



Gusford Primary School

The Active Learning Trust

"Promoting Achievement and Success"

**Meeting of Personnel Committee
held on 4th June 2015, 5.30pm**

Present:	Mrs Patricia Dobson	PD
	Ms Donna Phillips	DP
	Mr Colin Tapscott	CT
In Attendance:	Mrs Toni Cornish (Clerk)	TC

No.	Item	Explanation	Who	Time
1.	Apologies:	Given and noted above.		
2.	Confirmation of previous minutes dated 4th June 2015			
		The minutes from the meeting held on 4 th June 2015 were agreed as a true and accurate record of the meeting.		
3.	Matters arising from the minutes			
	<u>Item 3 – Matters Arising from 5th March 2015</u>			
		CT to report back on discussion re: training budget with Bursar – CT confirmed budget re-forecasting is taking place and training will be discussed as part of this.		
		DP to contact Marie Cridge to discuss assistance with Single Central Record – DP confirmed the outcome of this meeting at the FGB meeting held on 6 th July 2015 and circulated the notes of this meeting to all Governors on 11 th November 2015.		
		<u>Item 10 – Policies</u> - See item 7 below for discussion on this item.		
		<u>Item 11 – Governor Vacancies</u> – CT confirmed he had discussed this with Higher Education representatives but to date, no interest had been shown.		
4.	Opportunity to declare an interest on any item on the agenda			
		No interests were declared.		
5.	Staffing Appointments			
		CT provided the below update.		
		Cover Supervisors – Two members of staff were appointed from September 2015 but resigned the week prior to half term requesting release at half term. CT agreed to release them from their contracts as they had not reached the standards expected of them. The posts have been re-advertised with a closing date of this week with interviews scheduled for Wednesday 25 th November 2015.		

	<p>FET Worker – Resigned from post due to difference of opinions regarding his role. He has now left the school. The post has been re-advertised with interviews scheduled for Friday 20th November 2015. Should any internal members of staff be appointed to this role, this may result in other vacancies.</p> <p>PP Teacher - Candidate appointed from Cliff Lane, joining Gusford full time after Christmas. The candidate has applied for a position in the past but had been unsuccessful.</p> <p>Part Time Teacher – Vacancy due to recent resignation. The post has been advertised with a closing date this week and interviews scheduled for next week.</p> <p>Cover teacher - Short term cover is currently in place. This post has been advertised.</p> <p>TA – Vacancy for TA support to a child with behavioural support.</p>														
6.	Pay Reviews														
	Please refer to Part B confidential minutes for further discussion in relation to this item.														
7.	Policies														
	<p>Whole School Pay Policy – Circulated ahead of the meeting. Governors noted the contents. Annex G should be updated to reflect the agreed changes to salary ranges on the Leadership Group Range as discussed under item 6 (part B) at the Personnel meeting held on 4th June 2015 and the recent letter from ALT to CT. These were noted below</p> <table border="1" data-bbox="177 1144 1241 1375"> <thead> <tr> <th>Post</th> <th>Leadership Pay Range</th> <th>Salary Value from September 2015*</th> </tr> </thead> <tbody> <tr> <td>Headteacher</td> <td>17 – 24</td> <td></td> </tr> <tr> <td>Deputy Headteacher</td> <td>12 – 15</td> <td></td> </tr> <tr> <td>Assistant Headteacher</td> <td>8 -11</td> <td></td> </tr> </tbody> </table> <p>The Whole School Pay Policy will be listed as an agenda item for adoption at the Full Governing Body Meeting scheduled for 7th December 2015.</p>	Post	Leadership Pay Range	Salary Value from September 2015*	Headteacher	17 – 24		Deputy Headteacher	12 – 15		Assistant Headteacher	8 -11			
Post	Leadership Pay Range	Salary Value from September 2015*													
Headteacher	17 – 24														
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	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> Whole School Pay Policy to be listed as an agenda item at FGB meeting 07/12/15. 	TC													
	<p>Time off for public duties and Time off for TU duties and activities – It was noted at the previous meeting that these policies were pre-academy policies. TC contacted Jan Steele at ALT and forwarded the policies Gusford held on file. Jan Steel confirmed the below.</p> <p><i>Email dated 15 June 2015 from Jan Steel - On both these policy matters there is a pre-TUPE policy already in place in which the language was ‘academised’ by me in readiness for the schools transfer over date to Active Learning Trust. That was the commitment we made to Trade Unions during the course of the TUPE consultation process back then. I don’t think there is anything that has changed in the range of issues covered by the TUPE agreed policy that means it needs changing at this stage. In looking at these in comparison to the versions you have sent over they look pretty much the same to me. Might it</i></p>														

	<p><i>just therefore be the case that of the pack sent over for academy transfer these two missed out on being adopted by your governors. If that is the case then fine for you to go ahead with them on your agenda. But if something has been changed from the TUPE drafts above then, as said before, once we get into the new year we will be in a position to consult and negotiate on harmonising all TUPE-over policies across the whole Trust into one version to apply to all, but until then the policies as they TUPE over to you should be retained please.</i></p> <p>It was agreed CT would revisit the TUPE'd policies from ALT and forward to TC for cross referencing. It was noted that these policies will be subject to harmonising into one version in the new year.</p>		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> ▪ CT to revisit TUPE'd policies and forward to TC for cross referencing. 	CT	
8.	Performance Management		
	<p>CT confirmed Performance Management for all teachers had been completed, although some were delayed due to illness. Support staff will be completed within the next few weeks.</p> <p>Please refer to Part B confidential minutes for further discussion in relation to this item.</p>		
9.	TA Structures and Salaries		
	<p>Please refer to Part B confidential minutes for further discussion in relation to this item.</p>		
10.	Safeguarding		
	<p>PD recently met with the FET team and reported on their excellent work and how impressed she was that they intend to have regular monthly meetings with the SENCO team and Behaviour Teacher. PD explained the importance of these meetings as children can feel intimidated by multiple people having an input. PD recognised the valuable work they do and how staff appreciate and support them. PD will circulate her meeting notes to Governors.</p> <p>CT discussed with Marie Cridge the workloads of the team and how their role should be about supporting social and emotional needs together with family support. CT was concerned how they are being used for on-call which is subsequently causing a back log of paperwork resulting in team members working late at night to catch up. CT will be exploring how to reduce on-call. SG children excellent understanding.</p> <p>PD raised concern about West Villa (homeless family unit) which has opened in the catchment area and the knock on effect this may have on the school with school admissions. CT explained they may see lots of short term children on roll following their placement at this unit as long term, once allocated housing elsewhere, it is likely they would move schools. There was doubt from Governors and CT as to whether this unit was actually part of the catchment area of Gusford. CT to check if West Villa is part of the Gusford catchment area.</p>		
11.	Any other business		

<p>The Personnel Committee wished to extend their thanks to the Clerk (Toni Cornish) for her excellent contribution and commitment to the personnel meetings.</p> <p>There were no other items to discuss under this heading.</p>		
<p>Date and time of next meeting: 25th February 2015, 5:30pm</p>		

The meeting closed at 19:20pm

Minutes Agreed

Name: _____

Signature: _____

Date: _____

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