

MINUTES OF MEETING

School: Round Hill Primary
Meeting title: Meeting of the Pupils and Personnel Committee
Date and time: Tuesday 20th October, 2015 at 5.30pm
Location: At the school

Membership
'A' denotes absence

Ms J. Marshall (chair)
Mrs E. J. Miller (vice chair)
Mrs H. Williams
Ms S. Yates
Mr A. Nash (headteacher)
Mrs J. Hewitt (deputy head)
Mrs L. Lawrenson
Mr R. Jones

In attendance

Mr M. Joyce (observer)
Mrs R. Tunney (SEN governor)
Mr H. Jones (minuting secretary)

P&P/24/15 Welcomes, introductions and apologies for absence Action

Ms Marshall welcomed everyone to the meeting, especially Mr Joyce who was observing before being allocated a committee to join. There were no apologies for absence.

P&P/25/15 Declaration of interest

Ms Marshall stated staff governors would have a declaration of interest for the item 'Pay Policy (P&P/38/15) and would not vote on this item. There were no other declarations of interest, either direct or indirect, for items of business on the agenda.

P&P/26/15 Minutes of the last meeting.

The minutes of the meeting held on Tuesday 9th June, 2015, having been previously circulated, were approved as a true record.

P&P/27/15 Appointment of Chair and Vice Chair.

Ms Marshall left the meeting at 5.40.

Ms Marshall had previously stated she would be willing to be Chair of the P&P committee for another year, but would welcome it if another governor wished to do the role. There were no offers from governors to become the Chair and Ms Marshall was proposed to continue for another year.

Ms Marshall was unanimously approved to be the Chair for the P&P committee for 2015-16.

Ms Marshall rejoined the meeting at 5.45.

Mrs Miller stated she had to step down from being Vice Chair of the P&P committee. Mrs Lawrenson agreed to take on the role of Vice Chair.

P&P/28/15 Matters arising (from P&P)

P&P/07/15

Governors noted The Admissions Policy was not approved at the meeting held on 09/06/14. The policy has now been updated. **approved** the policy with these amendments.

P&P/17/15

Governors do not have to be informed about staff absences until Stage 3 is reached, although Mr Nash usually keeps governors up to date before this is reached.

P&P/18/15

Every effort is made by the school to keep non-teaching staff up to date with decisions made at phase team meetings which they are unable to attend (e.g. because of PPA cover). This is being done at briefings or through direct teacher feedback and non-teaching staff attend key meetings.

P&P/20/15

At the next recruitment opportunity, Mrs Williams stated she would liaise with Mr Nash to ensure procedures are adhered to.

HW

Matters arising (from FGB)

The 'Prevent' duty is to be incorporated into safeguarding (P&P/32/15).

P&P/29/15 Attendance policy

The policy has been amended to include information about penalty notices and fines (£120), at Mr Nash's discretion, for non-attendance.

Governors unanimously **approved** the Attendance Policy.

P&P/30/15 Capability of Staff Policy

Mrs Lawrenson reported to governors on the CoS Policy,

- If the performance concerns are not resolved through a minimum of two cycles of targeted support and feedback within the appraisal system as set out in the agreed Nottinghamshire Appraisal Policy and Guidance Documents, consideration should be given to the application of the capability procedure. The decision to consider transition from appraisal to capability should therefore not come as a surprise to the employee.
- Governors would become involved at an earlier stage if it was the headteacher's appraisal.
- if required, a Hearing Panel would need forming from within the P&P committee (or other committees if P&P didn't have the necessary skills).

Governors unanimously **approved** the Capability of Staff Policy.

P&P/31/15 Child Protection Policy

Mrs Craik had read the CP Policy and Ms Marshall fed back with some of Mrs Craik's comments,

- an appendix to be added showing who had done safeguarding training and when.
- a sheet for staff to sign to show they had read 'Keeping Children Safe in School : Part 1'.
- a general code of conduct for staff.
- a list of linked policies.

Mr Nash stated that the CP Policy has many links with other school policies and these links should be identified.

The 'Prevent' recommendations and information should be incorporated into safeguarding.

Mrs Lawrenson stated she would meet with Mrs Craik to check that amendments to the policy had been made and seek governor's approval at the next meeting.

LL HC

P&P/32/15 SEN Policy

Mrs Tunney reported she had met with Mrs Pye and Brian Taylor on 20/10/15 to review the LA SEN Policy, adapted for Round Hill.

Mrs Tunney and Mrs Pye recommended some changes to the categories of SEN and to make reference to the Equality Policy.

RT EP

Mr Nash will check/update (if needed) the policies on the school website, including the SEN Policy.

AN EP

Governors unanimously

approved

the SEN Policy subject to the inclusion of amendments (reviewed at the next meeting)

RT

Mrs Tunney left the meeting at 6.05.

P&P/33/15 Central record of vetting and recruitment checks

Mr Taylor had, before resigning as a governor, worked with Mr Nash on the school's Single Central Record.

Mr Nash is ensuring all records are compliant and stated he would update governors at the next meeting and show them to the link governors for further scrutiny.

AN

P&P/34/15 Link Governor activity

- Mrs Williams referred governors to the document 'A guide to the use of link governor visits'. (Mr Nash agreed to send a copy of this to all Governors). The document is to be reviewed with the roles and names of link governors to be updated. Mrs Williams added that a time should be set aside for link governors to feedback to committee meetings on their visits.

AN

- Ms Marshall and Ms Lawerson ad met with Mrs Hewitt about staff welfare and a well being staff meeting is planned before the end of term. Mrs Hewitt agreed to feedback on this even and any others taking place to ensure governors can attend.
- Mrs Lawrence stated the 'governor breakfast' had been a great success at the end of the summer term and that this should become a termly event.

JH

P&P/35/15 Stakeholder views

Mr Jones stated governors are now better at listening to staff's issues and concerns, but need to improve how well they listen to pupil voice.

Mr Nash said the school carry out an annual pupil questionnaire. Mrs Hewitt organises the questionnaire and analyses the children's responses. A summary of the analysis is put in the school's website and would be looked at the next meeting.

JH

Mrs Williams stated it would be useful for governors to get feedback on School Council meetings and Mrs Miller suggested that key link governors (e.g. SEN, SIP) could also meet with the children.

Mrs Wilkinson will be the staff lead on stakeholder's views as part of her leadership role.

P&P/36/15 Management Information in reports to P&P

Mr Jones shared a one page 'Governors Management Information' grid which he stated might be very useful for governors in response to "how well do you know your school?" The grid could include key information about the school that all governors should know, e.g. pupil population data, finance and budget, staff structure, OFSTED ratings, etc

This information is included in the appropriate sections in the headteacher reports to governors, but Mr Jones proposed a simple, clear summary grid which provided this information for governors, which he felt would also be useful.

Ms Marshall also provided to AN a few ideas from the LA on key MI eg staff attendance, sickness absence records, staff grievances, school complaints against staff etc which could be reported under P&P as part of the strategic role of the governors.

Mr Nash stated he would investigate if such a summary could easily be created.

AN

P&P/37/15 Staff update

Mr Nash updated governors on recent staff issues,

- one member of staff is on long term absence (at stage 3).
- two members of staff have had a number of absences this term and have been referred to OH. Mr Nash stated the school has been supporting these staff during their absences.
- Mr Nash said all staff had passed their most recent appraisal.

Governors stated they would like to monitor the new staff structure and asked how well it had worked this term. Mr Nash reported how SLT staff had been going in to classrooms to support and run interventions. Mr Nash agreed to report back to governors at the next meeting when the new structure will have had more chance to impact on children's learning.

Confidential item – see separate sheet

Mrs Hewitt left the meeting at 6.55.

P&P/38/15 Pay Policy and Appraisal Policy and Guidance

Appraisal Policy

Mrs Williams updated governors on the Appraisal Policy and stated it only needed some small amendments, e.g. dates to be added, names of trained appraisers.

Governors unanimously

approved

the Appraisal Policy subject to the inclusion of amendments (to be reviewed at the next meeting)

AN HW

Pay Policy

Mrs Miller updated governors on the LA Pay Policy which is reviewed annually and stated that the school are compliant.

A full and frank discussion followed on whether pay increases would be linked to appraisal and performance and, furthermore, how would this be linked with the annual cost of living increase. All options around this issue had been explored and exhausted with the LA. However, governors wanted to note their disagreement with linking the cost of living increase to performance.

After voting, the majority of governors

approved

the Pay Policy (with Ms Marshall voting against).

However, governors wanted their concerns noting about the cost of living increase being linked to performance. They also wished it to be noted how highly they valued the work of the staff at Round Hill.

Ms Marshall and Mrs Miller stated they would communicate the issues around the Pay Policy discussed at this meeting to staff.

JM EJM

P&P/39/15 Report back from Pay Committee (13/10/15)

The Pay Committee have recently met and

approved

all pay recommendations.

P&P/40/15 Strategic question – is the Appraisal and Pay review process impacting on pupils learning and outcomes?

This item to be carried forward to the next meeting.

Agenda

P&P/41/15 Determination of confidentiality of business

Governors agreed that an item on 'Staff update' (P&P/38/15) should be deemed confidential.

Date of next committee meeting

The next meeting will be held on Tuesday 23rd February, 2016 at 6.00pm.

The meeting closed at 7.40pm.

Signed(chair) Date

HJ/Z