



Minutes of the Personnel Committee – Autumn 2017
 Meeting held at Somersham Primary School
 Tuesday 31st October 2017 – 1830hrs

Governors Present:

Becky Ford (Executive Headteacher) [BF] Dan Aldridge [DA]
 Eric Fidler [EF] (Chair) Barbara English [BE]

In Attendance:

Val Ford [VF] Governor (left meeting at 8.23pm)
 Alison Jackson [AJ] Clerk

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

Apologies for absence

Sheila Anthony [SA], Nicola Bodnar [NB] and Barry Smethurst [BS]. The apologies were accepted by the Committee.

Declaration of interests

No declarations of interest were declared.

Election of Chair

The clerk requested nominations for Chair.
BE proposed **EF** for the position of Chair and **DA** seconded.
EF was elected unopposed as Chair for the following year.

Minutes of last meeting: 13th June 2017

The Personnel Minutes 13th June 2017 were agreed and signed as a true record of the meeting with no amendments.

Matters arising from the minutes

Action Points	BY WHOM	ACTION
Arrange meeting with Headteacher interested in becoming a governor	BS	In progress
Federation staffing structure to add to Fin & Prem agenda	AJ	Actioned
BF/BS/BE to meet to discuss Business Manager role	BF/BS/BE	Actioned

Terms of Reference

Terms of reference were agreed by the committee to be sent to FGB for ratification. **ACTION: The Clerk to add to the FGB agenda in January. ACTION AJ**

Autumn Term EPM update

The EHT attended the EPM Autumn term update. Documents from the update were circulated to governors.

Items to note:

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Signed and agreed as a true record by the Chair

- HR audit for first Personnel meeting included in the booklet
- General Data Protection Regulation (GDPR) will replace the Data Protection Act from May 2018. There will be a big impact to schools. EPM have updated all of their relevant documents reflecting changes due to the GDPR. The Federation are already using new application forms. There is a webinar available on the EPM portal covering the GDPR. There is a training course available in Peterborough that Claire Macdonald, Becky Cooper and Sarah Reeson will be attending. The EHT recommends a governor from the Personnel committee to access the training.
- Apprenticeships – we are paying the apprenticeship levy. EPM advice is to ‘use it or lose it’, therefore need to investigate whether there is an opportunity to appoint an apprentice eg Admin/ Site role/ TA.
- Pay scales for Teachers
- All staff have been advised to sign up for e-payslips as a result of the GDPR. 100% uptake required by December 2017, paper payslips will not be issued after this date.

Governors completed the HR audit.

Action points from the HR Audit are as follows:

- The Clerk to re send academy information to governors. **ACTION AJ**
- Statement of recognised Trade Unions to be adopted at the next Personnel meeting. **ACTION: The Clerk to add to the Personnel agenda. ACTION AJ**
- Health & Safety Policy to be updated by Finance & Premises committee. **ACTION: The Clerk to add to the Finance & Premises agenda. ACTION AJ**
- GB to address work life balance and workplace stress issues for staff – not recently addressed
- School’s privacy notice for staff data, guidance can be obtained from the information Commissioner’s Office <http://www.ico.gov.uk> – **ACTION: BE to research. ACTION BE**
- Shared Parental Leave Policy, model policy available from EPM – **ACTION: BE to research. ACTION BE**

Staffing update:

Somersham

Staff pay recommendations were discussed. The EHT raised that the HoS’s are on different contracts. All HoS’s were appraised with the same job description. **ACTION: EHT, Patrick Shevlin and Barbara English to review HoS appraisal process and contracts; to have recommendations for the next personnel meeting. ACTION BF/ BE/ Patrick Shevlin**

Governors agreed with the pay recommendations made by the EHT.

St Helen’s

The EHT advised the governors of the recent resignations – Office staff, site manager and Yr2/3 teacher.

The EHT has appointed an individual to the office full time on a fixed term contract until Christmas 2017. (She was previously appointed on a temporary contract for 3 days per week)

There are interviews on Friday 3rd November for an EY teacher.

The EHT will be meeting with Somersham and Holywell site managers to discuss cover for St H’s on a temporary basis.

Holywell

A teacher resigned at the end of last term and the temporary cover put in place has fallen through. The EHT has appointed a strong teacher to the vacant post.

Staff pay recommendations were discussed.

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Governors agreed with the pay recommendations made by the EHT.

Federation inc. Business Manager

There were 5 applicants and these have been shortlisted to 3 that have been invited to interview on Wednesday 8th November.

Policies:

Teacher Pay Scales – Governors agreed to adopt option 1: A 2% increase for M1, 1% increase for all other Main Scale Points, and a 1% increase for the Upper Pay Spine, Unqualified Pay Spine, Leadership Pay Spine and allowances. **ACTION: EHT to notify EPM. ACTION BF**

VF left the meeting at 8.23pm

Pay Policy

Governors reviewed the Pay Policy. The Chair requested agreement to adopt the Pay Policy. **ALL AGREED.**

Recruitment and Selection

Governors reviewed the Recruitment and Selection Policy. The Chair requested agreement to adopt the Recruitment and Selection Policy. **ALL AGREED.**

Allegations of Abuse against Teachers and Other Staff and Volunteers

Governors reviewed the Statement of Allegations of Abuse against Teachers and other staff and volunteers. The Chair requested agreement to adopt the Statement of Allegations of Abuse against Teachers and other staff and volunteers. **ALL AGREED.**

Safer Employment

Governors reviewed the Safer Employment Policy. First Aid information to be added to the policy. The Chair requested agreement to adopt the Safer Employment Policy subject to the addition of the First Aid information. **ALL AGREED.**

Disciplinary Procedures relating to misconduct for all employees

Governors reviewed the Disciplinary Procedures relating to misconduct for all employees. The Chair requested agreement to adopt the Disciplinary Procedures relating to misconduct for all employees. **ALL AGREED.**

Dates of Future meetings

Personnel – Tuesday 13th March 2018, 6.30pm at St Helen’s

AOB (previously raised with the clerk)

None

There being no further business the meeting closed at 8.50pm.

Accepted as a true record

Signature

Date

Action Points	BY WHOM
Add terms of reference to the FGB agenda for ratification	AJ
Resend academy information to governors	AJ
Statement of recognised Trade Unions to add to Personnel agenda	AJ
Health & Safety Policy to add to Finance & Premises agenda	AJ
Research School's Privacy notice on staff data	BE
Research Shared Parental Leave Policy	BE
Review HoS contracts and appraisal process – recommendations for next personnel meeting	BF/BE/Patrick Shevlin
Notify EPM of Pay scale agreement	BF