



**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE OF GAWSWORTH
PRIMARY SCHOOL
HELD AT THE SCHOOL ON 11th March 2019 at 9am**

Governors Present: Suzie Blackwell Chair
Charlotte Jennings
Michael Shaw
Claire Dickens

PART ONE – NON CONFIDENTIAL BUSINESS

		Action
1	<p>APOLOGIES</p> <p>Apologies from Kerry Webb were received and accepted by the committee.</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>No AOB</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 November 22nd 2018.</p> <p>Matters Arising not already completed are covered in the agenda items.</p>	
5	<p>SSIP</p> <p>No specific SSIP items</p>	
6	<p>PERSONNEL SPRING MEETING CYCLE AGENDA ITEM – REVIEW STAFF PERSONAL AND CAREER DEVELOPMENT AND WORK/LIFE BALANCE</p> <p>A skills audit of all staff in the Trust has been completed (Talent Map) in order to</p>	

	<p>enable staff to work across the Trust and support each other/share good practice.</p> <p>Helen Jepson has been successful in applying for an SLE (school leader of education) for EYFS across FMAT. The committee wished to congratulate Helen on this.</p> <p>Helen will be leading EYFS development across the Trust, the time commitment varies. If Helen is out at other schools, GPS will be reimbursed for her time. This is excellent personal development for Helen and MS will provide support and mentoring.</p> <p>Debby Morris is to contribute to projects that the Deputies group will be working on.</p> <p>Winsford school (part of FMAT) are working with the FA to develop a centre of excellence and this should benefit other schools in the Trust. They are using sports premium funding as part of this.</p> <p>Freya Wildgoose works with FMAT as part of their creative arts week across the schools.</p> <p>Miss Shay and Miss Wildgoose are part of a global learning partnership and PS will be sharing her learning with staff after attending a global learning conference. School will be focusing on gender equality, using the UN development goals.</p> <p>MS suggested that FMAT could help GPS with subject leadership guidance</p> <p>MS stated that every area for development requested or identified through the staff appraisal process can be fulfilled, which is good to hear.</p> <p>DFE TOOLKIT</p> <p>A DfE toolkit to support teachers to manage work/life balance was reviewed by MS and SB. MS to share with staff at the next staff meeting and to use the resources as and when required.</p>	<p>Action MS</p> <p>Action MS</p>
<p>7</p>	<p>PERSONNEL AND STAFF MATTERS</p> <p>Mrs Ledger and Mrs Elliot are now job-sharing the midday role</p> <p>One further Midday assistant still required. Currently, the middays are managing but one more assistant is desirable. Position to be advertised again</p> <p>TA Recruitment – Mrs Lomas who is currently a TA at Sandbach Academy (and also a parent at the school) has been recruited to replace Mrs Downes, who retired at February Half term. Mrs Lomas is employed on a contract to support a Y5 child with an EHCP. Mrs Lomas is working Fridays until she starts full time in the role, the week before Easter. Mrs Lomas has a great deal of experience of working 1:1. Welcome to Mrs Lomas.</p>	<p>Action MS</p>

8	POLICIES FOR REVIEW A policy review group is to be created at Spring LGB; all of Personnel policies will fall under the scope of this working party.	Action SB
9	APPOINT A COMMITTEE DEPUTY Membership review and appointment of deputies is taking place at the Spring LGB as part of a wider review of committee membership	Action SB
10	ACADEMY STATUS MS is leading work with the Head at Whirley on school councils	Action MS
11	AOB No AOB	
12	Date of next meeting is confirmed as Thursday 27th June at 9am	Action SB

.....Chair

.....Dated