

Colyton Grammar School

Minutes of the Staffing Committee – Part One

Date of Meeting: Wednesday 14 October 2015

Venue: Headteacher's Office

Present:

Governors	Dr C Bastin, Mr A Eaton-Hart, Mr M Goscomb, Mr G Hayne, Mrs L Linnell, Mr M Marsh, Mr B Merrett, Mr B Salter, Mrs J Wainwright, Mrs V Wells and Mrs F H Wilkinson
-----------	---

Staff	None
-------	------

Visitors	None
----------	------

Secretary	Mr S R Cook
-----------	-------------

The meeting was preceded by an update briefing on the headteacher recruitment. See separate notes.

Mr Cook took the chair for Items 1 and 2

1. Disclosure of Interest

Mrs Wainwright and Mr Cook declared an interest in Item 8 and Mrs Wainwright declared an interest in Item 9. There were no other disclosures of interest.

2. Election of Chair

Mr Cook reported that one written nomination for the role of Chair had been received prior to the meeting for Mrs L Linnell.

Proposed by Mrs Wilkinson, seconded by Mr Marsh unanimously agreed that Mrs Linnell should be appointed Chair for the academic year 2015/16.

3. Apologies

Apologies were received from Mrs Hopkins.

4. Election of Vice Chair

Mrs Linnell reported that one written nomination for the role of Vice Chair had been received prior to the meeting for Mrs V Wells.

Proposed by Mr Hayne, seconded by Mrs Wilkinson and unanimously agreed that Mrs Wells should be appointed Vice Chair for the academic year 2015/16.

5. Approval of Minutes of Meeting held on 3 June 2015

These were approved and signed.

6. Matters Arising

(a) Item 12: Alumni Development Post

Mrs Linnell and Mr Cook reported that three Alumni Database Assistants had been appointed for a period of 2 weeks over the summer holiday. They have transferred all student leaver records for the period from 2000 to 2015 to the alumni system, plus some other individual records from earlier years. Using a variety of social and professional networks contact details, careers and other significant details have been updated for a significant number of leavers, and a number of alumni have been identified for specific follow-up. A new LinkedIn profile for alumni has been created and this has generated a great deal of interest.

Following a discussion at the recent Finance Working Party, it was suggested that Mr Cook should contact the three assistants to ask if any of them would be willing to

undertake occasional work to respond to LinkedIn and alumni site information requests. It was agreed that a sum of up to £500 should be approved for this purpose. Mr Goscomb suggested that alternatives to employing a paid fundraiser, such as using a retired teacher or parent would not only be more cost effective but also recognised the importance of giving “time” to the school. It was agreed that Mr Scott and Mr Goscomb should meet to explore this idea further and develop proposals for a more permanent solution.

Mr Cook confirmed that the school has now taken out a subscription to CASE.

(b) Item 16(a): Long Service Awards

Mr Cook reported that the cost of a permanent additional day’s holiday for Support Staff receiving Long Service Awards would be minimal, but difficult to quantify as staff are on a wide range of pay grades and hours. Where it would not be possible to cover the additional day from within existing resources a small amount of overtime might be involved. Proposed by Mr Salter, seconded by Mr Hayne and unanimously agreed that Support Staff receiving a Long Service Award should be given a permanent additional day’s holiday with immediate effect.

In response to Mr Marsh, Mr Cook reported that the staff have an informal farewell evening to mark Mrs Webb’s retirement on 15 October. There will be a more formal farewell on Thursday 22 October and it was agreed that Mr Marsh would represent governors on this occasion.

There were no other matters arising.

7. Staff Changes Report

Taken under Part Two Minutes.

8. Performance Development – Senior Leadership Team

Taken under Part Two Minutes.

9. Performance Development – Headteacher

Taken under Part Two Minutes.

10. Performance Development – Teaching Staff

Taken under Part Two Minutes.

11. School Development Plan 2015/16

Mrs Wainwright drew the attention of the Committee to the outline School Development Plan which had been circulated prior to the meeting. She focused particularly on the sections dealing with professional development, leadership development and succession planning and Support Staff succession planning.

12. Governor Training 2015/16

Mrs Linnell drew the attention of the Committee to the dates for Governor Training events in 2015/16. The following subjects were agreed:

Date	Subject
12 Nov 2015	Finance Focus Evening
25 Nov 2015	Three Year Sixth
20 Jan 2016	MAT
25 Feb 2016	Budget
19 May 2016	Meeting with new headteacher – to be determined

13. National Living Wage

Mrs Linnell drew the attention of the Committee to the paper which had been circulated prior to the meeting which estimates the cost of introducing the National Living Wage over the next 3 years. In response to Mr Goscomb, it was agreed that Mr Cook should investigate how other public sector organisations are dealing with the issue of differentials as a result of the introduction of the National Living Wage.

It was agreed that Mr Cook should bring forward further proposals at a future meeting. At this stage the Mrs Wilkinson proposed that under 25s should be paid the same as other staff, even though they are not covered by the requirements of the National Living Wage which was approved by the Committee.

14. Committee Succession Planning Statement

Mrs Linnell reminded the Committee of the requirement for each committee to develop a succession planning statement at the Autumn term meeting, focusing on developing leadership and the appropriate range of skills within the committee. Mr Cook confirmed that he will be sending out a reminder about Skills Audit to those governors who not yet returned an updated profile. Mrs Linnell emphasised the importance of stability over the period of a new headteacher being appointed and taking up his/her role. She also indicated that her HR skills would be available to the Board whether or not she was chair in future. It was agreed to defer any change in the chair and vice chair until the new headteacher is established in post. The Committee noted that Mrs Wells has already been vice chair for a number of years in preparation for the role of chair.

15. Policies for Review:

Proposed by Mr Marsh, seconded by Dr Bastin and unanimously agreed that the following policies which had been circulated prior to the meeting should be approved, subject to the details noted below:

(a) Maternity, Adoption and Paternity Policy

(b) Payment of Teaching Staff

(c) Safeguarding Children

It was noted that the reference to the NCSL Safer Recruitment course and documents in the Further Information section needs updating

Following a suggestion from Mr Goscomb, it was agreed to include two additional sections on "Equality Impact Assessment" and "Consultation" (with interested parties) as part of the regular review process for all policies.

16. Any Other Business

There was no other business.

17. Next Meeting

Wednesday 10 February 2016 at 6.30pm.

Signed:	<i>L. Linnell</i>	(Chairman of Committee)
Date:	<i>10.02.16</i>	