



**CHESTERTON
COMMUNITY COLLEGE**

Chesterton Community College

Personnel Committee Minutes

20th November 2012

CHESTERTON COMMUNITY COLLEGE
PERSONNEL COMMITTEE

Minutes from 20th November 2012

- 1. Present:** Mary Sanders, Mark Patterson, Nicola Von Schreiber, Steve Hampson, Heidi Watters, Roger Mann. *Belinda Jones joined the meeting at 6.20pm

This meeting was quorate at the start, 6 Governors out of 7 present. (Quorum is a minimum of 4 Governors)

In attendance: Wendy Palmby (Clerk)

Visitors to the meeting: Tracy Roden (Vice Principal-Business)

- 2. Apologies:** Susannah Clements,

3. Declaration of Pecuniary Interests: None were declared

4. Register of Business Interests: There were none

5. Election of Chair: It was proposed and seconded by Governors and all were in agreement that Susannah Clements would continue as Chair.

Susannah Clements was absent from this meeting and it was agreed that Roger Mann would be acting Chair for the purpose of this meeting.

6. Terms of Reference: The new Terms of Reference document which had been circulated to Governors, which included the Delegated powers of this committee with a schedule of agenda items for each meeting and policies to be reviewed, was discussed. It was noted that as the first meeting in the Autumn term had been cancelled, so this meeting would pick up those agenda items too.

The Terms of Reference were approved subject to the actions detailed below and will be ratified at the next Full Governing Body (FGB) meeting 5th March 2013.

Actions: Clerk to add:

- "Audit for Personnel Governors" to the Autumn Term Meeting 1.
- School Staffing Structure report to Spring Meeting 1.
- Add Report on staff special leave of absence to Spring Meeting 2.
- Clerk to add amended Terms of Reference to FGB agenda on 05.03.2012

7. Minutes of the last meeting 26.06.2012: These were approved by Governors and signed as correct record, noting that the next meeting of the Personnel meeting, on 23.10.2012, had been cancelled and was in fact this meeting of 20.11.2012.

8. Matters arising: All actions from the previous minutes had been completed. There were no other matters arising.

9. Audit for Personnel Governors: This document was looked at briefly, but Governors were asked to take this away and look at this in more detail. The Clerk would complete this document with regard to what had already been achieved and circulate virtually to the Personnel Governors for their comments/queries, until all sections had been addressed.

The Management of Work Life Balance/Stress issues for staff section, was queried by Governors. It was noted that these issues are already taken into account by the school management when considering personnel issues. When the committee next reviews the Management of Staff Sickness Policy, they will consider whether a statement needs to be added to confirm the importance that the school attaches to management of work life balance.

10. Governor Training: The Audit for Personnel Governors highlighted a need for at least one Personnel Governor to attend training on Redundancy. Steve Hampson and Roger Mann offered to take part in the EPM Webinar on February 13th 2013 or to view the recorded Webinar before then.

11. Statutory Policies for Review:

a) It was noted that work is being done to bring the **Child Protection Policy, Safer Code of Conduct** and **Staff Facing Allegations of Abuse** into one Policy.
Action: Steve Hampson

b) **The Complaints Policy** is still in train. **Action:** Susannah Clements

c) The Clerk was asked to query with EPM if they had a model **Staff Development Policy**.

Action: Clerk. **d) Cover for Teacher Absence Policy:**

This was discussed and amendments made to the draft. The Clerk was asked to query with EPM if this

“Cover” included Tutor time with Co Tutors. The Governors were then asked if they wanted an Annual Cover Provision report from the Head. It was decided that a brief report would be useful and would be added to the Summer Term agenda.

Action: Clerk to query with EPM, make proposed amendments and re-circulate

e) **Redundancy Policy:** A draft of the latest EPM Redundancy Policy had been circulated to Governors. Tracy agreed to compare this with our own model and update. **Action:** Tracy Roden

* Governor Belinda Jones joined the meeting at 6.20pm

f) **Special Leave of Absence Policy:** It was proposed that item 8.3 on this policy be changed from an annual date to a rolling date. Section 8.5 of this policy was then explained in detail and a lengthy discussion followed. The outcome was:

- Evidence of staff special leave of absence to be brought to the next meeting. **Action:** Tracy Roden
- Special Leave of Absence Report to be given to Governors annually. **Action:** Tracy Roden
- Policy then to be reviewed at next meeting. **Action:** Clerk to put on the Agenda for the next meeting

g) Trade Union Membership and recognition Policy: A draft copy had been previously circulated to

Governors. This policy was approved by everyone present and will be tabled at the next FGB meeting on

5th March 2013 for ratification.

Action: Clerk to put on agenda for FGB

05.03.2012

12. Staffing Committee-Head's Report:

The Staff Governors left the meeting at this point.

The Head made staff salary recommendations to the Staffing Committee and these were recorded in a **confidential minute**.

The change in structure in a Vertical Tutoring system was touched on.

13. A.O.B: There was none.

14. Date of the next meeting: Tuesday 26th February 2013 at 5.30pm

The Meeting Closed at 7.10pm