



Personnel & Pay Committee

14 May 2020, 6 pm

[by Zoom]

Minutes

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

1. Apologies

Apologies from Wes Coleman.

2. Update on staff changes (only minor change in office)

Since Emma Jenkins' appointment as business manager, the school had put in place a jobshare between Helen and Julie. The trial period has not been as successful as hoped, and Julie has now resigned with immediate effect. Gemma Kurkus has covered 2-3 afternoons a week and Helen is doing the hours she can. Helen expects to be able to work close to full-time hours from September 2021 and governors all agreed that the best solution would be to find an interim arrangement for the 2020-21 academic year.

Lucy is on maternity leave, and feedback about the cover provided by newly-qualified teacher Zoë has been very positive. Governors all agreed that it would be good to enable Zoë to continue until at least Christmas 2020, when there may be further opportunities for her at Orleton or Kimbolton which are currently unknown.

3. Update on current situation with pre-school

Pre-school has been looking after two key workers' children during the lock-down. Two previous recruitment rounds to appoint a deputy manager had not been successful (the second of which was just before lock-down), and the positive financial impact of this has enabled all staff to work basic hours rather than to be furloughed, ensuring that there can be sufficient and safeguarding-compliant staffing in the event of illness etc.. Pre-school is currently planning for an expected increase in numbers from June and drafting a letter to parents (along the lines of that from the school) to gauge numbers. Governors appreciated the continued positive attitude of staff who remain keen to support children in pre-school.

4. Update on current situation with school meals (OSFC)

Six of the seven staff members have been furloughed, so that there is one member of staff available to provide lunches to key workers' children and in the local community. Lady Hawkins' School in Kington is not opening after half term, which may provide an opportunity to extend OSFC's local provision if logistically possible. It was proposed and agreed by governors that Orleton School consider supporting financially the gap between furloughed staff salaries and full salaries.

5. Staff well-being in the current climate

Some staff have been finding the current situation difficult, and Libby has been able to be on hand to provide a listening ear and appropriate advice. This is also being provided to students and their families, and has been warmly commended by the Local Authority. A 'recovery curriculum' is planned for when children return to and reintegrate into school. Governors acknowledged with thanks that the home learning provided has included some really helpful activities from a well-being perspective.

6. Minutes of previous meeting

Unanimously approved.

7. Matters arising

Governors queried Adam's working arrangement for 2020-21, and it was confirmed that the new budget had been prepared on that basis. Adam and Emma will prepare recommendations for governors.

8. Any other business

Governors asked whether there would be a way to say 'thank you' to the staff who have been at school through the lockdown, and it was acknowledged that whether working at home or in school staff have been working hard and that any gift should be shared by the whole team. Governors noted their thanks to all the staff, and look forward to an opportunity to do so in person.

9. Date of next meeting

17 September 2020 at ca. 6pm (by Zoom).