



Gusford Primary School

The *Active Learning* Trust

"Promoting Achievement and Success"

**Meeting of Personnel Committee
held on 25th February 2016, 5.30pm**

Present:	Mrs Patricia Dobson	PD
	Ms Donna Phillips	DP
	Mr Colin Tapscott (arrived at meeting at 5:50pm)	CT
	Mrs Sally Wright	SW
Apologies:	Ms Marilyn Toft	MT
In Attendance:	Mrs Toni Cornish (Clerk)	TC

No.	Item	Explanation	Who	Time
1.	Apologies:	Given and noted above. PD welcomed SW to her first Personnel meeting. A short discussion was held prior to CT's arrival when Governors explained the acronyms and various Personnel terminology to SW.		
2.	Confirmation of previous minutes dated 16th November 2015	The minutes from the meeting held on 16 th November 2015 were agreed as a true and accurate record of the meeting.		
3.	Matters arising from the minutes	<p>Whole School Pay Policy - Governors noted the contents of this policy at the Full Governing Body meeting on 7th December 2015. The Policy Review schedule has been updated.</p> <p>Performance Management - CT's salary award was discussed at the Full Governing Body meeting on 7th December 2015. PD confirmed that a 1 point salary increase to L24 for CT was sanctioned from ALT. This means that the headteacher pay scale has also been extended by 1pt to L24. The pupil numbers on roll has increased and as a result the school is in band 4. The Governing Body approved the ALT's decision to band 4 and the headteacher's salary increased. MT proposed this and DP seconded. All Governors were in agreement</p> <p>TUPE'd Policies – CT has not had the opportunity to revisit the TUPE'd policies re: Time off for public duties and time off for TU duties and activities. It was agreed this action would be deferred to the next meeting and CT will forward the policies to TC for cross referencing once available.</p>		
	<u>Actions Agreed:</u>	<ul style="list-style-type: none"> CT to revisit TUPE'd policies and forward to TC for cross reference when available. 	CT	
4.	Opportunity to declare an interest on any item on the agenda	No interests were declared.		

5.	Staffing Update		
	CT reported there had been no staff resignations since the last meeting.		
	<ul style="list-style-type: none"> • Sarah Clayton has returned from maternity leave. • Emily Kenny has been approved for the Teach First course. • Rebecca Johnson (GI) has been unsuccessful to date in securing a place on a teacher training programme. CT reported her contract is due to terminate at the end of the year but that the school will support her to secure a place. • Juan Piedra Barrera, Qualified Teacher from Spain has settled in well. He has good English although needs to develop this further. Initially references were slow to arrive, however his DBS and overseas checks have been received which are both clear. • LH has settled into her SENCO role. Levels have risen and monthly vulnerable children meetings have been established with the FET team. <p>PD questioned how the newly appointed TA's have settled in. CT confirmed they have settled in well to their roles which are running very smoothly.</p> <p>Please refer to Part B confidential minutes for further discussion in relation to this item.</p>		
6.	Support Staff Pay Reviews following confirmation of grade 2 expectations		
	Please refer to Part B confidential minutes for further discussion in relation to this item.		
7.	Safeguarding		
	<p>PD confirmed she had completed the Safeguarding Audit with Marie Cridge, the FET Manager, which went extremely well. The online safety audit has also been completed.</p> <p>It was identified from the audit that Governors require Safeguarding Training, including Prevent (extremism and radicalisation). CT confirmed he has received training and will explore dates to train staff. A decision will need to be made as to what level of training Governors should receive. It was noted staff are trained to Level 2.</p> <p>SW agreed to contact LD to arrange for a DBS check. TC agreed to contact DB, new Parent Governor, to advise him to contact LD to arrange a DBS check.</p> <p>CT confirmed all staff, with the exception of one, has completed Prevent training. CT will ensure this is followed up.</p> <p>The Safeguarding Policy was circulated following the Full Governing Body meeting and feedback has been requested from Governors by email. CT is in the process of collating this feedback and will update with the comments. A final version of the policy will be produced for the next Full Governing Body meeting.</p>		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> ▪ TC to advise DB to contact LD to arrange for a DBS check. 	TC	
8.	Any other business		
	PD stated LU is seeking volunteers to meet with the School Council. PD confirmed she has volunteered to meet with them on 3 rd March 2016. JS (Staff Governor) is also meeting the School Council. PD recognised this as a good		

	opportunity for Governors to interact with regard to safeguarding. SW offered her assistance to CT to review the current Behaviour Policy.		
Date and time of next meeting – 9th June 2016, 5.30pm			

The meeting closed at 18:45pm

Minutes Agreed

Name: _____

Signature: _____

Date: _____

PUBLIC COPY