

Item	Minute	Action
1	Disclosure of Interest	
2	Apologies	
	None were received.	
3	Approval of Minutes of Meeting held on 8 th February 2017	
	These were approved and signed.	
4	Matters Arising	
4(d)	Long Service Awards	
	Mr Lewis confirmed that there were no Long Service Awards.	
4(b)	Item 7: Arrangements for Medical Checks	
	Mr Goscomb explained that Dr Bastin would no longer be providing this service. Future options will be explored and fed back to the next meeting. Mrs Linnell highlighted the importance of having arrangements made before September.	
	There were no other matters arising	
5	Policies for Review	
	Discussion was held regarding the number of policies in place and the work involved in policy review. Mr Harris suggested that across a number of areas several existing policies could be combined and streamlined. It was agreed that Mr Harris and Mr Lewis would undertake a review and rationalisation of current policies.	THa/RLe

Minutes of the Staffing Committee – Part One	
Date of Meeting: Wednesday 7 th June 2017	Venue: Headteacher's Office
Present:	
Trustees	Dr C Bastin, Mr A Eaton-Hart, Mr I Griffin, Mr M Goscomb, Mr T Harris, Mrs L Linnell, Mr B Merrett (via telephone) Mr B J Sindall, Mr A Gregson and Mrs V Wells
Staff	None
Visitors	Ms E Matthews, Mr A Gould
Secretary	Mrs S Smith

Colyton Grammar School

Vick

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	<p>Mr Goscomb questioned the involvement of Trustees in establishing and drawing up of policies and whether this should be more led by the school. Mrs Wells agreed with this point and that at the broad level Trustees should be consulted regarding policies but the operational detail should be driven by the school.</p>	
5(a)	<p><i>Employment Protection Policy</i></p>	
	<p>Mrs Linnell queried whether staff on agency contracts could be targeted first in a redundancy situation and if this should be included in the policy. Mr Eaton-Hart suggested that this would not be applicable as these staff members are employed by a third party.</p> <p>Mr Harris raised the concern that re-issuing of contracts each academic year to part-time staff has generated feelings of vulnerability from the staff members involved. Apart from these concerns this policy was agreed and approved.</p>	
5(b)	<p><i>Staff Disciplinary Procedures Policy</i></p>	
	<p>Mrs Linnell asked for the 5th point down "staff normally have the right to be represented and accompanied" should be changed to "always have the right..."</p> <p>Mr Goscomb referred to page 1, 5th bullet point, making reference to "line manager" but further down referring to the "senior line manager". This should be clarified and consistent terminology used.</p> <p>Mr Sindall pointed out that this policy is difficult to consider without being reviewed alongside the Complaints Policy.</p> <p>Mr Griffin questioned how well equipped this policy was to deal with providing competency and efficient working practices. Mr Harris replied that there are other processes in place to cover these areas. Mr Goscomb highlighted that inadequate performance is actually covered by a separate policy and that any reference to performance needs to be removed from the Staff Disciplinary Procedures Policy.</p> <p>Mr Goscomb confirmed that the stages outlined in the Staff Disciplinary policy follow the correct procedures as outlined by ACAS.</p> <p>Mr Griffin suggested a change of name to "Staff Disciplinary Procedures in relation to Misconduct and Gross Misconduct" and any reference to performance be removed. This would be considered under a broader policy review to be undertaken at a future date by Mr Harris and Mr Lewis.</p> <p>Mrs Wells asked for the reference to "calendar" days on page 5 be removed.</p>	<p>Sec</p> <p>RLE/THa</p> <p>Sec</p> <p>Sec</p>

Item	Minute	Action
5(c)	<i>Complaints Policy</i>	
6	Mrs Wells proposed that this be considered under the ALS Committee and this was agreed by Mr Sindall and Mrs Linnell.	
6	Staff Changes Report	
	<p>Mr Lewis distributed the Staff Changes Report.</p> <p>Mr Harris explained that responses to advertised and unadvertised vacancies have been favourable.</p> <p>Mrs Wells queried the amount of hours attached to the Counselling role. Mr Harris replied that this is for review with Mr Lewis but that due to the large number of students coming through into the school, it was felt that this supported further hours depending on budget. Mr Lewis commented that this is a highly valued area and it would be important to offer the best level of service possible.</p> <p>Mr Goscomb asked that the discussions around budget be aligned with the School Improvement Plan, focusing upon priority areas such as the Counselling service.</p> <p>Mr Gregson supported this point. Mrs Wells highlighted that this should be a priority due to the nature of the student body and how CGS students may be more affected by mental health issues.</p> <p>Mr Harris explained that CGS has 3 years of free support from Virgin Care that the school can use to help staff support students.</p> <p>Dr Bastin highlighted the importance of the level of training held by the person responsible for triaging the counselling appointment system with reference to differentiating between psychological/psychiatric problems. Mr Sindall queried the advertising of the Science Technician vacancy in the Times Education Supplement and the costs involved. Mr Harris replied that this came as part of a package but agreed that recruitment costs was an area to be reviewed.</p> <p>Mrs Linnell asked about the quality of the field of responses for the recent teaching vacancies. Mr Harris explained that there was a varied response but that the appointed candidates were strong.</p>	
7	Teaching Staff Performance Management Arrangements 2017-18	
	<p>Mr Harris stated that at the meeting of the Staffing Committee in the Autumn term a set of arrangements will be put forward to the Committee for approval, this would follow the October 2017 appraisal round. Performance targets will be addressed in line with the School Improvement Plan. Appraisals may be in the form of a more regular review meetings. The potential purchase of a Performance Management</p>	<p>THa</p>

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8	<p>Annual Staffing Report</p>	
	<p>Mr Lewis explained that this report would be reviewed and bought to the next meeting for discussion and, moving forwards, on a more regular basis than annually.</p>	<p>Rle</p>
9	<p>Trustee Training</p>	
	<p>Risk Management Training was recently postponed due to the quality of provider on offer. Mr Lewis explained that this was still due to be rescheduled.</p> <p>Mr Griffin questioned the importance of Risk as a subject for a Trustee Training evening. Mr Goscomb pointed out that Trustees may not be well qualified in this area and an element of training in this area would therefore be highly important. Mr Goscomb reiterated that the Trustee role should be one of oversight and gaining reassurance. As currently stands, Mr Goscomb pointed out that the Trustees have a direct role in managing these risks and if this is to continue then training is paramount.</p> <p>Mr Goscomb put forward the point that Trustees could receive a document explaining how risk is being managed within the school and highlighting any significant changes in this area. This would enable Trustees to maintain an overseeing role. Mr Griffin suggested that Risk Management could be covered by two or three Trustees.</p> <p>Mr Griffin and Mr Sindall referred to the strategic direction of CGS and the School Improvement Plan and that this would be a highly valuable area for Trustee Training to focus upon.</p>	

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<p>THa</p> <p>THa</p> <p>Sec</p>	<p>Mrs Wells supported the view that Staffing and Recruitment would be also be valuable focus.</p> <p>Mr Sindall questioned whether there should be a Trustees Strategic Plan for each committee which would be defined and developed in line with the School Improvement Plan.</p> <p>Mrs Linnell proposed that a Trustee Away Day might generate more quality output especially in light of the number of new Trustees. It was proposed and agreed that this would be put forward to the Full Board meeting on 13th July 2017 to create a date in September for a Trustee Away Day. Mr Goscomb highlighted the importance of canvassing Trustee opinions regarding pertinent topics that could be covered at the Trustee Away Day prior to the Full Board meeting. It was agreed that when the Agenda is distributed for the Full Board meeting in July, all Trustees would be asked to bring diaries to the meeting in order to arrange a date.</p> <p>Mr Harris to canvas opinion from Trustees regarding the proposed subject for this day ahead of the board meeting. It was agreed that Mr Harris's paper on MAT options would be a valuable focus and Mr Harris offered to review his strategy paper as a starting point for discussion.</p>	<p>10</p>
<p>VW</p>	<p>Mrs Wells commented that this item would best be considered at the next meeting of the Committee in the Autumn Term, giving time for Trustees and the Chair to reflect on the academic year.</p> <p>Mr Goscomb highlighted the importance of this Review to ensure the efficiency of each Committee as outlined in the Governance Review. Mr Goscomb pointed out the logic of the Review being undertaken in the Summer Term so that these findings can be then taken to the Full Board for consideration. Mr Goscomb asked that the implications of shifting the timings of the Annual Committee Review be considered.</p> <p>Mr Griffin suggested that feedback from the SLT on how each committee has performed over the academic year may be a valuable consideration of the Annual Committee Review.</p>	<p>11</p>
	<p>Equality Duty Action Plan Update</p>	<p>The relevance of this to the Staffing committee was questioned and the need for this to be discussed at each meeting. Mr Sindall proposed that this could be replaced by an annual report. Mr Lewis</p>

	Date: 8/2 Dec 2017
Signed: V Wells	(Chairman of Committee)

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12	Long Service Awards 2017-18	<p>agreed that this could become part of a broader review of HR review held on an annual basis.</p> <p>Mr Goscomb asked that a check to see if this is a statutory requirement be undertaken before this is upheld.</p> <p>Mrs Wells asked for a rephrase of the question prior to interview stage that asks candidates to disclose any disability that may require special access requirements.</p>
13	Risk Register	<p>Mr Lewis stated that there were no Long Service Awards.</p> <p>It was discussed and agreed that the Risk Owner of each identified Risk be accurate.</p>
14	Any Other Business	<p>Dr Bastin proposed that each committee could be given a framework of terms of reference and a work plan to be met over the period of the academic year to come. This would fall in line with discussions to be held over the Annual Committee Review.</p> <p>Mrs Wells highlighted an advert in a newspaper, bought to her attention by Mr Sindall, depicting only male students at Colyton and reiterated the importance of ensuring a more balanced picture is portrayed.</p> <p>Mr Merrett raised Staff Bonuses/Performance Related Pay. Mr Lewis explained that this had been examined by Mr Cook and himself and confirmed that no additional payments have been made.</p> <p>There was no other business</p>
16	Next Meeting	TBC