

**Chesterton Community College**  
**Minutes from the Personnel meeting**  
**November 21<sup>st</sup> 2017**

**Present:** Mary Sanders (MS), Anne Constantine (AC), Lucy Scott (LS), Martin Russell (MR), Peter Rodgers (PR), Leonie Isaacson (LI) and Suzanne Izzard (SI)

1. **Apologies:** Roger Mann and Alison Bigglestone.
2. **Declaration of Conflict of Interests:** None.
3. **Election of Chair:** Mary Sanders was nominated by Peter Rogers to be chair of the committee. All were in agreement.
4. **Minutes of the last meeting (10<sup>th</sup> July 2017):** These were agreed and signed as a true record by the chair. Clerk to re send for committee reference.
5. **Terms of reference:** This was to be referred to the Trust meeting.
6. **Staff Appraisal and Progression:** LS explained the appraisal system to governors and went through how evidence is recorded on CPD. This has recently been launched at DMA. LS went on to explain that SLT conduct all appraisals and how different objectives are set for staff. There is no automatic pay progression staff have to apply. Governors questioned the work load for SLT to which LS explained that SLT has increased at both schools and it is split fairly between all. Governors questions how Heads of Faculties fit into it to which LS explained that they do joint observations with SLT. Governors questioned if staff are doing well, do opportunities naturally arise for them. LS explained how we have TLR'S for extra responsibility. MR went through the staff members who have progressed this year.  
  
MR to add paragraph to Pay policy for the Trustee meeting on the 4<sup>th</sup> December.  
  
A confidential minute was taken at this point.
7. **Review of temporary contract changes:** This was discussed in depth by the committee.
8. **Staff Issues:** LS gave feedback on staff absence.
9. **AOB:** MR discussed voluntary living wage increase with the committee. It was agreed that this would be an aspiration and something that we could move to.

This meeting closed at 9.15am.