

# MINUTES OF MEETING



**Nottinghamshire  
County Council**

**School:** Round Hill Primary School  
**Meeting title:** Meeting of the Pupils and Personnel Committee  
**Date and time:** Thursday, 27 February, 2014 at 6.00pm  
**Location:** At the school

## **Membership**

'A' denotes absence

Ms J Marshall (chair)  
Mr G Harvey (vice-chair)  
Mrs J Miller  
A Ms J Munro  
Ms S Yates  
Mrs H Williams  
Mr A Nash (headteacher)

## **In attendance**

Mrs L Sun (observer)  
Mrs L Wilson (observer)  
A Mr B Taylor (observer)  
Miss J Waldrom (minuting secretary)

## **Action**

In the absence of Ms J Marshall, the chair was taken by Mr G Harvey.

### **P&P/01/14 Welcome, introductions and apologies for absence**

Governors were welcomed to the meeting and apologies for absence were received from Mr B Taylor who was to have observed the meeting.

Apologies for a late arrival were received from Ms J Marshall.

### **P&P/02/14 Declaration of interest**

The headteacher and Ms S Yates declared an interest in the items relating to leadership staff pay and the Warwick Castle school trip.

### **P&P/03/14 Minutes of the last meeting**

The minutes of the last meeting held on Wednesday, 16 October, 2014 were confirmed as an accurate record.

Mrs H Williams arrived at 6.07pm.

### **P&P/04/14 Matters arising**

#### **Matters arising from Pupils and Personnel Committee**

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

The headteacher reported that the pay policy was in place in practice but the policy had not been properly written and approved by staff. This would be completed and presented to the next meeting of the committee.

**P&P  
Agenda**

Ms J Marshall arrived at 6.08pm.

#### *4e Staff Contact Policy (social media)*

The Staff Contact policy was circulated and the headteacher reported that it was a Local Authority policy and that no alterations had been made to the document.

The headteacher added that reference was made to the policy in the staff handbook and that staff were reminded at staff meetings of the importance of adhering to the guidance in the policy.

The headteacher drew governors' attention to page 2, point 4.3 which stated that: 'Staff should be strongly advised to set their profiles to private and not allow access to pupils, their families and/or carers'.

The headteacher asked governors to consider whether the wording was adequate, and this was discussed and felt to be appropriate.

The headteacher added that the Use of Images policy was also available to staff in school.

The Staff Contact policy was

**approved**

by unanimous decision, by governors.

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

##### *GB/06/14 Staffing update – site manager*

The headteacher reported that the site manager was part of the bought in services from the Local Authority.

The previous site manager's health was improving gradually, and the site manager recently in school had been employed by another school.

Governors were informed that a decision had been made to continue with Local Authority provision for 12 months and that the school would not appoint a site manager at present.

The last site manager (John) had left the school six weeks previously and cover was being provided by the Local Authority.

Lynn Cunningham, a member of the cleaning staff, wished to take on the role and was covering for 30 hours per week, with an additional 7 hours being provided by a very experienced site manager from Wadsworth Primary School who was nearing retirement.

Mrs H Williams enquired how this would work with the expansion of the school, and the headteacher replied that site meetings were attended primarily by the school business manager, with himself only attending when necessary.

The current arrangement was on a trial period until Easter 2014, but the headteacher stated that the arrangement was working well.

The headteacher added that Lynn was learning quickly and could already deal with the boilers and with snow.

The business manager was responsible for all paperwork, which was now all electronic and the system in use provided reminders regarding what was required and when.

**P&P/05/14     Warwick Castle school trip – transport issues**

The headteacher reported that the situation had been handled ‘brilliantly’ by staff who had communicated the problem clearly and efficiently to parents, and that a lot of praise had been received from parents for the way the school had dealt with the situation.

The headteacher reminded governors of the events during the return trip in that one bus had broken down at Warwick Castle and the other ran out of fuel on the inner ring road at junction 25 of the motorway.

The headteacher reported that he had communicated with the bus company concerned (Skills) and had received a profuse apology in writing from Nigel Skill (managing director). He added that the letter was in his office if parents wished to view it.

A decision was taken not to use the bus company for six months, although Ms S Yates reported that the school had used Skills on many previous occasions without incident.

A full internal review was undertaken following the incident, and all year 3/4 parents had received a letter at the end of the last half term.

**P&P/06/14     Leadership staff pay**

**Confidential item – see separate sheet**

**P&P/07/14     Determination of confidentiality of business**

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

**resolved**

that the item relating to leadership staff pay should be deemed confidential business.

**P&P/08/14     Date of next meeting**

The next meeting will be held on Tuesday, 10 June, 2014 at 5.00pm.

**The meeting closed at 7.25pm.**

Signed .....(chair)     Date .....

JW/aa