

MINUTES OF MEETING

School: Round Hill Primary
Meeting title: Meeting of the Pupils and Personnel Committee
Date and time: Tuesday 23 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 S Yates
Mr A Nash (headteacher)
Mrs J Hewitt (deputy head)
Mrs L Lawrenson
Mr R Jones
Mrs L Brown
Mrs E Pye

In attendance Mr H Jones (minuting secretary)

P&P/01/16 Welcomes and apologies for absence **Action**

Ms Marshall welcomed all to the meeting, especially Mrs Brown who has joined the P&P committee.

There were no apologies for absence.

P&P/02/16 Statement of pecuniary interest

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

P&P/03/16 Minutes of the last meeting

The minutes of the meeting held on Tuesday 20th October, 2015, having been previously circulated, were approved as a true record, with the following amendment:

(P&P/38/15, page 5) "Mrs Williams updated governors on the Appraisal policy".

P&P/04/16 Matters Arising

Matters Arising from P&P

P&P/20/15

Helen Williams agreed to look at recruitment procedures when the school next appoints an external member of staff. It was noted that governors were present at the internal appointment of the Assistant Head and recruitment procedures were adhered to.

HW

P&P/31/15

SEN Policy has been updated and is on the school's website.

P&P/32/15

The Child Protection Policy has been updated and is on the school's website. Mr Nash has ensured up to date policies are on the school's website and cross-referenced, where appropriate.

Q. Are the policies on the public domain of the website or only for governor access?

A. Public domain and, therefore, can be accessed by parents.

P&P/33/15

NAHT and DfE have emailed to confirm what should be included in a school's Single Central Record (SCR). The school's SCR, is based on the model LA template and was checked by the safeguarding governors, when they completed the safeguarding checklist in the autumn term 2015.

P&P/34/15

'A guide to the use of link governor visits' is now on the website.

P&P/34/15

The 'Well Being' staff meeting was postponed due to the sad news of the passing away of Alison Heaton (TA). An informal time to talk meeting was held instead.

P&P/35/15

Pupil voice – agenda item P&P/05/16.

P&P/37/15

Mr Nash informed governors of SLTs roles in supporting children and running interventions: Mrs Pye (0.2 interventions), Mrs Hewitt (0.2 in class) and Ms Yates (0.8 in class).

Mr Nash runs the lunchtime Coding Club. Mr Nash added that due to his headteacher commitments he spends less time directly supporting children than he would like, but with improved delegation in the future he hopes to be able to become increasingly involved.

Q. How can governors be made more aware of the roles and impact of SLT on children's learning? Should a log be kept?

A. A log may be useful. Unsure yet how this would be done, but is worth looking into. The log would commence from the current situation and not be back-dated. Mr Jones added that it might be counter-productive if too much time was spent compiling a detailed log and, thus, taking a member of SLT away from supporting children.

SLT

Mr Nash stated staff structure and roles were always subject to change, but always updated governors of any changes.

P&P/38/15

The Appraisal Policy has been updated. Mrs Hewitt agreed to check that all amendments have been added.

JH

Matters Arising from Full Governing Body

GB/04/16

Mr Nash informed governors of the current partnership between Round Hill and 10 local schools through the White Hills Park Federation. This includes half-termly headteachers meetings, the sharing of SEFs, intervention updates, staff CPD, curriculum leader meetings, moderation events, family SENCo support. Much other informal collaborative work also takes place (e.g. behaviour, attendance).

The partnership also includes a Business Manager support group which should help with cost saving procurement of some services in the future.

Governors added that the Collaboration Working Group would look further at partnerships in their meetings.

Collaboration working grp

Ms Marshall suggested that Chairs of P&P committees from partnership schools could meet to discuss relevant issues.

Q. Is this issue of partnerships linked to academies?

A. There is no hidden academy agenda, but governors want to keep up to date with current developments and don't want to become insular or isolated. It is essential that we maintain our partnerships and links with others.

GB/06/16

Mr Nash shared with governors a double-sided document giving a data summary of the school's admissions projections, capacity, NOR, budget, staffing costs and profile and pupil performance. Mr Nash added his concern that he didn't want this to be a time consuming exercise and could be included as part of the Business Manager's role in the future.

Governors stated that the information included was very important for their knowledge and

resolved

that this data summary should be presented annually and not termly.

Mr Nash stated that other relevant information (e.g. staff absence) would still be included in the termly headteacher's report.

Ms Marshall asked governors to email her with any other data/information suggestions that should be included in the annual summary.

Govs

GB/04/16

Q. Do we assess a teacher's eligibility for the cost of living uplift and incremental increase at the same time or separately?

A. Mr Nash explained that he had consulted with Andy Wilson (Senior HR) over this matter. Andy Wilson had advised that, for this year, the cost of living uplift and incremental increase should be treated the same. Mr Nash stressed to governors that he wanted Andy Wilson to respond in writing/email with this recommendation. Mr Nash will request this confirmation from Andy Wilson on 24/2/16.

AN

Governors expressed their concern over the pay award process and eligibility for pay uplift and

resolved

Govs

that no decision would be made until an email had been received from Andy Wilson confirming his recommendations for this year.

GB/06/16

Mr Nash has updated governors on the process of identifying children who might 'disappear' in the system. An issue concerning a child who had recently been included on the roll of at a neighbouring school and Round Hill had been resolved.

P&P/05/16 Stakeholder Views

Mrs Lawrenson presented the results of a Y6 questionnaire carried out on 29/1/16. 4 governors and Mr Nash were present when Y6 completed the questionnaire to speak to the children about their experiences in school.

Mrs Lawrenson stated overall the children's responses were extremely positive and reflected an enthusiastic attitude towards their learning and confidence in the staff/adults working with them. The issues that concerned them most were outside the classrooms and related to non-teaching time.

The 2 main concerns were the upstairs toilets and school meals. A few children questioned the effectiveness of Peacemakers at playtimes and RE coverage.

- The toilet problem was caused by the noise of a fan running and some children commented that it sounded like a "ghost". The fan is not necessary and has now been turned off. The toilets have also been repainted and had new mirrors installed.
- Governors felt that the issue of school meals will need further discussion.
- The issue of the roles of the Peacemakers has been relayed to SLT.
- The issue of RE coverage involved a few children and reflected the RE curriculum after 1 term. It was felt the children's responses would be different at the end of the year when all elements of the RE curriculum had been taught.

Govs

Governors stated in the future it would be worthwhile to carry out questionnaires with other year groups, as well as Y6 and to use the ideas of the School Council.

Governors thanked Mrs Lawrenson and Mrs Wilkinson for their detailed report which showed how well the school was supporting, and listening to, its children.

P&P/06/16 Staff Updates

Confidential item – see separate sheet

Mr Nash gave a staff update,

- Stacey Yates has been appointed as Assistant Head.
- A new phase leader will need appointing for September 2016.
- All staff have been asked about their curriculum leadership preferences and which class they would like to teach in for September 2016.
- 2 teaching assistant apprenticeships and an office admin apprenticeship are to be appointed. Candidates will be vetted by Central College.

The headteacher's mid-term Appraisal Review took place on 23/2/16, supported by an external LA advisor.

Amanda Giles

A discussion took place concerning an email that Amanda Giles (teaching assistant) had sent to some governors about her work at Round Hill. Mrs Giles has since left Round Hill. In her email, Mrs Giles referred to 5 issues – the deployment of teaching assistants, training & development/CPD opportunities, performance management & observations, dyslexia strategy/provision, communication between phase leaders & TAs.

Mr Nash explained how the school has dealt with these issues,

- Deployment of TAs – the school gathers information on TAs skills and listens to their deployment preferences. The SLT then assimilates this information with a whole range of other factors (such as current research, needs of the children, budget) and TAs are then deployed where the school feel they would be most effective. The school does not employ any teaching assistants on specialist contracts and therefore they can be

deployed anywhere within the description of their pay grade. Governors asked about specialisms such as LAC, Mr Nash explained that these were not specialism's stated in contracts.

- CPD – all TAs have appraisal dialogues with the senior TA and Mrs Pye AHT/Inclusion Leader. At these review meetings, training opportunities are identified. In 2014 (and updated in July 2015) a strategy for the deployment of TAs was fully discussed and explored and governors were part of the original working party. Mr Nash pointed out that TAs had requested better CPD and joint meeting with teachers and as a result TAs had their timetable adjusted so they can attend half of all staff training events. All TAs are paid to attend Inset Days. Mr Nash explained that Round Hill was up to date with current practice with regards to both SEND and teaching assistants because it has been part of the AfA (Achievement for All) project for 6 years. He added that the key outcomes from the MITA project (Maximising the Impact of Teaching Assistants) had been used at joint Teacher and TA training events to ensure that the principles of best practice are being followed.
- Dyslexia – The Rose Review specified that schools should have access to a specialist qualified teacher with QTS and that they should possess a masters level qualification in order to lead on dyslexia in school. To this end, school has invested in the training of Mrs Pye and she has completed the required AMBDA dyslexia training. This training has been regularly cascaded to staff and school will apply for the Dyslexic Award in the future. Mr Nash added that another key recommendation from the Rose Review was that children with dyslexia don't need 1:1 support and school's first wave intervention should always be 'Quality First Teaching.' This has meant a shift in practice from TAs taking the lead on working with dyslexic children.
- PM/Observations and feedback – Mr Nash explained that a key function of the Leadership Team was to monitor the effectiveness of school and part of this process involved carrying out observations and giving feedback. Governors asked how often unannounced drop in observations were, as referenced in Amanda's email? Mr Nash added that observations can be carried out at any time, there were no limits on how many observations could be carried out and they were different to appraisal observations.
- Communication between phase team leaders and TAs – Mr Nash stated that all the above demonstrated the ongoing communication strategy between SLT, phase teams and between teachers and TAs.

Further questions from the Governors.

Q. Are TAs skills being used appropriately?

A. We talk to and listen to TAs and gather information on their skills. This information is used to deploy them where their skills are most effective.

Q. Will/has Mrs Giles had an 'Exit' interview? Do all staff get an opportunity for an 'Exit' interview?

A. All exiting staff are offered an exit interview. Miss Hewitt agreed to check with Mrs Rainford if Mrs Giles has already been offered an exit interview and if not she will offer one.

JH

Q. Is Mr Jones responding to Mrs Giles email?

A. Mr Jones will respond but, before sending, would like to confirm the content with other governors.

**RJ
Govs**

Governors stated the school had responded appropriately to all of Mrs Giles' issues.

Governors also recognised that other methods of hearing from staff included the

annual 'Exit' report and annual Staff Questionnaire. SLT were asked if the Staff questionnaire currently allowed for written comments, it was stated that it was not. It was therefore proposed that Governors should be help in devising the staff questionnaire, along similar lines to the Year 6 questionnaire.

P&P/07/16 Strategic Question – is the Appraisal and Pay Review process impacting on pupils learning and outcomes?

Item to be carried forward to a future meeting.

Agenda

P&P/08/16 Determination of confidentiality

An item in P&P/06/16 was deemed to be confidential.

P&P/09/16 Date of next meeting

The next meeting will be held on Tuesday 7 June, 2016 at 5.00pm.

The meeting closed at 8.20pm.

Signed(chair) Date

HJ/KW

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Confidential item

P&P/06/16 Staff updates

Action

Felicity Allard was successful in her application for the role of Literacy Co-ordinator at Seeley Primary School, commencing in September 2016. As a result, there will be a vacancy to replace Ms Allard and this will be advertised as early as possible (26/2/16).

Signed(chair) Date