

Colyton Grammar School

Minutes of the Staffing Committee – Part One

Date of Meeting: Wednesday 8 June 2016

Venue: Headteacher's Office

Present:

Governors	Dr C Bastin, Mr R Bush, Mr A Eaton-Hart, Mr M Goscomb, Mrs L Linnell (Chair), Mr B Merrett (by phone), Mr M Marsh, Mr B Salter, Mrs J Wainwright and Mrs V Wells
Staff	Mr S R Cook
Visitors	None
Secretary	Mrs A Robinson

1. Disclosure of Interest

There were no disclosures of interest.

2. Apologies

Apologies were received from Mrs F Wilkinson.

Absent: Mrs S Hopkins

3. Approval of Minutes of Meeting held on Wednesday 10 February 2016

These were approved and signed.

4. Matters Arising

(a) Item 4: Woodroffe Training Report

Mrs Linnell reported that she and Mr Scott had attended a very useful day's training, run by the Jurassic Coast Teaching Schools' Alliance, on how governors should prepare for Ofsted. Mrs Linnell proposed that this should be used as a basis for a future training session for Colyton Governors. The Committee agreed that this should be planned for the new academic year.

Action:

AR to carry forward for Staffing Committee to include Ofsted preparation when determining the Governor Training programme for 2016/17 at the autumn meeting.

(b) Item 8: National Living Wage (NLW)

Taken under Part Two minutes

(c) Item 10: Monitoring Diversity Form

Mr Cook drew the attention of the Committee to the paper circulated prior to the meeting. He explained that the school's Monitoring Diversity Policy commits to being an equal opportunities employer and includes provision for monitoring diversity by gathering equal opportunities data from applicants for posts. Gathering this information has proved difficult, resulting in a very small response. Consequently, Mr Cook proposed that TES Hirewire is used for this data collection. This web service already includes the collection of diversity monitoring data from every applicant as part of the online process. As the recruitment and selection of all posts is managed through the TES, this would result in a 100% return.

Mrs Wells expressed concern that the questionnaire was a bit intrusive, but agreed that this seemed a sensible way forward.

Mr Goscomb requested that a report be formulated from this data and presented at a later stage.

The Committee agreed to Mr Cook's proposal.

Action:

AR to add the Data Report to the agenda of a future Staffing meeting.

(d) Item 12a: Performance Management Support Staff Policy

Mr Cook confirmed that clarification and re-drafting of the Performance Management Support Staff Policy, agreed at the previous meeting, has been completed.

(e) Item 12: Payment of Support Staff Policy

Mr Cook asked for the Payment of Support Staff Policy review to be deferred again, as decisions about this are tied up with the outcome of the National Living Wage discussions.

Action:

AR to carry forward to next meeting.

(f) Item 13b: School Sports Co-ordinator

Mrs Wainwright reported that good progress had been made on the replacement of the School Sports Co-ordinator role. At a meeting with Axe Valley, it was agreed that Colyton and Axe Valley will jointly cover the role, but under independent programmes. Mr Cook is currently working on the paperwork for this new agreement, clearly defining expectations. Mrs Anne Harris will be offered a day and a half to co-ordinate the programme at Colyton and Axe Valley will commit the same time.

Mrs Wainwright confirmed that although some schools had not opted in, as they are part of Federations, 7 primary schools have indicated that they wish to participate and the programme has been costed on this basis to cover all Colyton's costs. Mrs Wainwright reflected that this would be beneficial for primary school students who gain a positive experience by visiting the Grammar School, and for CPD at the primary schools. In response to a query from Mrs Wells, Mrs Wainwright confirmed that the student Community Sports Leaders assist with this programme, but this will need to be reviewed in the light of future curriculum changes.

Mr Salter thanked Mrs Wainwright for her work in maintaining this important role.

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:

- All posts are covered for September.
- Re-targeting of recruitment advertising away from the TES, to the school's website and local media *First Stop Devon* and the *Midweek Herald*, has been successful and has saved money. The offer of a pre-application tour of the school has proved helpful, with all visitors subsequently submitting applications.

Mrs Wainwright confirmed that although there had been some concern that the change of Head would result in increased staff changes, this had not proved to be the case with all leavers having straightforward reasons for their departure.

The remainder of Item 5 was taken under Part 2 minutes.

6. Succession Planning Statement

Mrs Linnell explained that it had been agreed at the Chairs Committee meeting, to move succession planning from the autumn to the summer meeting. This is to give opportunity for thought and discussion before the appointment of the Chairs and Vice Chairs at the autumn meeting. After discussion about the importance of continued development and training of Chairs and Vice Chairs, it was agreed that this item should be postponed, pending the Governance Review in September.

Action:

AR to carry forward to autumn Staffing meeting.

7. Governor Training

As this term's Governor training was cancelled, Mr Cook asked the Committee whether a replacement training evening should be planned for this term, or postponed until the autumn. Mrs Wainwright and Mr Marsh suggested that it would be beneficial to wait until Mr Harris is in post. Mr Goscomb reported that Governor training will form part of his review.

The Committee unanimously agreed that the next Governor training evening should be postponed until the autumn.

8. Gender Equality Duty Action Plan Update

Mr Cook reminded the Committee of the school's current equality objectives, relating to the specific duties required by the Equality Act 2010, and reported on progress:

- Admissions: The new CEM tests were considered at the last Staffing Meeting and are being kept under review
- PSHE: This is currently undergoing a major review, including equality issues. Amelia King is leading this
- Review of examination results at Key Stage 4 & 5: This is covered in the annual Examination Review in the Autumn term
- Careers Information, Guidance and Work Experience: arrangements to ensure equal access will be reviewed over the next couple of years.

9. Long Service Awards for Support Staff

Mr Cook reported that there are no long service awards for support staff this year.

10. Risk Register

Mrs Linnell drew attention to the papers circulated prior to the meeting; an overview of the Risk Register review and a filtered Register pertinent to the Staffing Committee.

Mr Cook explained that the Academy is required to hold, and to regularly review, a Risk Register which identifies, assesses and controls the risks to which it is subject. The current Risk Register, dating from 2011, has been reviewed and the following formatting and content changes were considered and agreed by the Chairs Committee, to make future amendments and monitoring easier. It was the view of the Chairs that each Committee should now focus on their areas.

Key Format Changes:

- Transfer to an online document
- Adoption of consistent numbering system
- Each risk linked to either the Board or a specified Committee
- Ability to produce 'filtered' reports for the Board or specified Committee
- Addition of Action and Review columns

Key Content Changes:

- References to 'governors' changed to 'trustees'
- Separation of responsibilities between the Business Manager and the new Secretary of Trustees
- Changes in terminology to reflect that the register refers to a school/academy rather than a general charity
- Changes to and/or additions to risks relating to:
 - Discipline
 - Admissions
 - Senior Leadership Team
 - Staff morale
 - Health and Safety
 - Expansion to five forms of entry
 - Trustee membership
 - Funding

Mrs Linnell asked the Committee to consider whether the whole filtered Register should be considered at each meeting, or whether different sections should be tackled each time.

After discussion, it was agreed that it would be helpful for a colour coded/"traffic light" risk factor to be included and that higher scores (red and amber) will be considered at Committee meetings, with the aim of putting in place actions that will reduce them to green (lower) risks. Discussion will be led by Mr Cook who will circulate the filtered Register, as a pdf, prior to each meeting and guide the Governors to any changes. Any comments regarding the Register between meetings should be emailed directly to Mr Cook.

Mr Cook confirmed that work to give Governors access to the school intranet is ongoing. Once this is complete, in approximately six months, the Committee will have free access to view the Risk Register.

Action:

SC to update Register with colour coding and circulate, with guidance, prior to future Committee meetings.

11. Employment of Non-QTS Teaching Staff

Mrs Wainwright reminded the Committee that the school's current funding agreement does not allow the employment of non QTS staff. However, changes to legislation in July 2012 and the school's new funding agreement will allow this. Mrs Wainwright explained that although recruitment is proving more successful after recent re targeting of advertising, in some areas the ability to employ non QTS staff would be hugely beneficial. Mrs Wainwright confirmed that this would not be a standard practice, but an occasional flexibility and cited a recent example of a candidate who was highly qualified abroad and an excellent fit for the required post, but who did not have QTS. Other example areas of

potential benefit included Computing, Business Studies/Economics and specialisms in PE.

Mrs Wells concurred with Mrs Wainwright that the example discussed was extremely frustrating and expressed the opinion that the quality of applicants' CVs in some subject areas were increasingly disappointing.

The Committee discussed and clarified potential alternative routes for recruitment, including Teach First, Schools Direct and the Jurassic Coast Teaching Schools' Alliance. It was noted, that in most circumstances these were inappropriate, as they were largely targeted at different types of school, higher levels of staff or required a huge time commitment. However the Committee did agree with Mrs Wainwright that the school needs to be creative with recruitment.

Proposed by Mrs Wells, seconded by Mr Salter and unanimously agreed that once the new Funding Agreement is in place, the schools' recruitment policy will be changed to support the employment of non QTS staff.

Action:

AR to bring forward draft amendment to reflect occasional recruitment of non QTS staff

12. Pay Award for Teachers and Support Staff

Mr Cook drew the attention of the Committee to the paper circulated prior to the meeting and suggested that the Committee should consider approval in principle of the proposed pay awards, subject to the final approval of the School Teachers' Review Board (STRB) proposals by the Secretary of State.

In response to a query from Mr Merrett, Mr Cook confirmed that in proposing this pay increase, minimum school fund reserves have been considered.

Proposed by Dr Bastin and seconded by Mr Salter that once the STRB proposals are confirmed as expected, the suggested pay increases should be applied.

Mr Salter left the meeting at this stage.

13. Policies for Review:

(a) Capability Procedure

The Committee discussed the comments raised by Mrs Linnell on the Capability Procedure that had been circulated prior to the meeting:

- Section 2, bullet point 9: Mr Cook confirmed that there is reference to the monitoring of performance objectives in both performance management policies. He suggested that this is discussed and the process clarified, when the policies are next reviewed, to ensure they are as specific as possible
- Section 5, paragraph f: Mrs Linnell queried the length of time defined for monitoring improvements in an employee's work during the Formal Stage of the Capability Procedure. Mr Cook explained that it was important to have some definition and a period of less than four weeks seemed unreasonably short for the employee to show a marked improvement. Equally a 20 week limit ensured that any issues were moved on in a timely manner.

After discussion it was decided that, on balance, a minimum period of 4 weeks and a maximum period of 20 weeks is a good compromise. Mrs Wainwright confirmed that the timescale is set based upon the responsibilities of the employee, on a case by

case basis. A cleaner for example, would have sufficient opportunity to show improvement over a four week period, but another role could be given longer time

- Final page, Appeal Hearing: This should be moved to the end of section 9.

In response to a query from Mr Goscomb, Mr Cook confirmed that the number of Governors required for the hearing detailed in section 8, Dismissal Hearing, is 3 and is specified in the Governors' Yearbook. Mr Goscomb suggested the number is added to this paragraph.

Mr Goscomb expressed his concern that if the 3 governors required to sit on the Appeals Committee (section 9), are not members of the Staffing Committee, they would not have sufficient expertise in HR. After discussion it was agreed that the opportunity to consult with Foot Anstey, to answer professional queries, will be added to this section.

Action:

SC to move Appeal Hearing section, add in number of governors required for a Dismissal Hearing and include a new sentence regarding the consultation with Foot Anstey in section 9.

AR to ensure performance objectives are specified when Performance Management Policies are next reviewed.

(b) Local Government Pension Scheme Discretions Policy

Mr Cook drew the attention of the Committee to the Local Government Pension Scheme Discretions Policy circulated prior to the meeting. He explained that employers participating in this scheme are required to formulate, publish and keep under review a Statement of Policy on a number of discretions under the LGPS regulations. This new policy is based on a model template from Devon Pension Services.

Following discussion and a query from Mr Goscomb, it was agreed that the policy should be circulated to support staff for comment. On the basis that no comments were forthcoming, it was proposed that the policy be approved now.

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

Action:

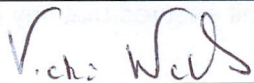
SC to report any pertinent staff comments back to the Committee.

14. Any Other Business

There was no other business.

15. Next Meeting

To be confirmed.

Signed:		(Chairman of Committee)
Date:	12/10 Oct 2016	