



**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE OF GAWSWORTH
PRIMARY SCHOOL
HELD AT THE SCHOOL ON 8th November 9.45am**

Governors Present: Suzie Blackwell Chair
Charlotte Jennings
Michael Shaw

PART ONE – NON CONFIDENTIAL BUSINESS

		Action
1	<p>APOLOGIES</p> <p>Apologies from Kerry Webb were received and accepted by the committee. Kerry attended Pay Panel.</p>	
2	<p>CONFLICT OF INTEREST</p> <p>Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting.</p> <p>No potential conflict was declared.</p>	
3	<p>AOB</p> <p>DfE Teacher workload toolkit</p>	
4	<p>APPROVAL OF MINUTES AND MATTERS ARISING</p> <p>The Local governing body had previously accepted the part one minutes of the meeting held on July 5th 2018.</p> <p>Matters Arising not already completed are covered in the agenda items.</p>	
5	<p>Review ToR</p> <p>The ToRs were reviewed for Personnel and Pay committee. Action SB to apply agreed changes and send to committee members via GVO for approval. Changes required were to ensure acronyms were up to date and also update the statement regarding pay panel reporting to LGB.</p>	SB

6	<p>SSIP</p> <p>There are no specific SSIP items this year for Personnel. The committee will continue to monitor and discuss staff wellbeing and work/life balance as a part of its review cycle</p>	Action SB
7	<p>PERSONNEL SPRING MEETING CYCLE AGENDA ITEM - REVIEW THE PAY POLICY PRIOR TO CONSULTATION WITH STAFF AND ADOPT POLICY</p> <p>Pay Policy was discussed at the meeting and applied to the Pay Panel process. SB to send policy document to committee members via the GVO. All members to read and ensure any queries are highlighted.</p> <p>The policy is an FMAT central policy, which adheres to the Standard Teacher Pay and Conditions. Policy to be adopted formally at LGB</p>	Action SB and committee members
8	<p>PERSONNEL AND STAFF MATTERS</p> <p>Miss Becky Ledger has started as a Midday assistant at school. One further Midday assistant is to be recruited due to Debbie Ashton resigning from her Midday role and Lauren Goodier leaving to complete Teacher Training. Position to be advertised in the newsletter.</p> <p>Sue Mion has settled in well to her TA post and has started a STEM club at school.</p> <p>Miss Shay has also settled in well to her teaching post</p> <p>Dawn Hill has been recruited as a TA for 1:1 support to a new child in Y3. This is going well</p> <p>No other staffing matters</p>	Action MS
9	<p>APPOINT A COMMITTEE DEPUTY</p> <p>Committee agreed that membership review and appointment of a deputy will take place in the Spring term after new governors have been appointed to the LGB</p>	Action SB
10	<p>Academy Status</p> <p>All staff now have access to Policy Viewer which is an FMAT portal to store and view all policies.</p> <p>Staff have also had training on safeguarding, PREVENT and GDPR</p>	
11	<p>AOB</p> <p>The DfE has issued guidance and planning tools to support teachers to manage their workload. MS/SB to review before deciding whether to implement.</p>	Action MS/SB

11	DATE OF NEXT MEETING The date of the next committee meeting is confirmed as 14 th February 2019 at 9am	SB
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.....Chair

.....Dated