the formation of a small sub group to look at the policy on receipt, and the headteacher informed governors that there were two options:

- take no action and continue the current policy for a further year
- hold a meeting of the Pupils and Personnel Committee very early in the autumn term to approve the policy and make it school specific

Governors were uncertain whether the present policy could be continued for a further year and the headteacher would ascertain whether or not this was possible.

**HT**

Mrs Williams requested a copy of the current policy for information, and this was supplied by the headteacher.

It was brought to governors' attention by Ms Hewitt that either teachers' performance management needed to be delayed until November 2013 to await the new policy, or that the present policy would have to be retained for the whole year as it was not possible to change part way through the year.

Mr Taylor enquired how long the school was prepared to wait for the document, and Ms Munro stated that the matter must not be rushed.

The headteacher suggested an extra meeting of the Pupils and Personnel Committee in early September 2013, and he would inform governors via e-mail of any information he received relating to the matter.

**HT**

Ms Marshall would contact Liam Connelly (NUT) to ask if he was aware when the new policy may be available.

**JM**

#### *Improving Governance – 10 key questions for link visits*

A report by Mr Jones was circulated for information and Ms Hewitt reported that the key questions were from a DfE White Paper.

The working party had concluded that the questions should be divided between committees to ensure that all were being addressed.

Mr Jones reported that he had looked at the decision planner to ascertain where each question would fit and had allocated them to committees.

Ms Hewitt added that ten questions had also been developed for governor visits to school.

The next Improving Governance meeting would take place on Tuesday, 2 July, 2013 at 6.00pm and Ms Hewitt would circulate information to all governors.

**DHT**

Mr Jones suggested an answer was drafted in response to one question for presentation at the next meeting of the Committee, and the headteacher suggested that one question was selected at random at each meeting to stimulate discussion.

### **P&P/15/13     Staffing update**

#### *Site manager*

The headteacher reported that Rick Johnson was still off work and he updated governors on the situation. The headteacher added that he would attend a meeting on Friday, 21 June, 2013 with Rick, his Union representative and representation from the County Council.

#### *Leadership structure*

The proposed leadership structure for September 2013 onwards was circulated and was noted.

The headteacher reported that team leaders would join the senior leadership team as and when required and that a clear leadership team had been created which would have clear leaders and managers.

Teacher placement had not yet been decided but there would be a mix of experienced and less experienced staff in all year groups.

#### *Appointments*

Adverts had been placed for team leaders and they would then be involved in other appointments as part of continuing professional development (CPD).

The headteacher reported that he was exploring the possibility of having Schools Direct students in school. The numbers involved were uncertain and a decision would be deferred until all appointments were made.

Two teachers had been appointed and three more were required. A senior leader induction was planned to take place and the Induction Policy would be reviewed during the forthcoming week.

#### **P&P/16/13    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/17/13    Date of next meeting**

The next meeting would be held on Tuesday, 15 October, 2013 at 6.00pm.

Due to uncertainty regarding timing of receipt of the new Pay Progression Policy, a meeting was arranged for Tuesday, 3 September, 2013 at 5.00pm.

It was noted that an earlier meeting may be required if the policy was received before the end of the summer term.

**The meeting closed at 7.00pm.**

Signed .....(chair)      Date .....

JW/cml