



# Gusford Primary School

The *Active Learning* Trust

"Promoting Achievement and Success"

Meeting of Personnel Committee  
held on 9<sup>th</sup> June 2016, 5.30pm

<b>Present:</b>	Mrs Patricia Dobson	PD
	Ms Donna Phillips	DP
	Mr Colin Tapscott	CT
	Ms Marilyn Toft	MT
<b>Apologies:</b>	Mrs Sally Wright	SW
<b>In Attendance:</b>	Mrs Toni Cornish (Clerk)	TC

No.	Item	Explanation	Who	Time
1.	<b>Apologies:</b>	Given and noted above.		
2.	<b>Confirmation of previous minutes dated 25<sup>th</sup> February 2016</b>			
		The minutes from the meeting held on 25 <sup>th</sup> February 2016 were agreed as a true and accurate record of the meeting.		
3.	<b>Matters arising from the minutes</b>			
		<b>TUPE'd Policies</b> – Time off for public duties and time off for TU duties and activities. It was noted that these policies will be subject to harmonising into one version in the new year therefore review will not be necessary at this stage. <b>Safeguarding</b> – <b>DB to contact LD to arrange for a DBS check.</b> TC confirmed she had emailed DB on 7 <sup>th</sup> March 2016. DB confirmed by email he had taken his ID into school prior to Christmas and completed all the relevant forms.		
4.	<b>Opportunity to declare an interest on any item on the agenda</b>			
		No interests were declared.		
5.	<b>Staffing Update</b>			
		CT confirmed class teachers have been organised. Appointments to note: <ul style="list-style-type: none"> <li>School Salary Direct Student Emma Ward, currently a Cover Supervisor, will be paired with Emma Dugdale.</li> <li>Teach First Graduate, Emily Kenny, will be paired with Liz Gray.</li> </ul> <b>Please refer to Part B confidential minutes for further discussion in relation to this item.</b>		

6.	<b>Safeguarding</b>		
	<p><b>FET Team</b> - Marie Cridge has returned from sick leave on a phased return. Sarah Walker has made a request to reduce her hours (see Part B confidential minutes for further details). Prevent training has been completed by all staff and Governors, with the exception of Governor DB. CT agreed to follow this up. PD confirmed she had received her certificate. CT will chase up others.</p> <p><b>Single Central Record</b> – DP will contact Yvel Swann to make an appointment to visit in this term. CT believes the record is up to date as no new members of staff have joined.</p>		
	<p><b><u>Actions Agreed:</u></b></p> <ul style="list-style-type: none"> <li>▪ CT to follow up Prevent Training with DB.</li> <li>▪ CT to chase up Prevent Training certificates for Governors.</li> <li>▪ DP to contact Yvel Swann to review SCR</li> </ul>	CT CT DP	
7.	<b>Policies</b>		
8.	<p><b>Any other business</b></p> <p><b>School Evacuation</b> – CT reported that on Friday 27<sup>th</sup> May 2016 the school site was evacuated. The school was contacted by phone at about 10.30am. It was an automated message saying there was a bomb on site that would be detonated within an hour. All the children were immediately evacuated to Sprites Primary School with a few members of staff remaining to liaise with the police. The school’s evacuation procedure worked smoothly and all pupils were kept safe. The Trust were informed as soon as possible and a statement was issued to the media which read:</p> <p>“Gusford Primary School can confirm there was an incident this morning involving a telephone call regarding a suspect package at the school. All the children and staff were evacuated calmly and safely. Parents have been informed and are collecting their children. Staff at the school are currently working with the police and as such we cannot comment further at this stage.”</p> <p>Parents were informed of the evacuation as soon as possible. The site was searched and no devices were found. The search wasn’t completed in time for the pupils to return here for lunch, so the decision was made for the pupils to be collected from Sprites. A message was later sent via social media and ParentMail asking parents to collect pupils’ belongings from their classrooms.</p> <p>PD reported parents were very impressed by the evacuation procedure.</p> <p><b>Please refer to Part B confidential minutes for further discussion in relation to this item.</b></p>		

**Clerking** – TC had advised Governors that following the last Full Governing Body meeting, she had informed CT and MT of her decision to give up clerking at Gusford. TC explained she had joined Sidegate Primary last September as PA to the Headteacher, which resulted in an increase in hours from her previous role at the Suffolk Local Safeguarding Children Board. With these additional hours and her other roles (Poll Station Clerk for Suffolk Coastal District Council Elections and Vice Chair of the local Parish Council) she no longer felt she was giving Gusford her full attention and found herself frequently torn between these commitments. TC stated that once a Clerk is appointed to Gusford she will continue clerking for ALT but at Sidegate Primary, which can be achieved during her normal school working hours.

TC reassured Governors that she will not just up and leave Gusford at the end of the term and will continue until a new clerk is appointed, even if this overlaps with clerking for Sidegate, ensuring there is a proper handover period. TC explained since she joined Gusford, the Governing Body had been on quite a journey, particularly through transition to an academy. She acknowledged how Gusford are well supported by all the Governors.

It was noted discussions are taking place within ALT exploring the role of a Hub Clerk to cover Gusford, Chantry and Hillside Academies.

PD thanked TC for her hard work and said she will be greatly missed.

**Date and time of next meeting – Thursday 17<sup>th</sup> November 2016, 5.30pm**

The meeting closed at 18:55pm

**Minutes Agreed**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_