



Personnel & Pay Committee

17 September 2020, 5:30 pm [by Zoom]

Minutes

Present: Kerry Martin (committee chair), Camilla Argyle, Adam Breakwell, Matthew Burns, Jane Keenan, Kerry Martin (from 2c), Emma Morgan, Sallie Peacock, Mark Simmons (clerk)

1. Apologies

Apologies were accepted from Lyn Broom.

2. Staff structure

Matt's resignation as music teacher but continued guitar teaching (for one 'bubble') and willingness to support choir and performances had been noted in the Curriculum & Outcomes committee, and governors expressed their thanks to him and to Beth, Choral Diversity's director and a new parent at the school, who may take on more of the music teaching.

The school is planning for Lucy's phased return to work after maternity leave, which is expected to be 3 days a week from Christmas, 4 days a week after the February half-term break and full-time from after the May half-term holiday. This would enable Zoë to stay for the full year in Class 4. Governors endorsed this approach, while remaining open to a job-share in the summer term between Lucy and Zoë if the financial position requires it.

Sian has requested a reduction to a three-day week, and governors agreed with an approach to bringing in Will Tisdale (Kimbolton, formerly Burford), who has strengths in maths and catch-up, for Mondays and Tuesdays alongside Sian from Wednesday to Friday. Sally Walker (HLTA) is taking a group of four Year 6 children on specific curriculum areas every morning, and is budgeted till the end of the year. This arrangement has been agreed in principle with Bev. Similarly, Hannah (Year 3) is also budgeted to the end of financial year.

Governors queried the current office management arrangement with Emma Jenkins and Helen. Emma has been stretched in various directions and is meeting Adam in the week of 21 September to check the workload balance. Sam has been recruited (through an agency) to support Helen, and fits in well, though it remains challenging when there are absences.

Helen has been in school every day including throughout lockdown, and has been calm and brilliant throughout. Governors approved 3 additional flexible days off as a thank you, and Camilla will write to thank her on behalf of governors.

3. Activity afternoons

These are continuing on Wednesdays (KS1) and Fridays (KS2) while staff have PPA time. In the past this has generally been music or forest school, and Beth will be with KS1 on Wednesdays and KS2 on Fridays. Charlie Morland has been doing forest school but will only be outside school with his class 'bubble'. TAs are providing PE support, and given the variable quality offered by Luctonians coaches this arrangement has not been continued. Charlotte Munday (Y5) continues to offer afternoon activities for French. With the exception of swimming, which is currently not available, activity afternoon are going well. Governors endorsed this approach.

4. Impact on personnel and pay of Covid-19

There has been no immediate impact other than sickness and any compassionate leave required. It was confirmed that normal automatic increases following performance management processes will continue.

5. Staff well-being

Governors acknowledged that teachers face additional pressure during Covid-19, and with limited additional training e.g. for the technical aspects of online teaching. Governors agreed that given that in the event of selective lockdowns the school will remain open, in-person teaching will remain an option for those who are particularly concerned about the additional pressure of online teaching. Governors appointed Kerry to have ongoing responsibility for staff well-being.

6. Adam's working arrangements

Adam's working arrangements were discussed in some detail. Governors acknowledged that of the flexi-days Adam has spent 9 days in school compared with the planned 6, but that the arrangement is on balance going well and offers the right balance from the perspective of heads of school.

7. Minutes of previous meeting

The minutes of the meeting of 14 May were unanimously approved.

8. Matters arising

Governors noted with regret Wes' resignation as parent governor. Camilla has emailed to thank him and will write a formal thank you on behalf of all governors, and Mark will instigate the process of electing a new parent governor.

Matthew was unanimously appointed as SENCo governor.

9. Any other business

Governors noted the need to review the safeguarding policy, and to attend (and confirm their online attendance) of the online safeguarding briefing which will be recorded.

10. Date of next meeting

Spring term committee meetings are yet to be confirmed given the Covid-19 situation; the next full governing body meeting is on Thursday 19 November at 4:30pm.

[ends]