



Alderman Jacobs Primary School (Academy Trust)

Personnel Committee Meeting

Thursday 25 February 2016

MINUTES

Key: **Governor Questions**

School Improvements

Governors Present: Andrew Pattison, Cathy Carlisle, Denise Burt, Eamonn Dorling, Laura Holland (Chair), Natalie Slack

In Attendance: Jocelyn Sumner (Clerk)

Meeting commenced at 5.15 pm.

1	<p>Welcome and Apologies</p> <p>Following a visit from the DfE in February 2015 and under their recommendation the Committee structure was altered to reduce the number of Committees and meetings per term. The Personnel Committee and Premises Committee were combined to form the Resources Committee. However, it was felt more appropriate and effective to reform the Personnel Committee and Cathy Carlisle (CC) thanked the Governors who have agreed to be members.</p> <p>CC chaired the meeting in the absence of Laura Holland (Committee Chair) and welcomed all to the meeting. Apologies were received and accepted from Laura Holland and Kevin Blencowe.</p>	All to note
2	<p>Declaration of Pecuniary Interests</p> <p>Eamonn Dorling is an Independent Financial Advisor.</p>	All to note
3	<p>Policies/Documents to review - Laura Holland arrived during this item.</p> <ul style="list-style-type: none"> • Handling Redundancy Policy A standard EPM policy which has been adapted for the school. The policy was reviewed and adopted. Proposed by Denise Burt and seconded by Natalie Slack. • Discretionary Leave of Absence Policy A standard EPM policy which has been adapted for the school. CC asked the Committee for a discussion to clarify the definition of 'significant other'. It was agreed that the definition of 'significant other' is 'Immediate family and dependents - any other scenario has to be passed by the Alderman Jacobs Primary School Academy Trust'. It was agreed that TA and Midday Supervisor Job 	All to note Action: Jocelyn Sumner x 3

	<p>Descriptions should include clarity around requesting time off work during term time. The Committee agreed to amend point 1.6 to read 'This policy is non-contractual and subject to review'.</p> <p>The policy was reviewed and ratified.</p> <p>Proposed by Andrew Pattison and Seconded by Eamonn Dorling.</p> <ul style="list-style-type: none"> • LA Guidance on Settlement Agreements Document Agreed and adopted. Proposed by Denise Burt and Seconded by Laura Holland 	
4	<p>Staff Structure CC presented 3 proposals to the meeting to increase the Leadership Team. Governors agreed that CC could plan for the proposals but to feedback to the Committee having considered how to include Early Years in the plans.</p>	<p>Action: Cathy Carlisle</p>
5	<p>Governor Training The meeting were reminded of the following upcoming training applicable to the Committee;</p> <ul style="list-style-type: none"> • Safer Recruitment in Schools, 17 March 2016 - Cambs • Recruiting and Retaining Teachers, 1 March 2016 - Cambs • Recruiting and Retaining Teachers, 8 March 2016 - March • Recruiting and Retaining Teachers, 15 March 2016 - Hunts <p>Nicky Baker and Elaine Crane attended a Safer Recruitment in Schools course on 9 February 2016. Governors queried the training needs of the Governing Body following the Skills Audit. Overall the Governing Body is up to date with training, not every Governor is required to be skilled in all areas but finance skills is an area to consider.</p>	<p>All to note</p>
6	<p>Any Other Business The meeting was provided with a copy of the EPM Advice Note 2016 NO. 1a - National Pay Negotiations for Support Staff Paid Under the National Pay Spine and Implementing the National Living Wage and details of the financial effect on the school and provided agreement.</p>	<p>All to note</p>
7	<p>Summary of meeting</p> <ul style="list-style-type: none"> • Achieved clarification of definition of 'significant other' to make Discretionary Leave of Absence Policy more robust. • Agreed on future plans for leadership structure, identifying the need to consider Early Years in the planning stages. • Governors have a clearer understanding of the leadership structure and roles. • Identified the need to update TA and Midday Supervisor job descriptions to include terms of leave. • Governors openly challenged, particularly in discussions around the Discretionary Leave of Absence policy and Staff Structure in order to come to decisions. 	<p>All to Note</p>

The meeting closed at 6.25 pm.

Signed as a true record: Date:

Laura Holland (Chair)