

The Swanage School  
**MINUTES OF A MEETING OF THE STAFFING COMMITTEE**  
 Tuesday 13 October 2015, 5.30pm

Present: Geoff Atkinson (Acting Chair), Tristram Hobson, William Knight, Stephen Parker, Carl Styants

In attendance: Sue Fletcher (Clerk), Katy Kerr (Business Manager)

Item		Action	Lead	Date
STF 1.1	<b>Welcome</b> Geoff Atkinson explained that he had offered to chair the meeting as the new chair, Vicki Edwards, was unable to attend.			
STF 1.2	<b>Apologies</b> Apologies were received from Paul Angel, Vicki Edwards and John Palmer-Snellin.			
STF 1.3	<b>Declarations</b> There were no declarations of interest or conflict arising from any agenda item.			
STF 1.4	<b>Minutes of the Last Meeting</b> The minutes and confidential minutes of the meeting of the Staffing Committee held on 10 June 2015 were agreed as an accurate record and signed.			
STF 1.5	<b>Matters Arising and Actions</b>  <u>S3.4 (S2.4) Governor Access to Blue-Sky</u> At its meeting on 6 October 2015, the Student Committee had concluded that Blue Sky was not an entirely necessary tool for governors, given that the objectives and actions of the governing body are recorded in (and therefore can be evidenced by reference to) the minutes of meetings. Governors on the Staffing Committee were generally happy to support this view and to recommend to the full governing body that governor access to Blue Sky not be pursued at this time. Governors were in agreement that the focus should be on the skills and continual development of individual governors and the governing body as a whole.	Recommend to FGB that Blue Sky access not be pursued.	Committee report to FGB	21.10.15

	<p><u>S3.4 (S2.7) Staff Induction Policy</u> The Clerk reported that the suggested changes to the Staff Induction Policy had been made and that it was to be approved by Chair's Action.</p> <p><u>S3.6 Whole-staff recognition</u> TH reported that he was in the process of having individual conversations with all new staff and, as part of that, was discussing how best to make them feel valued and recognised for their hard work. Additional social time with colleagues was being facilitated by holding a staff social activity every half-term organized by a member of staff.</p> <p><u>S3.8 Safer Recruitment Policy</u> The Clerk reported that the required minor wording change had been made.</p> <p><u>S3.9 Senior Leadership Pay</u> [Confidential minute]</p>			
STF I.6	<p><b>Governance</b></p> <p>I. <u>Objectives and working groups</u> The Committee considered the two objectives on the School Development Plan (SDP) 2015/16 for which monitoring fell under its remit.</p> <p>The first of the two objectives related to improving the quality of internal and external communication and it was noted that the actions to achieve the objective fell under the Staffing Committee remit only to the extent that they required the right staff development and involvement to succeed, but there would likely be cross-over with discussions held at the Student Committee. In response to questions, TH confirmed that communication with feeder schools and the community were included in the objective.</p> <p>The second of the objectives related to development of leadership skills for middle and senior leaders in the school. TH explained that he would be using continuing professional development (CPD) sessions to deliver a programme of leadership and management training for the Curriculum Area Leaders and Heads of House. Governors welcomed the investment in these skills, but questioned how success in achieving the objective could be evaluated. It was suggested that a skills and experience questionnaire at the start and end</p>			



	(Autumn Term 2014/15) should be repeated soon. It was concluded this could most efficiently be done by a small group comprising the chair of governors and the committee chairs, with a prior email consultation with all governors.	Repeat 20 questions exercise	GA WK VE IT	Dec 2015
STF I.7	<p><b>Reports</b></p> <p>I. <u>Staffing update</u></p> <p>i) <u>Starters and leavers</u>: TH had circulated a list of staff who had started or left since the last meeting. There had been 10 posts filled, comprising 7 new posts (4 teaching assistants, a part-time school counsellor and two administrative staff) and 3 existing posts. TH gave a brief overview of the work involved and the personnel appointed. Interviews were imminent for a full time permanent English teacher, a part-time temporary history teacher (maternity cover) and a lunch-time assistant.</p> <p>ii) <u>Induction</u>: Governors received a copy of the induction programme for teaching staff (new and existing) undertaken over two days in September. This covered a variety of areas led by many different staff, including aspects of teaching &amp; learning, safeguarding, special needs, pastoral care, health &amp; safety and school systems. In addition, an induction day in July had focused on core values, vision and ethos. TH and KK reported that conducting these sessions over 3 days was a significant improvement over the previous year.</p> <p>iii) <u>Grievance and discipline</u>: There were no grievance or discipline cases to report.</p> <p>iv) <u>Appraisal</u>: TH reported that approximately 75% of staff had so far had their appraisal. It was noted that the headteacher appraisal should take place in the next half-term. TH said that he would value having the same School Improvement Partner this year, seeking her recommendation for a replacement thereafter.</p> <p>v) <u>Human Resources (HR) Administration</u>: With the appointment of an HR/administrative assistant, HR tasks were in the process of being handed over from the Finance Assistant who had been undertaking them. In response to a question from a governor, KK said that they were not considering undertaking payroll in-house. The current pooling arrangements offered efficiency and skills at</p>	Headteacher appraisal – TH to convene.	TH GA VE	Dec 2015

	<p>a cost that was better value and carried lower risk than an in-house operation would.</p> <p>2. <u>Appraisal and performance management</u>  CS reported that he had not yet met with TH to discuss and/or observe how appraisal and performance management are conducted. <b>It was agreed he would meet with the deputy headteacher to gain an overview of the Blue Sky system.</b></p>	Meet with JM	CS	Nov 2015
STF 1.8	<p><b>Pay Policy</b>  TH and KK had looked again at the current Pay Policy and Pay Scales and felt that there was duplication between the two documents. Governors agreed with them that the two documents be merged and more explicitly cover both teaching and non-teaching staff. A revision would be considered at the next meeting.</p>	Update/merge pay policy & pay scales.	KK	Feb 2015
STF 1.9	<p><b>Any Other Business</b>  None.</p>			
STF 1.10	<p><b>Confidentiality</b>  Agreed that the brief discussion on Senior Leadership Pay (STF 1.5. Matters Arising) should be treated confidentially.</p>			
STF 1.11	<p><b>Date of Next Meeting</b>  Full Board of Governors – 21 October 2015 (rescheduled from 20 October 2015)  Staffing Committee – 2 February 2016</p>			
	The meeting closed at 7.15pm.			