

MINUTES OF MEETING

School: Round Hill Primary
Meeting title: Pupils and Personnel Committee
Date and time: Tuesday, 7th June, 2016 at 5.00pm
Location: At the school

Membership
'A' denotes absence

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

In attendance Mr H Jones (minuting secretary)

P&P/10/16 Apologies for absence **Action**

Apologies were received, and accepted, from Mrs Hewitt.

P&P/11/16 Declaration of interest

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

P&P/12/16 Minutes of the last meeting

The minutes of the last meeting held on 23rd February, 2016 were photocopied prior to the meeting. Governors read through and approved the minutes as a true record.

P&P/13/16 Matters arising from P&P

P&P/37/15 P&P/07/16

Mr Nash presented governors with a table to show the work SLT (Mrs Hewitt, Mrs Pye, Mrs Yates and Mr Nash) currently undertake with children in school.

Governors added they would like 'a flavour' in the form of a termly review of what actually happens (details, examples, figures, statistics) in order to monitor the impact that SLT are making, e.g. safeguarding actions.

Mr Nash stated this information would be included in the 'Leadership and Management' section of the termly Headteacher's Report. Specific issues relevant to the roles of the SLT can then go to governor committees for further discussion.

AN

P&P/38/15

Appraisal amendments have been incorporated into the Appraisal Policy.

It was Resolved to:

Approve the Appraisal Policy.

GB/06/16

Mr Nash asked governors what key information they required to be included in the annual Management Information (MI) chart. Mrs Marshall and Mrs Lawrenson will meet to work on the key information needed.

JMa/LL

The MI will be revisited in September 2016.

GB/04/16

Incremental and cost of living pay rises is complete.

P&P/06/16

Mrs Giles had been offered an Exit Interview.

Staff questionnaire

The staff questionnaire is to be completed ready for discussion at the next P&P meeting. Mrs Brown agreed to liaise with Mrs Hewitt to compile the questionnaire, making sure there is still a space for staff to add comments.

LB

Matters arising from FGB

GB/22/16

Confidential item – see separate sheet.

GB/26/16

Mr Jones and Mr Nash had begun work on the 'School Expansion' paper which was not yet ready for discussion at the meeting. This should be ready for discussion at C&SD and F&GP in the Summer Term 2016 then at FGB and P&P committee in the Autumn Term 2016.

RJ

The paper will include relevant expansion issues for consideration, e.g. capacity of the school to maintain levels of non-teaching staff; budget constraints on the staff structure the school would like; capacity to recruit high quality teachers; use of parents/volunteers; levels of midday supervision required.

P&P/14/16 Home School Agreement

Parents Forum were given the chance to feed back on the school's Home School Agreement (which is in each child's home/school planner). Governors also recommended some small amendments, i.e. the reading of newsletters, and to state 'each child is valued and cared for'.

Mr Nash agreed to make the amendments and put the Home School Agreement on the school website.

AN

With these amendments, governors

approved

the Home School Agreement for September 2016.

P&P/15/16 Reflection and Assembly Policy

Mr Nash explained how assemblies, in order to reflect all faiths in school, were a time for reflection as opposed to collective worship. Therefore, the policy should be entitled the 'Reflection and Assembly Policy', whilst paying due regard to statutory worship requirements.

The policy states parents have the option of withdrawing their child from assemblies. Mr Nash stated the school does not encourage this and prefers to work with the parent by offering them the opportunity to observe assemblies and experience the reflective nature of them before making the decision of withdrawing their child.

It was noted the role/co-ordinator name for the policy needed updating and that references to collective worship should be amended to reflection.

AN

Governors

approved

the Reflection and Assembly Policy.

Mr Nash stated when a policy has been discussed and approved at committees the 'Policy Overview' document should be updated.

AN

P&P/16/16 Decision Planner

The LA Decision Planner gives recommendations and guidelines for areas to be covered by governor committees. Mrs Miller referred specifically to some P&P items in the Decision Planner (page 6) which would need further discussion:

- 2. To determine and review staffing structure including any temporary appointments in line with the fixed term agreement policy.
- 11. To consider the recommendations of the appraisal governors in relation to the headteacher's pay.
- 24. To agree and monitor a training strategy for teacher, support staff and governors (for C&SD?).
- 26. To receive a report from the headteacher on pay progression for all teaching and support staff.

Mrs Miller and Mr Nash agreed to meet to discuss the remits and timelines for the P&P and Pay Committees and to feed back to FGB and P&P.

EJM/AN

Annual Planner

Mr Nash briefly referred governors to the LA Annual Planner and stated the Round Hill Planner had been merged with the LA Annual Planner. Items highlighted in red were LA changes.

P&P/17/16 Stakeholder views – Pupil Voice

Q. Mrs Lawrenson asked if any governors would be available to attend the School Council meetings on 4/7/16 and 18/7/16, and then approximately once a month?

A. Mrs Marshall stated she could attend on 4/7/16 and Mrs Brown on 18/7/16. This is a good opportunity for governors to work with the children. Governors agreed to inform Mrs Wilkinson about their availability to attend future School Council meetings.

Govs

The Y6 questionnaires are currently being reviewed and issues raised will be fed back to the School Council.

P&P/18/16 Safeguarding

On 7/6/16, Mrs Craik carried out a link governor safeguarding visit and completed a 'Link Governor Visit Form'.

The purpose of the visit was to ensure the school has in place systems and processes to safeguard children in line with national and local guidelines. Mrs Craik reported procedures are thorough and systematic and follow the LA policy.

Mrs Craik made a few recommendations:

- Safeguarding training for some governors.
- Staff and governors to be updated on the new guidance in September 2016 where there is a requirement to understand 'Part 1, Keeping Children Safe in Education'. Mrs Craik and Mrs Pye will plan this for Autumn Term.
- DBS checks for all governors by September 2016.

HC/EP

Govs

Q. Are any access points of concern at school?

A. Mr Nash stated the school constantly review the security of the school site. Whilst wanting school to be welcoming all staff are vigilant about security and visitors coming into school, e.g. wearing of ID badges, challenging of people around school.

P&P/19/16 Appraisal

Headteacher's appraisal

On 7/6/16, Mrs Miller carried out the headteacher's mid-term appraisal review. Mrs Miller stated there were no concerns and all objectives were on track to be achieved.

Mrs Miller added that the input from the external advisor had been vital throughout the headteacher's appraisal process.

Is the Appraisal and Pay Review process impacting on pupils learning and outcomes?

This item had been carried forward from the last P&P meeting.

Governors

resolved

this item should be reviewed in the autumn term 2016 after sufficient time had been given for the new staff structure to impact on outcomes.

P&P/20/16 Confidentiality

Governors deemed an item (GB/22/16) in P&P/13/16 should be confidential.

P&P/21/16 Date of next meeting

The next meeting will be held on Tuesday 18th October, 2016 (6.00pm).

The meeting closed at 7.10pm.

Signed(chair) Date

HJ/jag