

MINUTES OF MEETING

School: Round Hill Primary
Meeting title: Pupil and Personnel Committee
Date and time: Tuesday, 14 October 2014 at 5.30 pm
Location: At the school

Membership
'A' denotes absence

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

In attendance

	Mrs E Pye (observer)
	Mrs M J Greeley (minuting secretary)

Action

P&P/20/14 Welcomes, introductions and apologies for absence

In the absence of Ms J Marshall, Mr G Harvey opened the meeting with welcomes and introductions.

Apologies for absence were received from Mr Taylor and Ms Marshall

P&P/21/14 Statement of pecuniary interest

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

P&P/22/14 Minutes of the last meeting

Minutes of the meeting of 8 July 2014, having been previously circulated, were approved and signed by the chair.

Mrs Williams stated that at the last meeting she had made a suggestion that one of the key questions should be on the autumn agenda.

P&P/23/14 Appointment of chair and vice chair

Mr Harvey informed the meeting that Ms Marshall would again like to be nominated as chair of the committee for the academic year 2014/2015. As there were no other nominations, governors unanimously

approved

Ms Marshall's nomination for chair of the committee.

Mr Harvey also informed the meeting that when his term of office ended, he would no longer sit on the governing body and therefore was unable to put himself forward for vice-chair. Mr Harvey nominated Mrs EJ Miller for the role of vice chair

and Mrs Williams seconded the nomination. There was no other nominations and governors unanimously

agreed

that Mrs Miller became vice-chair of the committee from the next meeting of the committee.

P&P/24/14 Matters arising

P&P/12/14 Update school policies

P&P/12/14 SEN/D code of practice policy

P&P/12/14 A verbal report on the introduction of UIFSM

To be discussed at item P&P/30/14

P&P/12/14 Feedback on survey from Y6 parents

P&P/12/14 Pupil premium

Governors noted that feedback on survey from Y6 parents and pupil premium had been completed.

Matters arising from full governing body

a) Admissions policy

Governors agreed that the admissions policy be deferred until the next meeting.

Discussion took place with regard to parents' applications for entry into school. There had been correspondence from a parent to the school regarding admission and the headteacher had responded to that letter. The headteacher understood that the family was on the school's admissions waiting list.

The headteacher explained that the school was controlled by the local authority on admissions and that the local authority would contact the school asking for pupil numbers on roll and then make a decision whether to allow the admission or not on that information provided by the school.

b) Strike policy

The headteacher reported that he had had a conversation with the chair of the governing body regarding the strike policy. He stated that staff did not have to tell the headteacher who would be striking or which union they belonged to. He explained that he carried out a risk assessment, e.g. how many first aiders were in school, and then make a decision on whether to close the school. By and large, parents had accepted the decision made by the school.

Mrs Williams suggested that the school explained to parents about the procedures taken when decisions were made when closing the school.

Ms Munro stated that last time when there was a teachers' strike, some teachers that were striking felt vulnerable.

Governors supported the procedures that the Head has previously taken in dealing with Strike days and possible school closures - i.e. early

communication with parents and safe staffing levels for school to be met.

Corporate directors paper

a) Children missing education

The headteacher informed governors that the school had to identify children who were missing in education. When the school noticed a child absent from school, the school office would check the absence with the family and if it was a child protection issue there was a checking procedure to follow. The headteacher said that the local authority did not want children missing in education.

When a child transferred from Round Hill to another school, a CTF file would be electronically sent to the next school. If the school was informed by the local authority of a child being admitted into school and the child did not appear in school then Glen Scrubury from the local authority would be informed and procedures put in place to find that child.

Mrs Miller queried as to how the school knew when children were in the education system and she was informed that it started through health visitors.

P&P/25/14 School policies – P&P/12/14

The headteacher requested that the following policies be approved by the committee. He recommended that the behaviour policy be deferred until the spring term meeting.

i) The RH checklist of all policies (September 2014)

All policy front sheets had been amended and updated.

ii) The RH School pay policy

The headteacher stated that he had emailed the pay, appraisal, disciplinary and capability and whistleblowing policies to staff. The pay policy was the local authority's model policy and that it had been made more specific for the school. Governors noted that the NUT and NASWUT unions had not approved the pay policy.
Governors

approved

the pay policy.

Ms Munro asked for clarification on the definition of TLR type 1, 2 and 3
Clarification was given.

iii) The RH School appraisal policy and RH Disciplinary and capability policy

Governors

approved

the appraisal and disciplinary and capability policies.

iv) *The RH Whistleblowing policy*

Mrs Miller queried how the policy had been communicated to staff, governors and volunteers in school. The headteacher informed her that it was part of the induction in school. The headteacher also said that if an allegation was made against a member staff there were procedures to follow. There was also an A4 proforma that volunteers had with the information on and who to contact.

Governors

approved

the whistleblowing policy.

Mrs Miller suggested that at future meetings policies that need reviewing could be shared between governors.

v) *The RH School employee code of conduct policy*

Again, the employee code of conduct was a model policy from the local authority made more specific for the school. The headteacher informed governors that staff had agreed not to use mobile phones as cameras. In the previous policy, photographs had been in the policy but now the policy had to say that staff could only use school equipment for taking photographs.

Ms Munro stated that staff understood that they could not use their mobile phones to take pictures of children in school and that staff appreciated that there must be a clear line.

Discussion took place about staff having mobile phones switched on in class.

The headteacher said he would do further research and bring it back to the next meeting of the committee. **HT**

vi) *The RH SEN/D policy – new code of practice*

Mrs Pye stated that this LA model policy was contributed to by the local SENCo's from the family of schools.

The headteacher recommended that governors approved this as it had to be on the school's website by 1 September 2014.

Mrs Miller suggested that perhaps policies could be divided up between governors.

Governors

approved

the SEN/D policy.

vii) *The RH School medicine policy*

Mrs Miller stated that the policy was very comprehensive. She enquired about Epipens in school and was informed that as Epipens were specific to

an individual child they were not to be kept in the first aid box.

Ms Munro stated that staff have had EpiPen training.

Governors

approved

the medicine policy.

viii) The RH Child protection policy and safeguarding procedures

Mrs Williams asked if all governors could undertake child protection training.

A short discussion took place regarding safer recruitment practices and DBS checks specifically for governors. The headteacher said he would find out who was DBS checked. He also informed governors that Mr Jones and Mrs Sullivan have had safer recruitment training and that the governing body had to have a safeguarding governor for appointing staff. The headteacher would also look into child protection training for governors.

HT

P&P/26/14 UNIFSM (Universal infant free school meals)

The headteacher informed governors that on census day there had been an 80% take up of universal infant free school meals. Governors noted that the school was only funded for 80% of UNIFSM.

The lunch timetable had changed slightly because of UNIFSM and the school had started to use the hall at the beginning of the term but had gone back to using the dining hall. The issue of UNIFSM had cropped up at the parents forum.

P&P/27/14 Central record of vetting and recruitment checks

The headteacher reported that he had come back from the Ofsted event and vetted the single central record. He would also ask Mr Taylor to vet the single central record on behalf of governors.

BT

P&P/28/14 Staffing update

The headteacher reported that new staff had settled in well. He informed governors that he would be starting a new round of observations.

The headteacher was pleased to report that the member of staff on maternity leave had her baby that day and all was well.

Mrs Williams enquired as to when would the school do the staff survey. Governors were informed that there was an annual staff questionnaire.

JM

A short discussion took place about exit interviews for staff and it was

resolved

that this be discussed at the next meeting.

Cttee

P&P/29/14 Determination of confidentiality of business

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

resolved

that all items be made available as required.

P&P/30/14 Dates of future meetings

Tuesday, 24 February, 2015 at 6.00 p.m.

The meeting closed at 7.20 p.m.

Signed(chair) Date
MG/IY