

**Horizons Learning Federation
(Holywell, Somersham & St Helen's)**



**Minutes of the Personnel Committee
Meeting held at Somersham Primary School
Tuesday 28th February 2017 – 1830hrs**

Present:

Becky Ford (Executive Headteacher) [BF] Dan Aldridge [DA]
Eric Fidler [EF] (Chair) Barry Smethurst [BS]

In Attendance:

Deborah Ellmer [DE] (attending to provide a handover from the Resources Committee)
Deborah Moss [DM]
Alison Jackson [AJ] Clerk

The meeting was quorate, 4 governors were present out of 7 in post.

1. Apologies for absence

Barbara English [BE]. The apologies were accepted by the Committee.
Sheila Anthony [SA] and Nicola Bodnar [NB] were absent.

2. Declaration of interest

No declarations of interest were declared.

3. Elect Chair

The clerk requested nominations for Chair.
BS nominated **EF** for the position of Chair and **DA** seconded.

4. Terms of Reference & Scheme of Delegation for FGB ratification

Governors discussed the terms of reference. The Chair of Personnel will meet with the EHT to review the list of policies at Appendix A of the Terms of Reference. **ACTION BF/EF**

Challenge: A governor requested review of the quorum for this committee due to proposed delegated powers.

This will change from three governors to 'Executive Head or Chair of Governors plus three members of the Committee.'

Governors reviewed the Delegation Decision Planner. Governors requested the clerk to add the proposed scheme of delegation to the terms of reference and circulate. **ACTION AJ**

Terms of reference with the delegated powers to be sent to the FGB for ratification.

5. Matters arising from the minutes: 17th January 2017

- Staff Health & Well-Being feedback – BF
The EHT reported that there were discrepancies between job descriptions and pay levels from St Helen's and Holywell, this has been addressed.
- Draft Admission Policy for each school – BF
The EHT reported that each school will draft an individual Admissions policy with the opening paragraph referring to the Federation.
- Add St H information to Management of Discipline and Dismissals Policy – BF
The EHT reported that an updated policy has been issued.
- Somersham first aiders to be added to Safer Employment Policy – BF
The EHT reported that a number of members of staff at Somersham need their First Aid to be refreshed. Janet Peaks is actioning this.
- EHT contract to be amended to include Somersham – BS

The Chair of Governors reported that he is in contact with EPM; however he requires the recommendations from the Performance Management Panel before issuing a new contract. **ACTION BS/ Perf Man Panel**

6. Review of Governor Skills Audit

The Skills Audit for the Personnel Committee was reviewed by governors. There is a balance of skills for this committee.

- Targeted Governor recruitment emails
A governor suggested an advert for local publications to be drafted to highlight the need for support with Community Links within the GB.
- Governor training required

This will be discussed at the Governor Awayday on Saturday 11th March 2017.

DE left the meeting at 8.10pm

7. EPM feedback Autumn Term & Spring Term

The EHT has acted on all updates raised from the EPM feedback for Autumn and Spring Term.

8. Policies:

Policy due for consultation with Unions and Staff:

- Allegations of Abuse against Teachers, Other Staff and Volunteers
- Disciplinary Rules for all employees
- Management of Discipline and Dismissal in a maintained school
- Safer Employment

Policy still to be reviewed:

- Holywell Admissions
- Somersham Admissions
- St Helen's Admissions
- Complaints – awaiting CCC update
- Personnel policies as listed in Appendix 1

Policies to include as appendices to Terms of Reference

Policies discussed in Point 5.

9. Staffing Reduction at St Helen's update

A meeting was held at St H and the information was sent to staff members not in attendance at the same time.

The EHT will forward the email sent to staff re: Staffing Reduction at St Helen's to the clerk to circulate to governors. **ACTION BF/AJ**

The EHT reported that Union reps had been contacted. The mood was low at the meeting and following the meeting one resignation had been received. The EHT felt this was a knee jerk reaction and offered the member of staff time to reconsider and suggested they propose a voluntary solution. A number of staff have contacted EPM for an estimate of redundancy payment.

The EHT has been thanked by staff members for how the situation is being handled and reported that they feel well supported.

Deadline for voluntary solutions: Tuesday 7th March

The EHT will meet with St H HOS to discuss viable solutions on: Thursday 9th March

The selection matrix is currently up for consultation.

NASUWT has asked if work/life balance has been considered.

The EHT has taken advice from EPM; this is not a statutory requirement as it will not effect work/life balance. The EHT will respond to NASUWT. **ACTION BF**

Challenge: A governor asked if there has been any impact on teaching.

The EHT reported she is in daily contact with St H HOS and there is no evidence of impact on the teaching. Teachers are keeping it stable for the children.
The HOS must deal with any questions and discussions because the EHT is responsible for the next stage.

Challenge: A governor queried if the reduction in staff was necessary after receiving notification that the provisional numbers for September intake have increased.
The EHT confirmed that the provisional increase on September intake will have no impact on the present situation.

10. Future Points to be discussed

Policies
Governor recruitment (11th March)

11. Items and Issues for Main Governing Body Meeting

Terms of Reference & proposed scheme of delegation
St H update

12. AOB

None

13. Date and time of next meeting

EGM – Thursday 9th March 2017, 6.30pm at Holywell
Finance & Premises – Thursday 9th March 2017, 6.45pm at Holywell
FGB – Tues 21st March 2017, 7pm at St Helen’s
FGB (Budgets) – Tues 25th April 2017, 7pm at Somersham
Personnel – Tues 13th June 2017, 6.30pm at Holywell

There being no further business the meeting closed at 8.25pm

Accepted as a true record

Signature **Date**

Action Points	BY WHOM
Review list of policies in terms of reference	BF/EF
Add Scheme of Delegation to Terms of Reference	AJ
EHT new contract	BS/ Perf Man Panel
Forward email re: staff reduction to clerk for circulation to governors	BF/AJ
Respond to NASUWT	BF