



PERSONNEL COMMITTEE MEETING

THURSDAY 20 JUNE 2019: 08:10-10:00

MINUTES

PART I

COMMITTEE MEMBERS

FOUNDATION GOVERNORS

Mrs Alice Gavin-Atashkar (Chair)
Mrs Imogen Hall

PARENT GOVERNORS

Dr Ajanta Kamal (*arrived 08:18*)
Mr Ben Pullenayegum (*dial-in*)

EX OFFICIO HEADTEACHER

Mr Curtis Sweetingham

ASSOCIATE MEMBER

Mrs Catherine Mitri

IN ATTENDANCE

Lynne Evans, Clerk
Martin Serrao, Principal, SMSJ

Honorary invited member for voting purposes

Revd Lynn Davidson, Ex Officio Priest in Charge (Foundation Governor)

	Item for discussion	Action
1.0	<i>Opening Prayer by Revd Lynn Davidson</i>	
2.0	Welcome and apologies	
2.1	The Chair opened the meeting at 08:15, welcoming all and thanking them for attendance.	
2.2	The Chair dialed-in BP so that he could join by speaker phone and the clerk advised that as he was not physically present, should any votes/decisions be needed, as BP was not physically present, his vote would not count, per maintained school regulations.	
2.3	No apologies had been received although AK was running slightly late and would join shortly.	
3.0	Declaration of pecuniary interests	
3.1	CS and CM declared an interest in the discussions scheduled later for the meeting and agreed to leave the room should the need arise, at the relevant time.	
4.0	Minutes of previous meeting and Matters Arising	



<p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p>	<p><i>AK arrived at 08:18</i></p> <p>The minutes of 12 February 2019 were requested to be amended to show that AGA who is the chair of the committee, was absent and all references to "Chair" within the minutes, should be amended to read IH or Acting Chair. Once amended, AGA would be prepared to sign for file. As such the minutes were not signed to be a true reflection.</p> <p>The minutes of 20 October 2018 were agreed as a true reflection of the meeting and the Chair agreed to sign the minutes and place on the Personnel Committee meeting file, held in the HT office.</p> <p>With regards to matters arising in the 20/10 minutes, the Chair asked whether the school and British values had yet been implemented in performance management reviews. The HT confirmed that the next stage of appraisals had not yet started, but this would be done. Carry over.</p> <p>The Teacher Pay Policy amends had been actioned. Complete.</p>	<p>AGA to sign 20/10/18 minutes and put on file in HT office</p>
<p>5.0</p>	<p>Staffing Update</p>	
<p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p>	<p>The Governors heard from the SLT that one nursery nurse (p/t 3 days per week) has resigned and a nursery nurse that was on maternity leave has returned (p/t 2 days per week). This was noted as being one day short in terms of staffing, but one day up in terms of money.</p> <p>A child at school has been awarded an EHCP and as such, the school must provide part-time timetable cover to support this child.</p> <p>Q: A Governor asked if the cover was just for mornings. A: CS replied yes and further explained that £8k would be received for the EHCP and the school will need to make up the shortfall of staffing costs after that (£6.5k).</p> <p>The Governors heard that when the school restructured three years previously, the consultation was for TAs to work mornings only in all classes across the school to help with maths and English and for a lesser staffing to assist with interventions in the afternoons.</p> <p>However, interventions are now held in the mornings before school and some individual interventions in the afternoons which means that the staffing structure isn't really meeting the needs of the children coming into the school anymore.</p>	



5.6	CS advised that he would like to employ one part-time TA in order to provide support to the child that has been awarded a EHCP. However, from September 2019, there would be three classes that did not have any TA support in the mornings, based on the existing additional needs of the children in the school at the moment.	
5.7	<p>Q: A Governor asked whether meant no TAs were available in three classes from September or whether there would be no 1-2-1 support for children that needed it.</p> <p>A: CS replied that some children haven't received EHCP funding but do need the support and explained to the governors various needs of children in the school at the moment.</p>	
5.8	<p>Q: A Governor asked what the suggestion was to address the issue of three classes without any support at all.</p> <p>A: CS replied that it was possible to perhaps use some volunteers but do not want to rely on that. He further explained that the proposal would be for two TA for mornings. One to cover the EHCP and then another part-time TA, but the latter to be looked at after September when the needs were known.</p>	
5.9	CM explained that one option to consider is qualified teacher who visits the school and volunteers regularly. She has no intention of doing back into teaching, but when she comes in, does an amazing job and would be an excellent addition.	
5.10	<p>Q: A Governor asked how much this would cost the school</p> <p>A: CS replied that the cost to the school (which includes on-costs) would be approximately £15k each.</p>	
5.11	<p>Q: A Governor asked about other EHCPs applications in the system and when decisions were expected.</p> <p>A: CS replied that a decision was expected on another EHCP by September.</p>	
5.12	A Governor summarised that by early September, the school should know how much money might be coming for EHCPS, what the timetable is looking like and whether need to recruit another TA.	
5.13	It was RESOLVED to employ one additional part-time TA, on a one-year fixed term contract, with the shortfall of approx. £6.5k to come from the school budget, in order to provide the mandatory support to the child recently awarded an EHCP.	<p>CS to recruit one p-t TA by 31/8/19</p>



5.14	It was agreed to revisit discussions about employing an extra TA in the autumn term.	CS/AGA discuss autumn agenda 10/10/19	to for term by
6.0	Recommendations of Pay Awards for support staff		
6.1	The Governors heard that there were no pay recommendations to consider. Q: A Governor asked what the figures were of pre-pay rise and post-pay rise for support staff, so that the committee had an idea of how much was automatically awarded. A: CS agreed to advise the committee of the figures after the meeting and confirmed that the pay rises were already included in the budget.	CS circulate different in salary costs for support staff to committee by 2/7/19	
7.0	Policy Review		
7.1	<i>MS, Principal of SMSJ arrived at 08:45.</i> The Chair adjourned the discussion on Policy Review until later in the meeting and moved on to the next item on the agenda.		
8.0	Review of HT & DHS secondment to St Mary's and St John's		
	<u>MOTION OF CONFIDENTIALITY</u> RESOLVED that, because of its nature, the business to be transacted be treated as confidential and not for publication. Discussion moved to Part II. (Part I Resumed)		
9.0	Policy Review (agenda item 7.0)		
9.1	The Chair returned to the Policy Review and it was noted there were no changes and the following policies were to be automatically ratified:	CM to check policies to ensure SIAMS / Christian ethos is appropriately reflected. CM to update dates on policies	
9.2	Teacher pay policy - RATIFIED		
9.3	Capability of Staff - RATIFIED		
9.4	Flexible Working Policy and application form - RATIFIED		



9.5	Staff Absence Policy - RATIFIED	and finalise.
10.0	Closing Prayer by Rev Lynn Davidson	

The Chair thanked all for a robust discussion and closed the meeting at 10:00