



**CHESTERTON
COMMUNITY COLLEGE**

**Chesterton Community College
Personnel Committee
11th November 2014**

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PERSONNEL COMMITTEE

DRAFT Minutes from Tuesday 11th November 2014 5:00pm

1. **Present:** Lucy Scott, Mary Sanders (Chairperson), Mark Little (Director of Finance and Resources), Roger Mann, Nicola von Schreiber and Shelley Lockwood

The meeting started at 5:05pm

The meeting was quorate, 5 Governors out of 8 (the quorum is 4 Governors)

Apologies: Eva Pepper and Belinda Jones

2. **Declaration of Conflict of Interests:** None declared
3. **Register of Business Interests:** None registered
4. **Election of Chair** Mary Sanders was re-elected
5. **Agree Terms of Reference** Terms of Reference to be circulated to and agreed by Personnel Governors via email **Action:**
Clerk to the Governors
6. **Minutes of the last meeting (08.07.2014):** These were approved by Governors and signed as a true record by the Chairperson.
Suggest to the Chair of the Teaching and Learning Committee that Heather Ellison might be invited to share the work she has been doing in the Library at a future meeting.

Action: Clerk to the Governors

7. **Matters Arising:**

- **Data Protection policy update** Mark Little had circulated draft separate Data Protection and Freedom of Information policies and a recommendation that our Publication Scheme (2007) should be replaced by the Information Commissioner's Office (ICO) Model Publication Scheme (2013). Governors agreed with this scheme and suggested the addition of an introductory paragraph explaining the differences between making a request for information under Data Protection and under Freedom of Information. It was also suggested that requests, which can be made to any member of staff, should be funnelled through to one person, the Head Teacher. All agreed that once these additions and some minor amendments noted during the meeting, such as removing a reference to the old Publication Scheme in Data Protection 1.3 and updating references to the Department for Education in Freedom of Information, have been made, the policy can go to Full Governing Body.

Action: Mark Little and Clerk to the Governors

- **Support Staff Appraisal Policy** Mark Little explained that the intention is to move towards an appraisal cycle for support staff in line with the system now in place for teaching staff. Governors agreed adoption of the EPM Model Performance Management Policy for School Support Staff (2013) with the minor amendments of removing reference to Appendix One in 5.2 and, in 13.1, removing the list of protected characteristics and the need for the Head Teacher's report to be written. The policy can then go to Full Governing Body.

Action: Mark Little and Clerk to the Governors

- **Membership of the Personnel Committee** It was noted by the Chair that membership of the Personnel committee was rather low and that we were consequently always at risk of not being quorate for meetings, especially as Nicola von Schreiber's time as Staff Governor will end before the next meeting. It was suggested that all Governors be sent an email inviting them to join the Personnel committee and that the next Staff Governor should be asked to join the committee when the time comes.

Action: Clerk to the

Governors

- **Policies for Review this meeting according to the Personnel Committee Terms of Reference:**

- **Pay Policy** Lucy Scott clarified that this policy was to be reviewed annually and kept in line with the School Teachers' Pay and Conditions document. It was agreed that minor amendments should be made to the dates given in the policy, for example in 1.2, to make them appropriate to the current year and to refer to "the current" STPC rather than keep changing the year. The policy can then go to Full Governing Body.

Action: Clerk to the Governors

- **Cover for Teacher Absence** Item withdrawn as not due for review until 2016
- **Disciplinary Rules/ Procedure** Following a discussion about confusion over final power of dismissal in section 4, it was agreed that EPM should be contacted for clarification and that minutes of the previous meeting at which this matter was discussed should be checked as to the decision then made. Other minor amendments include changing 'Roles' to 'Rules' on the title page and updating to November 2014.

Action: Lucy Scott and Clerk to the Governors

- **Trade Union Membership** Governors agreed that the policy can go to Full Governing Body after the following minor amendments: add "(Non-teaching staff)" after Local Government Workers and write the full names of the trade unions followed by their acronyms to comply with plain English, jargon-free best practice.

Action: Clerk to the Governors

- **Redundancy Policy** Governors discussed adopting the EPM Model Procedure on Handling Redundancy (March 2012). It was agreed that, as with the Disciplinary Rules, clarification was needed from EPM on the matter of whether the Head Teacher or a Staff Dismissal Committee has the delegated power of dismissal (section 7) and also that it would be necessary to state how the Staff Dismissal Committee is constituted.

Action: Lucy Scott and Clerk to the Governors

8. Staffing update

Pay reviews Lucy Scott explained that the first cycle of the new appraisal system was now complete and that it had been a positive process for all involved. Teachers demonstrated how they were meeting the Teacher Standards and contributing to the School Improvement Plan which made for focussed conversations and was excellent for continuing professional development. It was suggested that opportunities for sale of the system to other schools as a way of sharing good practice and generating income should be considered.

The pay review decisions were ratified by all Governors present.

9. Any other business

The Chair and members of the committee thanked Nicola von Schreiber for her valued contributions to the work of the Personnel committee as this was her last meeting as Staff Governor.

10. Date of next meeting: 3rd February 2015 at 5pm

The meeting closed at 6:25pm