



Gusford Primary School

The *Active Learning* Trust

"Promoting Achievement and Success"

**Meeting of Personnel Committee
held on 17th November 2016, 5.30pm**

Present:	Mrs Patricia Dobson	PD
	Ms Donna Phillips	DP
	Mr Colin Tapscott	CT
	Mrs Sally Wright	SW
Apologies:	Ms Marilyn Toft	MT
In Attendance:	Mrs Toni Cornish (Clerk)	TC
	Mrs Liz Talbot (Newly appointed Clerk)	LT

No.	Item	Explanation	Who	Time
1.	Apologies:	Given and noted above. Governors welcomed LT (newly appointed Clerk) to her first Personnel meeting. LT introduced herself to Governors and confirmed she will begin Clerking in January 2017, shadowing TC in December.		
2.	Review Terms of Reference			
		Governors reviewed the Terms of Reference for the Personnel Committee. No changes were necessary for this academic year. SW questioned whether there was a full staffing list available on the school website. CT agreed to produce a version for Governors.		
	<u>Actions Agreed:</u>			
		▪ Staffing list to be produced for Governors.	CT	
3.	Confirmation of previous minutes dated 9th June 2016 and matters arising			
		The minutes from the meeting held on 9 th June 2016 were agreed as a true and accurate record of the meeting.		
		<u>Matters Arising from 9th June 2016</u>		
		CT to follow up Prevent Training with DB – Carry forward to next meeting.		
		CT to follow up Prevent Training Certificates for Governors – Governors confirmed these had been received.		
		DP to contact Yvel Swann to review SCR – DP confirmed a meeting had taken place on 14 th July 2016, the notes of which were circulated to Governors and discussed at the Full Governing Body meeting on 10 th October under item 9.		
		Please refer to Part B confidential minutes for further discussion in relation to this item.		

	<u>Actions Agreed:</u> ▪ Follow up Prevent Training with DB.	CT	
4.	Opportunity to declare an interest on any item on the agenda		
	No interests were declared.		
5.	Staffing Appointments		
	<u>Pay Reviews and Staffing Update</u> CT circulated pay review documentation, password protected, via email to Governors on 11 th November. Please refer to Part B confidential minutes for further discussion in relation to this item.		
6.	Safeguarding		
	<p>CT confirmed the Safeguarding Team are responding well to issues. There are concerns over the response by Social Care and the school are considering putting in a complaint. The child is not currently in school.</p> <p>The Safeguarding Policy has been reviewed following a report that a local school, which had a visit from Ofsted, were criticised because their policy failed to mention transgender, “ensuring all are safeguarded”. CT explained this was relevant to Gusford child and the school are currently planning training for staff run by LGBT group. Funds to improve the toilets are being explored to convert these over the holiday into unisex toilets (solid walls/solid doors). CT will forward the policy to Governors once amended.</p> <p>PD confirmed she had met with the FET team on 14th October and had a very positive meeting. PD circulated a report to Governors on this visit via email on 29th October and this will be discussed further at the next FGB meeting.</p>		
7.	Policies		
	<p>Governors received copies of the below policies, reviewed by ALT following the new Keeping Children Safe in Education Guidance which was put in place during September 2016.</p> <p>Whistleblowing Policy – noted.</p> <p>Code of Conduct for Adults – noted. This should be circulated to all staff.</p> <p>Dealing with Allegations of Abuse Against Staff - CT agreed to clarify the responsibilities of the Head as he believes this should include the principles of the Headteacher’s responsibility to report allegations to the LADO. This is referred to in the Safeguarding Policy and may require a separate reference.</p> <p>Recruitment and Selection Policy – noted.</p> <p>Whole School Pay Policy – This policy has now passed Union consultation and is now ready for adoption by the Governing Body. This will be listed for discussion at the next FGB meeting. CT highlighted paragraph 2.2.1 and the need to allow</p>		

	<p>for a rotation of Governors to be compliant with the appeals process.</p> <p><i>2.2.1 The Pay Body will delegate to a committee of governors, hereafter referred to as the "Review Committee", decisions arising out of this policy and/or the Appraisal Policy. The number of governors on the committee shall normally be 3, of which at least 2 governors shall sit in rotation. No member of the Review Appeals Committee, referred to below, will be a member of the Review Committee. No governor who is employed by the Pay Body may be a member of the Review Committee or the Review Appeals Committee.</i></p> <p>Governors noted to the contents of these policies and adopted these. TC will add these policies to the Policy Review Schedule and highlight at the next FGB meeting.</p>		
	<p><u>Actions Agreed:</u></p> <ul style="list-style-type: none"> ▪ TC to update Policy Review Schedule and highlight adopted policies at next FGB meeting. 	TC	
8.	Any Other Business		
	<p>DP confirmed it was her intention to resign as Trust Governor and Vice Chair from December 2016. Governors stated they will miss DP's wisdom, expertise and personality and wished her well the future.</p> <p>Jamie Webber has been appointed as Support Staff Governor and Emma Clifton as Trust Governor.</p> <p>When recruiting to the Governing Body, Governors recognised the need for a good balance of parents/grandparents and people from wider community with different perspectives. It was suggested approaching local community groups /churches when reviewing membership.</p>		
	Date and time of next meeting: Thursday 23rd February 2016, 5:30pm		

The meeting closed at 19:25pm

Minutes Agreed

Name: _____

Signature: _____

Date: _____