

THE GOVERNING BODY OF HIGHBURTON CE (VC) FIRST SCHOOL

Minutes of the meeting of Staffing and Welfare Committee held at 7.00pm at the School on Monday 5 March 2018

Present:

Mrs Gaynor Leadbeater, Mrs Emma Noke, Mr Glyn Phillips, Mr Martin Ward, Mrs sue Wimpenny

In Attendance

Mr Chris Berridge (Minute Clerk)

The meeting was quorate.

Agenda Item	Discussion and Decisions	Action – who / by
123.	<p>Apologies for absence and Declaration of Interest</p> <p>There were no apologies for absence.</p> <p>There were no declarations of interest.</p>	
124.	<p>Notification of items to be brought up under Any Other Business</p> <p>The following item were notified for discussion under Any Other Business</p> <ul style="list-style-type: none"> • Approve Anti Bullying policy 	
125.	<p>Minutes of the meeting held on 18 October 2017</p> <p>RESOLVED: That the minutes of the Staffing and Welfare Committee held on 18 October 2017 be approved and signed by the Chair as a correct record of the discussions held and that the corrections to reflect accuracy as detailed below in Matters Arising be noted.</p>	
126.	<p>Matters Arising</p> <p><u>Staffing – Teaching Staff Performance Management (Minute 117 refers).</u></p> <p>The Head Teacher advised that the current advice is not to use amounts or percentages thus the word ‘majority’ is used. The Head Teacher further advised that pupil progress meetings take place which give robust tracking and interventions are put in place where necessary. The use of percentages are not currently permitted due to Union intervention, the school does have class targets but cannot be used in teaching staff performance management.</p>	

The Head Teacher provided an example of where the use of the word majority was beneficial in that if there was a target of 85% and 82% was achieved then the teacher wouldn't meet the target. If the target was that the 'majority of pupils', then the target would be met as 82% is the majority.

The Head Teacher corrected the 'yes' response to the question 'Can Governors ask to see teaching staff personal objectives?' and advised that Governors cannot see teaching staff personal objectives.

Staffing – Agree programme of tasks throughout the year (Minute 118 refers)

Regarding the discussion about how best Governors could monitor teaching staff competencies and progression; the Head teacher advised that Governors could not undertake this directly and that it was the Head Teachers' role to advise Governors of individual staffing issues and to advise if there was a recommendation for a staff member to move up the pay scale. It was Governors responsibility to ensure policies where correct and being applied.

Authority Note: Mrs Sue Wimpenny joined the meeting at this point.

Support Staff Appraisals (Minute 118 refers)

In response to the question 'should the Staffing & Welfare Committee be monitoring these (Support staff appraisals) and the response that if the Head Teacher could give reassurance that they had been reviewed, there would be no need for governors to monitor the appraisals; the Head Teacher advised that Support Staff Appraisal monitoring is best practice and not compulsory and advised that it would be inappropriate for Governors to look at staff appraisals but could have a copy of generic appraisals without personal objectives.

Leadership & Management – Development and implement Church School monitoring schedule (Minute 118 refers)

The Head Teacher advised that an evidence file of progress is in place.

Regarding the discussion around introducing a list or diary of events in order that Governors could attend and provide monitoring / visit reports; the Head Teacher advised that events are detailed in a weekly newsletter and additional information is also provided in the Head Teachers report.

Review Induction Programme for staff, students and volunteers (Minute 118 refers)

Regarding the question 'If policies are amended, are all teaching staff required to sign the latest version' and the response 'All policies are

	<p>signed by all teaching staff as having read the policy'; The Head Teacher advised that teaching staff sign as having read the Health & Safety and Safeguarding policies but not all curriculum policies. A record of staff having seen such policies is recorded in staff meeting minutes.</p> <p><u>Schedule of monitoring tasks for subject leaders (Minute 118 refers)</u></p> <p>The Head Teacher advised that reports covering English, Maths, Science, RE and Curriculum are provided at Governors meetings.</p>	
127.	<p>Policies for Review</p> <p>Governors confirmed that the policies approved below were available for review on the Governors page of the school website in advance of the meeting.</p> <p>Resolved: That the Whistleblowing, Confidentiality and Equality policies be approved.</p> <p>The Head Teacher advised that the Intimate and Personal Care policy was a new policy taken from Shepley First School and developed by Mr Steve Barnes.</p> <p>Resolved: That the Intimate and Personal Care Policy be approved.</p>	
128.	<p>School Improvement Plan</p> <p><u>Governor Visits Policy</u></p> <p>The Head Teacher advised the meeting that a new recording sheet had been introduced at the back of the signing sheet.</p>	
129.	<p>Staffing & Welfare Committee Actions</p> <p><u>RE Book Scrutiny – January 2018</u></p> <p>The Head Teacher provided some feedback notes from the R.E. Book Scrutiny which took place in January 2018.</p> <p>The strengths throughout school were given as:</p> <ul style="list-style-type: none"> • Children show enjoyment of learning R.E. • Books show a variety of activities and evidence e.g. photos, written, pictures, drama. • Some classes are using reflective areas in their classroom. • A wide variety of religions and topics are being 	

	<p>covered throughout school.</p> <ul style="list-style-type: none"> • Lots of lovely art work is being produced linked to R.E. topics. <p>Areas to work on were given as:</p> <ul style="list-style-type: none"> • R.E. has to be taught for one hour each week. <p>The Head Teacher advised that the school follows the Kirklees units and supplements these with additional Understanding Christianity topics.</p> <p>Regarding the statement of entitlement, the Head Teacher advised that there was difficulty in fitting in the R.E. learning due to other curriculum pressures.</p> <ul style="list-style-type: none"> • R.E. Books need to be in line with English books (all pieces of work need a learning objective and to be marked to enhance learning). <p>The Head Teacher discussed the expectation of quality in relation to the above.</p> <ul style="list-style-type: none"> • All classes should have a reflective area. <p>Question: Do not all classes now have a reflective area? Answer: Yes, they do now, plus an interactive reflective area where there is currently a display on Lent.</p> <ul style="list-style-type: none"> • Develop use of self and peer assessment within R.E. 	
130.	<p>Support Staff Appraisals</p> <p>The Head Teacher advised that support staff each have two objectives; one personal and one generic. The whole school objective linking to feedback on the School Development Plan to be completed by the end of April.</p> <p>The Head Teacher advised that support staff are linked to specific children.</p>	
131.	<p>Teacher Competencies & Progression</p> <p>The Head Teacher advised that there were no staff with competency issues and that two NQT teachers were doing really well.</p> <p>The Head Teacher further advised that in September one teacher was due to move up to UPS level 2 and one to UPS level 3 and that these increases had been budgeted for.</p>	

<p>132.</p>	<p>Staffing September 2018</p> <p>A. The Head teacher advised that one member of teaching staff was currently on Maternity Leave and that Jane T was covering. In September another member of staff would be taking maternity and Jane T would then cover her.</p> <p>The Head Teacher advised that she was, as yet, unsure if Julie S would be returning and would know by Summer. Andrew E would be offered a new contract until Christmas but he could also apply for other vacancies.</p> <p>B. The Head Teacher advised that Andrew E had taken on Maths Mastery and it was going really well. The Head Teacher discussed with Governors that some other schools had now dropped the Maths Mastery as it had proved too hard for the teachers.</p> <p>Andrew E and Graham B had been asked to talk to the Pyramid Heads about their approach and successes in teaching Maths Mastery.</p> <p>C. The Head Teacher advised that the new ETA was training to cover supervisor and had been set a personal objective linked to this training.</p> <p>Question: Is this for sickness cover? Answer: Yes for the first two days only then insurance is payable enabling the school to use a supply teacher.</p> <p>The Head Teacher advised that the ETA was currently responsible for a particular pupil and additional support staff could be put in place if required.</p> <p>The Head Teacher discussed that there was one pupil in year 4 who had an EHCP who was receiving one to one support, helping build up resilience but that the pupil would not receive the one to one support once at Middle School.</p>	
<p>133.</p>	<p>Any Other Business</p> <p><u>Anti-Bullying Policy</u></p> <p>The Head Teacher distributed the Anti-Bullying Policy and advised that information on Transphobic Bullying had been added.</p> <p>Governors reviewed the policy and requested that the second paragraph be amended to make reference to the Staff Code of Conduct and Teacher Standards.</p>	

	Resolved: That the Anti-Bullying Policy be approved subject to the above amendment.	
134.	<p>Dates of Future Meetings and Possible Agenda Items</p> <p>The next meeting of the Staffing & Welfare committee will take place at the school at 7pm on:</p> <ul style="list-style-type: none"> • Wednesday 16 May 2018 	
135.	<p>Agenda, Minutes and Related Papers – School Copy</p> <p>Agreed: That Minute 132 (A) relating to staffing be removed from the public copy of the minutes, and that no other minute, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	