

Colyton Grammar School

Minutes of the Staffing Committee – Part One

Date of Meeting: Wednesday 15 October 2014

Venue: Headteacher's Office

Present:

Governors	Mr A Eaton-Hart, Mr P W Evans, Mr G Hayne, Mrs S Hopkins, Mrs L Linnell, Mr B Salter, Mrs V Wells and Mr M Marsh.
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Staff	Mrs J Wainwright
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Visitors	None
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Secretary	Mrs J Wainwright
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Mr Evans took the chair for Items 1 and 2.

1. Disclosure of Interest

Mr Evans and Mrs Wainwright disclosed an interest in Item 6(a). Mrs Wainwright disclosed an interest in Item 8, and Mr Evans disclosed an interest in Item 9.

There were no other disclosures of interest.

2. Election of Chair

Proposed by Mr Haynes, seconded by Mrs Hopkins and unanimously agreed that Mrs L Linnell should be elected Chair for the academic year 2014/15.

3. Apologies

Apologies were received from Mrs F H Wilkinson and Mr S R Cook

4. Election of Vice Chair

Proposed by Mr Haynes, seconded by Mrs Linnell and unanimously agreed that Mrs V Wells should be elected Vice Chair for the academic year 2014/15.

5. Approval of Minutes of Meeting held on 30 April 2014

These were approved and signed.

6. Matters Arising

(a) Item 7: Teacher and Support Staff Pay Awards

The Committee noted that the Written Resolution proposing the pay awards for Teaching Staff from 1 September 2014 and for Support Staff from 1 April 2014, which had been circulated on 10 September 2014, had received unanimous support and was accordingly approved. It was noted that Mr Evans had not been entitled to vote on this resolution.

(b) Item 12: Performance Related Pay – Support Staff

The Committee noted that the School Development Plan for 2014/15 includes the development of proposals for Performance Related Pay for Support Staff.

There were no other matters arising.

7. Staff Changes Report

Mrs Linnell drew the attention of the Committee to the paper circulated prior to the meeting, outlining the current changes in staffing.

Mr Evans indicated that he had recently accepted the resignation of Ms Taylor, Music and that arrangements had been made to cover her classes using existing part-time staff. This resulted in a small reduction in overall staffing.

8. Review SLT Targets for 2013/14 and Set Targets for 2014/15

This item was taken under Part Two Minutes

9. Headteacher's Performance Management Review

This item was taken under Part Two Minutes

10. Annual Safeguarding Report

Mr Evans reported that a further new template for the Annual Safeguarding Report has just been issued by Devon Local Authority. It was agreed to defer this item to the next meeting when the report will have been completed in the new format.

11. School Development Plan

Mr Evans drew the attention of the Committee to the sections of the Development Plan for 2014/15 which fall within the Terms of Reference of the Staffing Committee, focusing on the following:

- Leadership Development and Succession Planning
- Professional Development, Performance Related Pay and Teacher Standards
- Support Staff Succession Planning and Performance Related Pay
- Delivery of the "Building Leadership Capital" Programme

Proposed by Mr Marsh, seconded by Mt Haynes and unanimously agreed that the Board should be recommended to approve the sections of the Development Plan which fall within the Terms of Reference for the Staffing Committee.

12. Governor Training

Following discussion, the following arrangements were agreed for Governor Training events in 2014/15:

Date	Topic
Wednesday 26 November 2014	(a) Update on Headteacher Recruitment (b) Educational Research
Wednesday 28 January 2015	Budget and Three Year Plan
Thursday 26 February 2015	Support Staff Structure and Roles
Wednesday 20 May 2015	To be advised

It was noted that a special Training Evening will be held on Monday 24 November for those governors directly involved in the recruitment of a new Headteacher.

13. Gender Equality Duty Action Plan Update

Mr Evans indicated that reports will follow at a future meeting.

14. Policies for Review:

Proposed by Mr Marsh, seconded by Mrs Hopkins and unanimously agreed that the following policies which had been circulated prior to the meeting should be approved;

(a) Payment of Teaching Staff

Mrs Linnell questioned the affordability of the proposed changes to the levels. Mr Marsh noted that the changes only reflected the current structure and Mr Evans noted that to change these had the potential to move Governors from their stated policy position of maintaining staff conditions of service at a level at least as good as those of staff in a Devon maintained school.

(b) Performance Management – Teaching Staff

(c) Safe Working Practices for Staff

An updated copy incorporating suggestions by Mrs Linnell will be circulated with the minutes of the meeting.

(d) Safeguarding Children

(e) Staff Development – Support Staff

15. Any Other Business

(a) Parental Complaint

Mr Evans outlined an anonymous parental complaint to Ofsted about the school, received via Devon County Council. Having discussed and investigated the allegation made, the school, Devon and Ofsted are content that this was a malicious complaint and no further action will be taken.

(b) Link Governors

Mr Salter asked that Heads of Department be reminded to communicate with linked Governors. He expressed mild frustration as a result of reading about events in the Newsletter that he could have supported. Mr Evans agreed to remind staff.

16. Next Meeting

Wednesday 11 February 2015 at 6.30pm.

Signed:	<i>J. Linnell</i>	(Chairman of Committee)
Date:	<i>11-02-15</i>	