

Minutes of the Staffing Committee – Part One

Date of Meeting: Wednesday 10 February 2016

Venue: Headteacher's Office

Present:

Governors	Mr A Eaton-Hart, Mr M Goscomb, Mrs L Linnell, Mr M Marsh, Mr B Salter and Mrs J Wainwright.
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Staff	None
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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 Dr C Bastin, Mr G Hayne, Mrs V Wells and Mrs F Wilkinson.

Absent: Mrs S Hopkins and Mr B Merrett.

3. Approval of Minutes of Meeting held on 14 October 2015

These were approved and signed.

4. Matters Arising

(a) Item 12: Governor Training Evenings

Mrs Linnell suggested that she and Mr Scott could feed back at the Training Evening in May on the Ofsted training for governors event that they had recently attended at Woodroffe. She agreed to raise this at the Board meeting in March.

There were no other matters arising.

5. Staff Changes Report

Mrs Linnell drew attention to the Staff Changes Report which had been circulated prior to the meeting, focusing in particular on the following:

- Staffing is becoming a national issue and Colyton is not immune from the increasing difficulties that schools are facing in recruiting teaching staff
- The problems in recruiting a replacement Business Studies teacher
- A number of other vacancies already notified
- Other possible resignations not as yet confirmed
- The appointment of a replacement Science Technician

Mrs Linnell confirmed that the interview for the Maths and Modern Foreign Languages posts will take place in the weeks beginning 7th and 14th March.

In response to Mr Goscomb, Mrs Linnell reported that there have been 19 expressions of interest and 4 applications to date for the Secretary to Trustees' post.. She also outlined the arrangements for the selection day.

6. Staffing Structure for 2016/17

Mrs Wainwright briefed the Committee on possible changes to the staffing structure for 2016/17. She reported that the outcome of the Year 8 options programme may require some staff changes, but other changes to the curriculum do not currently have major staffing implications.

7. Succession Planning for Staff

Mrs Wainwright commented briefly on the need to ensure that various roles within the Senior Leadership Team are appropriately covered.

Mr Cook also indicated that there were likely to be some major changes with Support Staff in the Admin Team in the next 12 to 18 months. It is planned to cover some aspects by continuing to develop staff currently in post, but a significant re-structuring of some posts is likely.

8. National Living Wage

Mrs Linnell drew the attention of the Committee to the discussion at the last meeting of the Committee.

Mr Cook indicated that while the national Living Wage is being introduced from 1 April 2016, the impact on the school is minimal until the 2017/18 financial year. Detailed information about the level of the National Living Wage is, however, not yet available beyond the April 2016 level and the indication that it will rise to at least £9.60 by 2020. Key issues include not only the impact on Scale 1 rates, but also how to maintain the appropriate differentials with Scales 2 to 4. Further detailed modelling is being carried out to investigate a variety of ways of achieving the required outcomes, and a paper will be available for the next meeting.

It was agreed that the review of the Payment of Support Staff Policy (see Item 12(a)) should also be deferred as this will need to be changed to reflect decisions on the introduction of the National Living Wage.

In response to Mr Goscombe, Mr Cook confirmed that other public sector bodies have to address this issue and he will take this into account. There is no legal obligation to maintain differentials, but this is nevertheless an important factor. It was noted that Colyton has its own pay scales, rather than those used by Devon maintained schools.

9. Safeguarding Audit

Mrs Linnell drew the attention of the Committee to the audit report which had been circulated prior to the meeting.

Mrs Wainwright focused on the following:

- The role of Babcock (Devon) in requiring this audit and the ongoing technical difficulties in completing the audit online
- The benefit of having a large number of staff involved in safeguarding
- The need for the Safeguarding Governor to undergo updated training. Mr Cook was asked to contact Mr Hayne

In response to Mrs Linnell, Mrs Wainwright explained the role of the Devon Assessment Framework (DAF).

Mr Salter expressed frustration at the problems with inputting data to the audit, and Mrs Wainwright confirmed that the school has already raised these issues with Babcock.

No other issues were raised by the Committee in relation to the audit, and Mrs Linnell thanked all the staff involved in safeguarding for their valued contribution.

10. Monitoring Diversity Report

Mrs Linnell drew the attention of the Committee to the paper which had been circulated prior the meeting.

In response to Mr Goscomb, Mr Cook agreed to review the format of the Monitoring Diversity form in order to ensure both the information on the full range of protected characteristics is collected and the number of applicants responding is maximised.

It was also agreed that future reports should show the total number of applicants and that the pay scale of each vacancy should be identified, with posts shown in order of lowest to highest pay.

11. Equality Duty Update

Mr Cook reminded the Committee that the Equality Objectives in the current Equality Duty Policy include a review of admissions arrangements to ensure that testing and other arrangements provide for equal access on the basis of the relevant protected characteristics.

He drew the attention of the Committee to the report which had been circulated at the beginning of the meeting, focusing on the following:

- The introduction of the new CEM test which are not “coachable”, and the aim of tackling the widely held misconceptions about the need for coaching
- The new provisions for students on Free School Meals at the time of the test, or who are eligible for Pupil Premium funding
- An analysis of the gender of applicants in various categories, which shows that in the current round of admissions equal numbers of boys and girls achieved Category A or B scores. Slightly more boys than girls applied, but a greater number of boys withdrew prior to the test.
- Applicants with Special Educational Needs and the provision made for them

It was noted that 90% of students taking the test were from the state sector, which is an increase on the previous year. A slightly smaller proportion of students from independent schools gained an eligible score compared with the overall proportion.

12. Policies for Review:

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

(b) Performance Management: Support Staff

In response to Mr Goscomb it was agreed to clarify the section dealing with the Job Description under Self-Assessment, and re-insert a re-drafted sentence relating to performance in the section dealing with targets.

(c) Recruitment and Selection of Staff

A number of other proposed changes circulated at the beginning of the meeting, following suggestions from Mrs Linnell and Mr Goscomb, were agreed.

It was agreed that the review of the Payment of Support Staff policy (Item 12(a)) should be deferred until the next meeting, as discussed under Item 8.

13. Any Other Business

(a) Local Government Pension Scheme Issues

Mr Cook briefed the Committee on the requirement to appoint an Internal Dispute Resolution Procedure (IDRP) officer and the proposal that this should be the Headteacher. In discussion, the issue of whether this should be an internal appointment or an external "expert" was raised. Mr Cook agreed to seek advice from Devon Pensions.

[POST MEETING NOTE: advice from Devon Pensions makes it clear that this is an internal appointment. Examples of appointments in other schools include (in order of popularity, the Business Manager, Head/Principal, Finance Manager, Chair of Governors, HR/Personnel Manager). It is therefore proposed that the Headteacher should be appointed].

Mr Cook also reported that he is preparing a Local Government Pension Scheme Discretions Policy on the request of Devon Pension Services. It was agreed that the draft should be circulated to members of the Committee for comment as soon as it is available, and that a final draft should be presented to the Board meeting in March.

(b) School Sports Co-ordinator

Mrs Wainwright and Mr Cook briefed the Committee on issues related to the School Sports Co-ordinator post in the light of Axe Valley Learning Community ceasing to exist from April 2016.

It was suggested that a supporting letter covering the benefits of the School Sports Co-ordinator programme should be prepared and circulated to the Heads, Chairs of Governors and relevant MATs and federations. Providing there is sufficient interest and commitment from primary schools, it was agreed that the ways should be sought to continue to run the programme, providing costs are covered.


(c) Secretary/Clerk to Trustees' Role

Taken under Part Two Minutes.

There was no other business.

14. Next Meeting

Wednesday 8 June 2016 at 6.30pm.

Signed:		(Chairman of Committee)
Date:		