

Colyton Grammar School

Minutes of the Staffing Committee – Part One

Date of Meeting: Wednesday 11 February 2015

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 Merrett, Mr M Marsh, Mr B Salter, Mrs V Wells and Mrs F H Wilkinson.
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Staff	Mrs J Wainwright
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Visitors	None
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Secretary	Mr S R Cook
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1. Disclosure of Interest

There were no disclosures of interest.

2. Apologies

Apologies were received from Mr P Anderson and Dr C J Bastin.

3. Approval of Minutes of Meeting held on 15 October 2014

These were approved and signed.

4. Matters Arising

(a) Item 14(c): Safe Working Practices for Staff

Mrs Linnell drew the attention of the Committee to the document which had been circulated prior to the meeting which incorporates the various changes agreed at the meeting held on 15 October 2014. Mr Evans confirmed that this document, along with other key policies, form part of the induction process for all staff and are available on the staff intranet. He undertook to remind staff of the changes to the document.

Mr Merrett drew attention to a typographical error on page 17.

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

The Committee noted that work is in progress on this element of the School Development Plan for 2014/15.

There were no other matters arising.

5. Staff Changes Report

Mrs Linnell drew the attention of the Committee to the paper circulated at the beginning of the meeting. Mr Evans provided further detail on:

- Changes within the Design and Technology, Modern Languages and English teams
- Arrangements for the maternity cover in Chemistry
- Reducing the number of Leaders of Teaching and Learning by one

6. Staffing Structure for 2015/16

Mr Evans briefed the Committee on changes anticipated to date in the staffing structure for 2015/16, focusing on:

- The implications of the Year 10 and Year 8 options choices on staffing

- Current levels of staffing broadly meet the known demands for next year's curriculum

It was agreed that Mr Evans and Mrs Linnell will review 2015/16 staffing needs once the student option programmes are complete and the timetable implications have been identified. This item will also be considered at the next meeting of the Staffing Committee.

7. Design and Technology Technician Proposal

Mr Cook circulated a paper outlining a proposal for employing a Design and Technology Technician on a probationary training basis, following the lack of success to date in recruiting a candidate who could meet the full person specification.

Following discussion, it was agreed that the training post could be offered on a five days basis (term-time only) on Scale 1 Point 3. Following the satisfactory completion of the probationary training period, the post-holder would move to the previously advertised rate.

8. Annual Safeguarding Report

Mrs Wainwright drew the attention to the Annual Safeguarding Report which had been circulated prior to the meeting. It was noted that the process for compiling this report in online format as required by Devon County Council had proved very onerous and many schools had struggled to complete the submission on time. Mr Evans indicated that a number of Devon schools have submitted formal complaints about this year's process.

Mrs Wainwright highlighted the low level of safeguarding issues within the school.

9. Governor Training

Following discussion, the following arrangements were agreed for the remaining Governor Training events in 2015:

Date	Topic
Thursday 26 February 2015	Headteacher Update Support Staff Structure and Roles
Wednesday 20 May 2015	Safeguarding and Complaints

It was also agreed that one of the Autumn training evenings should be given over to considering "School Funding: Future Scenarios".

In response to Mr Merrett, Mr Evans explained the reason for the difference in the A2 examination performances reported in the Annual Report, and those discussed at the recent Chairs' Committee. The figures in the Annual Report figures do not include General Studies for the early years. This will be corrected in next year's Annual Report.

10. Succession Planning for Staff

Mr Evans reported on opportunities such as the Axe Valley Learning Community funding for a temporary TLR3 for developing literacy.

Mr Cook indicated that some of the succession planning challenges for Support Staff will be included in the Training Evening scheduled for 26 February. He highlighted the benefit of sharing the knowledge and skills required for the Examinations Officer post during the maternity cover period. He also mentioned the need to ensure adequate cover for the Senior Educational Administrator role.

11. Monitoring Diversity Report

Mr Cook reminded the Committee of the requirement under the school's Equal Opportunities Policy for an annual review of arrangements for monitoring diversity in relation to recruitment. He drew the attention of the Committee to the report which had been circulated at the beginning of the meeting. The Committee noted that the number of completed questionnaires remains low, despite strengthening the guidance to candidates to return a monitoring diversity form and re-assuring them that the information in these

forms will not be available to those involved during the recruitment process.

In view of the low number of responses, it was agreed that it was difficult to draw any meaningful conclusions and that no issues appeared to require further investigation.

12. Gender Equality Duty Action Plan Update

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

13. Policies for Review:

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

(a) Equal Opportunities

(b) Initial Teacher Training

(c) Payment of Support Staff

(d) Staff Absence Policy

In response to Mr Merrett, Mr Evans outlined the reason for the five additional days for teachers' training.

14. Any Other Business

(a) Headteacher Update

Mrs Linnell read a statement from Dr Bastin, providing details of the recent recruitment round to appoint a new headteacher. She then explained that in the first round, ten applications were received and five were shortlisted. Following withdrawals for a variety of reasons, only one person was considered sufficiently strong to carry forward to Day Two. In the most recent round, five candidates were invited to interview, and two were taken forward to Day Two, together with the candidate from the December round, but none were sufficiently strong to appoint.

Mr Evans reminded the Committee that the school had received more applications than other selective schools recruiting at the same time, and that the number of applications also reflects a national shortage in candidates willing to apply for headteacher posts. There are also challenges in terms of the costs of moving to East Devon and an appropriate salary, given the Colyton is a small secondary school.

Mr Evans then outlined proposals for a possible re-structuring of Assistant Heads responsibilities to provide the necessary support for Mrs Wainwright who has been asked to consider taking on the role of Acting Head. The proposals include some significant additional non-contact time in order to undertake additional responsibilities.

A statement will be agreed tomorrow to go to staff and to parents, providing re-assurance about the interim plans.

In response to Mrs Hopkins, Mr Evans confirmed that the proposed changes to the Senior Leadership Team would be on a temporary basis until a new headteacher is appointed. It may well be that a new head will wish to re-structure the Senior Leadership Team.

Mr Marsh emphasised the importance of re-assuring both parents and staff.

...please turn over

15. Next Meeting

Wednesday 3 June 2015 at 6.30pm.

Signed:	<i>Shenell</i>	(Chairman of Committee)
Date:	03/06/15	