



Personnel & Pay Committee

26 September 2019, 7:15pm

Minutes

Present: Kerry Martin (committee chair), Lyn Broom (chair of governors), Adam Breakwell (head teacher), Camilla Argyle, Wes Coleman, Jane Keenan, Kerry Martin, Emma Morgan, Sallie Peacock, Mark Simmons (clerk)

1. Welcome & apologies

No apologies.

2. Social media & internet use

It was confirmed that to make a private Facebook page would require the establishment of a new Facebook site and this would entail too much administration for the school.

The parent governors will bring to the Full Governing Body guidelines for parents on using social media and how to address complaints rather than resorting to social media.

3. Staff changes

Emma is working out well (2 days one week, 3 the next) as the new business manager. Helen has been promoted but is still working part-time, and has been very diligent in working additional hours in managing the varied workload and the limited handover from Charlie. Julie requires some additional training in customer services and other administrative tasks and some of the wider needs of the role. Helen has grown into the new role very quickly and very well.

There was some discussion about how to help new staff members identify parents and visitors to ensure respect for safeguarding, and how to improve systems for collecting children including when children are being taken out of school during the day for whatever reason. Governors sought reassurance that a robust system is in place, by which no parent or other visitor is admitted to school without the receptionist's first having checked with the host/child, and that visitors are not unaccompanied in school. This will be addressed during the safeguarding training on 2 October.

Governors queried the arrangements for a maternity cover which is expected during the Spring term and it was confirmed that cover arrangements are well underway.

4. Staff well-being questionnaire

Adam and a few others are reviewing the draft questionnaire before it is circulated to all staff.

5. Performance management

Adam's shared performance management has taken place, with Sallie, Sarah Somers and a Kimbolton representative. Lyn has confirmed with Hoople Adam's 0.8 FTE up to 22 March and the corresponding changes to Emma's arrangements.

6. Equalities governor

Kerry Martin was appointed link governor for equalities.

7. Minutes of last meeting

Approved.

8. Any other business

None.

9. Next meeting

6 February 2020 at 6pm