

School: Round Hill Primary School
Meeting title: Meeting of the Pupils and Personnel Committee
Date and time: Tuesday, 24 February, 2015 at 6.00pm
Location: At the school

Membership
'A' denotes absence

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

In attendance

Mr R Jones (observer)
Ms J Swain (observer)
Mrs L Lawrenson (observer)
Mrs E Pye (acting assistant headteacher)
Mrs T Walters (admin assistant)
Miss J Waldrom (minuting secretary)

		Action
P&P/01/15	Welcomes, introductions and apologies for absence	
	Ms Swain and Mrs Lawrenson were welcomed to the meeting as newly appointed parent governors.	
	Mrs Walters was introduced, and the headteacher explained her presence at the meeting in that she would generate the agenda for the next meeting from the minutes.	
	There were no apologies for absence.	
P&P/02/15	Statement of pecuniary interest	
	There were no declarations of interest, either direct or indirect, for items of business on the agenda.	
P&P/03/15	Minutes of the last meeting	
	The minutes of the last meeting held on Tuesday, 14 October, 2014, having been previously circulated, were confirmed as an accurate record.	
P&P/04/15	Matters arising	
	<ul style="list-style-type: none"><i>Matters arising from P&P</i>	
	<i>P&P/25/14 Child protection policy and safeguarding procedures</i>	

The headteacher reported that governor safeguarding training had taken place. The Headteacher pointed out that it was not statutory for governors to be DBS checked.

Mrs Williams enquired if there was a record in school of governors' on-line training, and the headteacher reported that there was not.

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

The headteacher reported that he had reviewed the single central record in school and had found all to be in place.

Mr Taylor had visited school and checked the single central record on behalf of governors. He had also checked that all staff had current employment and DBS checks.

All staff except one had completed a 'Keeping Children Safe in Education' document which had been added to the single central record.

It was noted that no issues were raised from completion of the above document by staff.

Mr Taylor voiced concern regarding supervised volunteers in school as a DBS check was no longer required.

The headteacher reported that there would be a cost implication if all volunteers in school were DBS checked, and he and Mr Taylor would discuss the issue further.

HT/BT

The headteacher would investigate how other schools dealt with the issue. He would contact the Local Authority for further advice and would then report back to the next meeting of the committee.

HT

- *Matters arising from full governing body*

FGB/09/14 Holiday applications

The headteacher would alert all Foundation Stage parents to the fact that applications for holidays in term time were high by drawing attention to this in the next newsletter.

HT

The headteacher added that information regarding this was also on the school website.

It was noted that attendance was monitored, parents were targeted and the EWO could be involved if a pupil's attendance fell below 80%.

P&P/05/15 Staff mobile phone photographs

The headteacher advised governors that staff did not have their personal mobile phones turned on in the classroom and it had been agreed with staff that only photographic equipment supplied by the school would be used for photographing pupils.

The staff Code of Conduct had been circulated previously and the headteacher reported that it was a model policy from the Local Authority which was updated annually and was given to staff at the beginning of the year.

The headteacher reported that his permission must be sought before photographs of pupils were taken by staff, and that he must be informed regarding the intended use and storage of the images.

The staff Code of Conduct was

approved

by governors, who requested that the policy was reviewed in future by the Pupils and Personnel Committee.

P&P/06/15 Staffing update

Question 3: Have we got the right staff and the staff the right development and reward arrangements?

Ms Marshall reminded governors that the question was one of the strategic questions for governors.

An e-mail from a year 6 parent regarding the retention of teachers was circulated, and the headteacher reported that he was continually monitoring the situation and he explained the cover in place from the present until the end of the summer term.

The Headteacher explained that two new teachers were required – one to cover year 6 maternity leave and the other to fill Mrs Morgan's post. He added that both posts were permanent appointments.

A shortlist of ten candidates had been selected that day, with interviews to be arranged, and the headteacher advised governors that where the new members of staff were placed within school would depend on the skills and experience of the staff appointed.

Mrs Williams enquired how year 6 teachers could be motivated and retained, and the headteacher replied that exit surveys, the gathering of information and communication with staff must be continued to facilitate this.

The issue was discussed, and the headteacher stated that Round Hill Primary was a Local Authority school and that it should not want to keep teachers in one school.

Ms Swain asked if applicants were asked regarding their flexibility to teach across the school, and the headteacher replied that they were asked. It was noted that the person specification for both vacancies stated 'classroom teacher'.

Staff questionnaire/Exit Surveys

Ms Marshall had circulated the exit survey and comments from staff. The questions were asked by Ms Marshall and Mr Taylor and had been approved by a previous P&P meeting. The results were discussed with the headteacher, Karen Rainford and Mr Jones, and a summary had been circulated prior to the meeting.

A staff questionnaire had been completed recently, and was circulated with responses to comments from the senior leadership team.

The headteacher suggested that governors study these with comments to the next meeting of the committee.

Agenda

Mrs Williams asked for the headteacher's reaction to staff surveys, and he reported that the data was really pleasing and there were no written responses from current staff.

Ms Marshall stated that an independent company could be used to conduct the staff questionnaires as staff may feel more comfortable.

The headteacher acknowledged that an independent company could be arranged to conduct questionnaires. He stated that staff were in school to do a job with the aim being to educate pupils. He added that he felt there were several methodologies in school for staff to give their opinions, but to further enhance this gathering of information changes were proposed in the leadership structure – creating a role of staff welfare link as part of the deputy head's duties.

Staff welfare link governor role

The suggested responsibilities of the role were circulated, and it was noted that the role was a result of the improving governance document.

Version 2 (circulated) had been amended by the senior leadership team, and Ms Marshall reported that a launch meeting had been held.

Mrs Williams reported that the role was two-fold – to spot patterns in exit interviews and to look after current staff welfare related issues.

The new role was discussed, and the headteacher reported that responses had been written (circulated) to address the items raised in the exit surveys.

It was noted that the new link governors would provide support for the link staff welfare person.

Leadership structure working party feedback

Confidential item – see separate sheet

P&P/07/15 School policy updates

The LA grievance and managing attendance for staff policies/strategies were deferred to the next meeting of the committee.

Agenda

Behaviour policy

Question 9: How is pupil behaviour? Do we tackle the root causes of poor behaviour?

Mr Jones asked if behaviour was becoming worse in school. Ms Munro replied that it was not although there were a small group of pupils with behaviour that was causing concern.

The behavioural expectations of the school had been re-iterated to pupils that week (and also on other regular occasions) to reinforce the message regarding acceptable behaviour.

Governors noted that the number of exclusions was very low, and Ms Munro added that school staff were working together to keep pupils at risk of exclusion in school.

Ms Munro added that mid-day supervisors were very good at informing phase leaders regarding incidents, and if the same names were mentioned on a regular basis, action could be taken.

Mrs Miller enquired how rewards for behaviour were monitored. The headteacher explained that this had initially commenced as a project and had evolved, with pupils and parents views now taken into account when the policy was written.

P&P/08/15 Pilot pupil health and wellbeing survey

Mrs Williams reported that a health and wellbeing survey was being piloted in a selection of Nottinghamshire schools for pupils in years 5 to 13 and asked if governors wished to be involved in this.

The headteacher requested that a governor should assess the merits of what this would entail, and Mrs Williams offered her assistance regarding this.

HW

The headteacher added that the annual pupil survey had been completed.

P&P/09/15 Keeping children safe in education

There was nothing further to report under this item.

P&P/10/15 Proposed changes to the school nursing service

Mrs Williams reported that the school nursing service would no longer be provided by the National Health Service but from Public Health at a local level and that changes to the service may be made.

Mrs Pye reported that the school nurse was currently off sick long term.

Mrs Williams advised governors that an on-line survey regarding the proposed re-modelling was available for completion.

The headteacher asked Mrs Williams to e-mail the information to him and he would ascertain the implications for the school.

HW/HT

P&P/11/15 Determination of confidentiality of business

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

resolved

that the item under staffing structure relating to leadership structure working party update should be deemed confidential business.

P&P/12/15 Date of next meeting

The next meeting will be held on Tuesday, 9 June, 2015 at 5.00pm.

The meeting closed at 7.55pm.

Signed(chair) Date

JW/aa