

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Round Hill Primary
Meeting title: Meeting of the Pupils and Personnel Committee
Date and time: Tuesday 9th June, 2015 at 5.00pm
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
Mrs L. Lawrenson
Mr A. Nash (headteacher)

In attendance

Mr R. Jones (observer)
Mrs L. Sun (observer)
Mrs L. Carr (observer)
Mrs K. Rainford (acting deputy)
Mr H. Jones (minuting secretary)

P&P/13/15 Welcomes, introductions and apologies for absence Action

Ms Marshall welcomed everyone to the meeting, especially the new governors who were observing before being allocated/choosing a committee to join. Everyone introduced themselves. There were no apologies for absence.

P&P/14/15 Statement of Pecuniary Interest

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

P&P/15/15 Minutes of the last meeting

The minutes of the meeting held on Tuesday 24th February, 2015, having been previously circulated, were approved as a true record.

P&P/16/15 Matters Arising

- *P&P/04/15*
Central record of vetting and recruitment checks
The action for this item has been completed.

Holiday applications
The action for this item has been completed.

- *P&P/06/15*
Staffing update
This item is in progress and was on the agenda (P&P/18/15) for this meeting.

- *P&P/07/15*

School policy updates

LA Grievance and Managing Attendance for Staff policies was on the agenda (P&P/17/15) for this meeting.

Behaviour Policy (LA policy)

Q. Have the governors got a Discipline Committee?

A. Mr Nash stated that this committee would only meet when required.

Governors

approved

the Behaviour Policy.

Attendance Policy (LA policy)

Governors

approved

the Attendance Policy.

Anti-bullying Policy

Governors

approved

the Anti-bullying Policy.

Admissions Policy

Ms Marshall had noted some issues within the policy and agreed to email these issues to Mr Nash, who will feedback to governors at the next meeting.

**EJM
AN**

Governors

agreed

to refer the Admissions Policy to P&P committee for amendment (to reflect NCC policy) and approval.

P&P Cttee

- *P&P/08/15 and P&P/10/15*

Pilot pupil Health and Well Being survey

Proposed school nurse service changes

Mrs Williams stated that these items were in progress and to be updated at the next meeting.

**HW
Agenda**

- *P&P/06/15 (confidential item)*

The action for this item has been completed.

P&P/17/15

The LA Grievance and Managing Attendance for Staff policies

Managing Attendance for Staff Policy (LA policy)

Mrs Miller presented governors with feedback on the Managing Attendance for Staff Policy.

Q. How are staff absences reported to governors?

A. Mr Nash stated these are reported at the Full Governors Meeting and in the headteacher's report.

Q. How do governors oversee the first 2 levels of staff absence?

A. Governors are involved at the 3rd review stage. Other absences are reported at the Full Governors Meeting and in the headteacher's report.

Q. The policy refers to a Stress Audit. Does the school currently carry out this audit?

A. Mr Nash explained that this would be included in the remit of the Staff Welfare role.

Q. Do staff have access to the 'Managing of Attendance' Guide?

A. This guide, along with all school policies, are on the school's intranet.

Q. Are staff attendance issues delegated by the headteacher?

A. Mr Nash stated he seeks advice from HR and liaises with SLT, when appropriate.

Governors stated they would welcome 'long term absence' being defined and updates on any staff who are referred to Occupational Health. Mrs Miller and Mr Nash will liaise on how this is reported.

EJM AN

Governors

approved

the Managing Attendance for Staff Policy.

Mr Nash showed governors the document which contains the location of all school policies, which he stated would be useful as a resource and when referring to policy review dates. Mr Nash also informed governors that all school policies can be found on the school's intranet.

Grievance Policy (LA policy)

Ms Marshall presented governors with feedback on the Grievance Policy, which explains panel and appeals procedures. Ms Marshall stated it is a thorough and detailed document which the LA are currently in the process of updating.

Governors

approved

the Grievance Policy.

P&P/18/15

Staffing Update

A discussion took place in response to the Exit Survey and Staff Questionnaire. Ms Marshall and Mr Taylor had previously provided governors with a summary of the last 5 staff Exit interviews. A Staff Questionnaire had also been carried out with staff receiving feedback at a staff meeting. In response to the survey and questionnaire Mr Nash stated the school now does or intends to do,

- to further develop the role of the Staff Awareness governor.
- consider creating a Communications governor role.
- to further develop the staff welfare role of Mrs Hewitt (who is due to return to school 2 weeks before the end of term)

- Mrs Hewitt to liaise with staff on personal development plans using the teaching standards; to develop a monitoring timetable; to work on induction programmes for new staff.
- strong phase teams are developing within school, who meet weekly to discuss issues and support each other. The phase leaders are an excellent point of contact for staff on a daily basis. Phase leaders can feed back to SLT and headteacher, when necessary.

Q. Governors welcomed these initiatives for the teachers, and enquired about the support being given to non-teaching staff?

A. Mr Nash acknowledged that it is often difficult for teaching assistants to attend phase team meetings and that the school should further develop ways in which support staff can be involved in phase team decisions.

AN

Ms Marshall added she felt that governors should continue to track developments from Exit Surveys and Staff Questionnaires. Governors agreed that, in the last year, good progress had been made on staff welfare and communication issues.

Mr Nash reported that a teaching assistant has resigned and will leave at the end of the summer term. 2 members of staff are on long term sick leave.

P&P/19/15 Headteacher's Appraisal

3 PM governors are now in place. It is hoped that an external advisor will be in place by the next appraisal cycle in Autumn 2015.

The mid-term review has taken place and there were no concerns.

P&P/20/15 Policy Updates

Early Years Foundation Stage (EYFS)

Mr Taylor stated the format, organisation and SpAG could be improved, but the content of the policy was good.

Governors

approved

the EYFS Policy.

Sex and Relationships (SRE) Policy

Mr Taylor gave governors feedback on the SRE Policy.

It was noted that all children have to be taught the national curriculum (science) aspects of SRE, but parents have the right to withdraw their child from sex education sessions. Boys and girls are split for questioning sessions with either a male or female teacher.

Governors

approved

the SRE Policy.

Accessibility Plan (LA policy)

Mr Taylor reported the content of the policy was good.

Governors

approved

the Accessibility Plan.

Home School Agreement

Mrs Lawrenson stated the Agreement was good, but recommended it should be 'jazzed-up'/modernised before being presented to the Parents Forum in Spring 2016.

Governors

approved

the Home School Agreement.

Recruitment and Selection (LA policy)

Mrs Williams reported that no amendments were needed to the policy and recommended that more staff and governors do the Safer Recruitment training to further improve the school's future recruitment process.

Mrs Williams raised the issue of how the school decides on the pay range for vacancies at Round Hill. Mr Nash said he discusses this with governors, when appropriate.

Mrs Williams stated she would liaise with Mr Nash to ensure that all recruitment procedures are being followed.

HW AN

Governors

approved

the Recruitment and Selection Policy.

Parental Leave Policy (LA policy)

Mr Nash said that he would make staff aware of this policy and reiterated that all policies are on the school's intranet.

AN

Governors

approved

the Parental Leave Policy.

Q. Mrs Miller asked if the allocating of policies to governors to read and feedback on had been useful.

A. Governors agreed that it was.

P&P/21/15 Determination of confidentiality of business

Governors

agreed

that no items on the agenda should be deemed confidential.

P&P/22/15 AOB

Mrs Miller (vice chair) stated she is unable to take over the role of chair in September. Ms Marshall said if there are any volunteers for the role of chair or vice chair to let her know.

Govs

P&P/23/15 Date of next committee meeting

The next meeting will be held on Tuesday 20th October, 2015 at 5.00pm.

The meeting closed at 6.40pm.

Signed(chair) Date
HJ/IY