

Deadline for applications was 19.3.18. Four applications were received; 2 internal applicants and 2 external applicants. Three candidates have been shortlisted for interview. Interview date: Thursday 22nd March 2018. Interview Panel: **BF, BS, AME**, Val Ford, Matthew Sampson and Sue Bowman, LA.

ACTION: The Clerk to email all governors to invite all governors for lunch on Thursday 22nd March and to call a FGB meeting on Thursday 22nd March, 5pm at St Helen's to ratify St H HOS decision.

ACTION AJ

Update on HOS appraisal process & contracts

The EHT confirmed that all HOS's have the same job descriptions but have different contracts. HW & St H HOS were in post as Deputy Heads when appointed as HOS and their contracts remained as Deputy Head contracts with ½ terms notice period.

Som HOS when appointed was given a Headteacher contract with 1 terms notice period.

Governors discussed the differences between the schools and commented that a discussion with HW HOS would be needed.

Options for contracts:

- Deputy Head contract and build in 1 terms notice period
- Head contract with 1 terms notice

ACTION: Business Manager to contact EPM for guidance on the differences between Deputy Head and Head contracts, also to check differences between Head and EHT contracts to present options to FGB on 22nd March. ACTION MLT

Staffing update:

Somersham

- Early Years teacher post was advertised. Teacher appointed to start after Easter.
- There is a Supply teacher covering a sickness in EY.
- One fulltime teacher has resigned with effect from the end of the year – advert out
- One teacher potentially will retire at the end of the year.
- Office Staff have voiced concern over needing more support

St Helen's

An advert was placed requesting any teachers with any skills to apply. There were 11 applicants. Three candidates were shortlisted. Interviews were held on Tuesday 13th March and 2 teachers were appointed – 1 x full time and 1 x 60% contract.

- One resignation that will leave at Easter. Teacher appointed to this position.
- Fully staffed for September apart from 1 x 40% contract. Two classes have fulltime teachers.

Holywell

- One resignation – have recruited for this post.
- One maternity cover.

Federation

Since the resignation of the Site Manager for St H's HW and Som Site Managers have been covering this post. Currently there is not a formal arrangement in place for this; each site manager has been claiming their hours. The Business Manager is liaising with EPM to review their contracts.

Monitor Staff sickness and absence – MLT

Teacher absence and Support Staff absence data for all 3 schools were circulated to the personnel governors. The Business Manager summarised the criteria for informal sickness meetings with staff and confirmed there are several members of staff at Somersham that fall within the criteria. Informal meetings will be held with the Som HOS, Business Manager and relevant member of staff.

Minutes of the Personnel Committee meeting held on 15th March 2018

Signed and agreed as a true record by the Chair

Page 2 of 4

The Business Manager will take responsibility for HR and payroll for all 3 schools and will update the sickness and absence figures on a half termly basis and report to the Personnel committee.

ACTION: The Clerk to include Monitor Staff sickness and absence as a standing item on the Personnel agenda. ACTION AJ

Staff Well being discussion

The EHT has been reviewing working practices to promote staff well being. Currently staff are working under a lot of pressure and the Federation is losing very good staff members. The pressure teachers are under is within the profession generally. The Stress Management Policy is due for review July 2018.

The EHT is currently reviewing teacher workload, data management systems and marking & planning. Marking has been shown to have very little impact on children outcomes whereas quality feedback will make an impact on progress.

The EHT and HOS's will meet next week to review the expectations on teachers. The EHT plans to have a series of meetings over 4 – 5 weeks with the staff to communicate any changes to the marking and planning policy.

The Chair commented that parents need to be kept informed of changes and taken on the journey with the staff.

The Chair commented that the GB is responsible for ensuring the well being of the staff and staff need to be aware that the GB is sympathetic to their challenges. Governors need to be more visible within the schools, maybe include a board with photos of governors at each school.

ACTION: The Clerk to add Staff Well Being to the Strategic Board agenda on 24th April 2018. ACTION AJ

GDPR update inc. Privacy Statement

The ICT service has provided staff and pupil wording for privacy notices. Current forms are being amended. The Business Manager is in the process of collating all the information.

GB need to appoint a Data Protection Officer by 25th May 2018, can be an external body or a member of staff (not the Business Manager). The ICT Service will provide a Data Protection Officer at a considerable cost. The Business Manager is investigating whether there is a similar sized MAT that will share the role.

ACTION: Business Manager to present options for the Data Protection Officer to the GB at FGB meeting on 3rd May. ACTION MLT

ACTION: The Clerk to add Appoint Data Protection Officer to the FGB agenda on 3rd May 2018. ACTION AJ

Policies:

Statement of recognised Trade Unions

The Personnel Committee approved the Statement of recognised Trade Unions. **ALL AGREED.**

Shared Parental Leave Policy (Adoptions)

The Personnel Committee approved the Shared Parental Leave Policy (Adoptions). **ALL AGREED.**

Shared Parental Leave Policy (Births)

The Personnel Committee approved the Shared Parental Leave Policy (Births). **ALL AGREED.**

Discretionary Leave of Absence Policy

The Personnel Committee approved the Discretionary Leave of Absence Policy. **ALL AGREED.**

Equality and Diversity Policy

Deferred to the next Personnel meeting to be reviewed alongside the Bullying and Harassment Policy. **ACTION: Clerk to add to the next Personnel agenda. ACTION AJ**

Confidentiality

The Personnel Committee approved the Confidentiality Policy. **ALL AGREED.**

Management of Sickness Absence Policy

The Personnel Committee reviewed the amendment to the policy. The Personnel Committee approved the Management of Sickness Absence Policy. **ALL AGREED.**

Dates of Future meetings

Personnel – Tuesday 22nd May 2018, 6.30pm at Holywell

Personnel – Tuesday 19th June 2018, 6.30pm at Somersham

AOB (previously raised with the clerk)

- Pupils from Ash Class, Holywell sent some persuasive letters to the governors to request a governor to judge their ‘paint an Easter Egg Competition’ on Tuesday 27th March 2018 in the morning. **BS** agreed to be a judge and will respond to the pupils. **ACTION: BS to respond to Ash Class. ACTION BS**

There being no further business the meeting closed at 7.50pm.

Accepted as a true record

Signature

Date

Action Points	BY WHOM
Invite Governors to lunch on Thursday 22 nd March to meet St H HOS candidates	AJ
Call a FGB meeting on 22 nd March to ratify the decision for St H HOS	AJ
Contact EPM for guidance on HOS contracts	MLT
Include Monitor Staff sickness and absence as a standing item on Personnel agenda	AJ
Add Staff Well being to the Strategic Board agenda on 24 April	AJ
Present options for Data Protection Officer to GB at FGB 3 rd May	MLT
Add Data Protection Officer to FGB agenda	AJ
Add Equality and Diversity Policy and Bullying and Harassment Policy to the next Personnel agenda	AJ
Respond to Ash class request	BS