

Colyton Grammar School

Minutes of the Staffing Committee – Part One

Date of Meeting: Wednesday 8 February 2017

Venue: Headteacher's Office

Present:

Trustees	Dr C Bastin, Mr M Goscomb, Mr T Harris, Mrs L Linnell, Miss M Nickells, Mr B J Sindall and Mrs V Wells
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Staff	None
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Visitors	Mrs S Kastner
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Secretary	Mr S R Cook
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Item	Minute	Action
1	Disclosure of Interest	
	Mr Harris and Mr Cook disclosed an interest in Item 10.	
2	Apologies	
	Apologies were received from Mr A Eaton-Hart, Miss M Nickells and Mr B Merrett.	
3	Approval of Minutes of Meeting held on 12 October 2016	
	These were approved and signed. <i>RESOLVED: It was agreed to send the Minutes of the previous meeting with the agenda in future.</i>	Secretary
4	Matters Arising	
4(a)	<i>Item 7(a): Long Service Awards</i>	
	Mr Cook agreed to investigate the number of teaching staff who have exceeded 20 years' service, in order that the Committee can consider backdating the award scheme to teaching staff at the next meeting.	SCo
	There were no other matters arising	
5	Policies for Review	
	<i>RESOLVED: Proposed by Mrs Linnell, 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:</i>	
5(a)	<i>Monitoring Diversity</i>	
	It was noted that the draft policy reflects the discussion at the last	

Item	Minute	Action
	meeting of the Committee relating to ensuring that the policy covers diversity issues beyond initial recruitment. Mr Cook also explained that the replacement of the TES Hirewire service with TES.com means that the automatic collection of diversity related data at the point of application is no longer possible, and a separate form will now be used.	Business Manager to update form
5(b)	<i>Recruitment and Selection of Staff</i>	
	<p>Mr Harris reminded the Committee of the recommendations of the Governance Review in relation to ensuring that policies and practice should reflect each other.</p> <p>In response to Mrs Wells, Mr Harris indicated that in his previous experience trustees/governors had not always been involved in selection panels for teaching staff. Mrs Linnell reflected on the benefit of being involved in terms of increasing awareness of the challenges and difficulties in recruiting staff.</p> <p>Mr Sindall reflected on the benefit of regular involvement so that trustees are better equipped for recruitment of the headteacher and deputy headteacher in which they are required to be involved.</p> <p>In response to Mr Sindall, it was agreed that a trustee should be involved for the recruitment of a middle leadership post or a Support Staff team leader.</p> <p>In response to Dr Bastin, it was confirmed that it is proposed that all appointments below Headteacher, Deputy Headteacher, SLT and middle leaders/Support Staff team leaders should be delegated to the Headteacher.</p> <p>In response to Mr Sindall, it was agreed that some guidelines on internal appointments should be added to the policy.</p> <p>In response to Mrs Linnell, it was agreed to add a reference to the curriculum development needs of the department in the section dealing with "Desirable" factors in Section F.</p> <p>It was agreed that Point 8 of the Guidelines for Interviews should be amended to require all papers relating to the recruitment to be kept for a minimum of 12 months (rather than 6 months), providing there are no Data Protection issues.</p> <p>In response to Mr Sindall, it was agreed that a reference to the consideration of budget constraints should be added to Section I which deals with shortlisting.</p> <p>It was also agreed to add the review period of 3 years for this policy.</p> <p>In response to Mr Goscomb, it was agreed to add a sentence to Section</p>	<p>THa</p> <p>Secretary</p> <p>Secretary</p> <p>Secretary</p> <p>Secretary</p> <p>Secretary</p>

Item	Minute	Action
	<p>H: Application Forms encouraging applicants to provide relevant evidence and examples against the essential and any desirable criteria set out in the Job Description and Person Specification.</p> <p>In response to Mr Goscomb, it was agreed to add a requirement for the Headteacher to report the key issues arising from the Annual Audit of Staffing to the Staffing Committee.</p> <p>In response to a question from Mr Goscomb as to whether it is now common practice to pay interview expenses in the public sector, it was agreed that the school should continue to offer interview expenses to candidates.</p>	Secretary to update Yearbook
5(c)	<i>Staff Induction – Support Staff</i>	
	<p>In response to Mrs Linnell, Mr Cook confirmed that the operation of a 6 month probationary period is a school policy rather than an external requirement.</p> <p>In response to Mrs Linnell, it was agreed to insert a reference to safeguarding training in the section on induction.</p> <p>Mr Cook clarified the references to 16 weeks and 6 months in Section 5.</p> <p>In response to Mr Goscomb, it was agreed to add a reference to the Equality Impact Assessment recognising that if someone with protected characteristic is employed then additional support and/or reasonable adjustments may be appropriate.</p>	Secretary Secretary
5(d)	<i>Whistleblowing Policy</i>	
	<p>In response to Mr Goscomb, Mr Cook confirmed that the school does not operate a whistleblower’s helpline.</p> <p>It was agreed to change all references to “complainant” to “whistle blower” or “person raising a concern” as appropriate.</p> <p>In response to Mr Cook’s query about maintaining confidentiality for the person raising an issue, in the light of recent events in Birmingham, it was agreed that the school’s policy provides sufficient protection.</p>	Secretary
6	Apprenticeship Levy	
	<p>Mrs Wells drew the attention of the Committee to the paper which had been circulated prior to the meeting. Mr Cook outlined the key features of the Apprenticeship Levy and how these will impact Colyton.</p> <p><i>RESOLVED: It was agreed that the three proposals in the paper should be adopted as follows:</i></p> <p>(a) The projected level of the eligible pay bill should continue to be monitored closely in order that accurate information is available as to when the school will become eligible to pay the Apprenticeship</p>	Business Manager

Item	Minute	Action
	<p>Levy.</p> <p>(b) Active consideration should be given to filling suitable posts by using the apprenticeship route. The school has already had success with IT apprenticeships, but other areas could include:</p> <ul style="list-style-type: none"> • Catering staff • Site and grounds staff • Admin staff • Educational support staff such as technicians <p>The following criteria should be used to determine if the apprenticeship route is appropriate:</p> <ul style="list-style-type: none"> • The level of pre-existing expertise required for the post • The hours available for in-school work, when off-site training is taken into account • The recruitment market for apprenticeships in that job sector • The availability of high-quality training in the required areas <p>(c) An annual Apprenticeship Report should be considered by Staffing Committee at the Spring Term meeting to assist in monitoring and reviewing progress with apprenticeships, changes and implications of the apprenticeship levy etc.</p> <p>In response to Mr Goscomb, it was agreed that consideration of the apprenticeship route should only occur after it has been decided that it is necessary to fill a new vacancy.</p>	<p>Secretary to update Yearbook</p>
7	<p>Arrangements for Medical Checks</p>	
	<p>Mr Cook explained that currently Dr Bastin undertakes pre-employment medical checks for the school, but will no longer be in the position to provide this service.</p> <p>Mr Cook had obtained a quotation for an online screening service provided by IMASS, who have provided a range of Occupational Health services to the school in the past, and are also now providing health screening services to a number of other Devon schools and academies.</p> <p>IMASS provide two options for this service:</p> <p>(a) <u>Subscription Service</u></p> <p>For a charge of £25 per employee per contracted year, the following services are offered:</p> <ul style="list-style-type: none"> • Pre-employment health screening • Management referrals and ill health retirement • Secure storage/archiving of medical records and IT support of online services 	

Item	Minute	Action
	<ul style="list-style-type: none"> Employee Assistance Programme (e.g. telephone helpline/support, counselling, CBT, online health and well-being portal) <p>The total cost of this service would be in the range of £3k per annum.</p> <p>(b) <u>Pay-As-You-Go Service</u> An online pre-employment check would cost £15, plus £80 for review following a positive disclosure. A range of other services is also available.</p> <p>Following discussion, it was agreed that Mr Cook should obtain quotations for a similar service from at least one other provider.</p> <p>Mr Goscomb indicated that the full service provision is a small cost to pay in the light of the advantages to staff wellbeing.</p>	SCo
8	Staff Changes Report	
	<p>Mrs Wells drew attention to the Staff Changes Report which had been circulated prior to the meeting.</p> <p>In response to Mrs Wells, Mr Harris outlined the arrangements for covering Chemistry (following Mrs Wainwright's retirement) and Psychology (following a return from maternity leave).</p> <p>Proposals relating to individual Support Staff were taken under Part Two Minutes.</p>	
9	Staffing Structure for 2017/18 and beyond	
	<p>Mr Harris briefed the Committee on possible changes to the staffing structure for 2017/18 and beyond, taking into account the impact of the phased expansion to five forms of entry from September 2017 and the change to a 3 year GCSE programme and 2 year A Level programme. He outlined the work of a timetable group looking at staffing demands for next year and over 5 years. Proposals include a fixed PSHE period within the 40 period cycle, rather than separate PSHE days and increases to the allocations for Maths and English at GCSE. Further detailed planning will take place when the outcome of the Year 8 options programme is known.</p> <p>He indicated that there are some key questions to consider as follows:</p> <ul style="list-style-type: none"> The long term viability of some subjects Curriculum structure – the number of A Levels and range of subjects offered Responding to an increasing Higher Education focus on 3 good A Levels rather than 4, including for instance Further Maths as one of the 3. The transition from a 4 A Level programme to a 3 A Level programme. 	

Item	Minute	Action
	<p>Mr Harris reflected on the importance of a school for the more able/high attainers being able to offer a 4 A Level course as an option. He also indicated that running a 3 A Level programme could mean dropping some smaller subjects such as Religious Studies, Music and Politics</p> <p>He also outlined a number of issues relating to PE and Games:</p> <ul style="list-style-type: none"> • A request to run GCSE PE has been turned down, as it is not possible to do this in core PE/Games time • Sports Science will not run as an A Level option • The staff released by not running Sports Science at A Level will be required to support the core PE/Games needs relating to the expansion to five forms of entry (including retaining single sex PE groups in Years 7 and 8) and the reinstatement of Year 12 Games. <p>Mr Harris will circulate further detailed proposals following the completion of the Year 8 options programme. He also outlined possible additional requirements for Chemistry, English and Maths, partly related to known or likely changes in staff and also to the expansion to five forms of entry.</p> <p>Mr Sindall emphasised the importance of being clear on principles in relation to the curriculum and staffing, and not just responding to demand.</p> <p>In response to Dr Bastin, Mr Harris and Mr Sindall emphasised that while some form of additional satellite provision could lead to additional courses being available, the core “home” offer has to be sustainable.</p> <p>Mrs Linnell questioned whether the school should resource a 4 A Level course in the light of the increasing HE focus on 3 good A Levels, or even unconditional offers.</p> <p>In response to a question from Mrs Linnell relating to how much the current issues facing Colyton arise from the “local” issues such as the expansion to five forms of entry, as opposed to the national picture, Mr Harris and Mr Sindall both confirmed that all schools are looking at 6th form provision in relation, for instance, to the number of qualifications studies and different methods of delivery.</p> <p>Further discussion also took place under Part Two Minutes.</p>	THa
10	Teachers’ and Support Staff Pay Award	
	<p>Mrs Wells drew the attention of the Committee to the paper which had been circulated prior to the meeting. Mr Cook reminded the Committee that the school’s policy is to generally apply the same percentage pay award to both Teaching and Support Staff. The Support Staff award is</p>	

Item	Minute	Action
	<p>paid from 1 April and the teachers' award from 1 September, and both are dependent on the Secretary of State's approval of the recommendations of the School Teachers' Pay Review (STRB) report. There is currently a public sector pay freeze limiting the average award to 1% per annum.</p> <p>Mr Cook also reminded the Committee of the decisions taken last year in relation to the implementation of the National Living Wage.</p> <p>In discussion, the following issues were raised:</p> <ul style="list-style-type: none"> • In response to Mr Goscomb, Mr Cook confirmed that the proposals are broadly in line with other schools • In response to Mrs Linnell, Mr Sindall reflected that having 6 points on the Main Qualified Teacher scale helps to develop an appetite for middle leadership. <p>Mr Harris agreed to provide a list of TLRs and related responsibilities for the next meeting.</p> <p><i>RESOLVED: Proposed by Dr Bastin, seconded by Mrs Linnell and unanimously agreed that the proposed pay awards for Teachers and Support Staff should be approved in principle, subject to the final approval of the STRB report by the Secretary of State for Education, and in the case of Foreign Language Assistants to the British Council's decision.</i></p>	
11	Equality Duty Update	
	<p>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:</p> <ul style="list-style-type: none"> • Admissions: the ALS Committee has been updated on the changes to the admissions arrangements and a further progress report will follow in the summer term • PSHE: review work under the guidance of Amelia Robinson continues • Examination results at KS4 and 5: the ALS Committee considered these as part of the Examination Review at their Autumn term meeting • Careers Information, Guidance and Work Experience: not yet started 	
12	Risk Register	
	<p>Mrs Wells drew attention to the papers which had been circulated prior to the meeting as follows:</p> <p>(a) A paper explaining the Risk Register and suggesting key review questions</p> <p>(b) The Risk Register, filtered to only show risks pertinent to the Staffing</p>	

Item	Minute	Action
	<p>Committee and colour coded as previously agreed</p> <p>(c) A Review Report showing the elements that have changed on the Risk Register since the last review.</p> <p>Mr Cook outlined the only change in the Risk Register since the previous meeting, relating to the challenges of meeting the staffing needs arising from the phased expansion to five forms of entry from September 2017.</p> <p><i>RESOLVED: In response to Mrs Linnell, it was agreed to amend 2.2.2 dealing with the recruitment of members of the Senior Leadership Team to reflect the opportunity this provides. It was also agreed to change the reference to mentoring and support in the risk relating to changes in the Senior Leadership Team to include "wherever there is known experience".</i></p>	SCo
13	<p>Annual Safeguarding Children Report and DBS Checks Report</p>	
	<p>Mrs Wells drew the attention of the Committee to the papers which had been circulated prior to the meeting. Mr Harris explained that the Annual Safeguarding Report is in a set format as required by Devon County Council.</p> <p>In discussion, the following issues were raised:</p> <ul style="list-style-type: none"> • The overall grade has been set at "good" rather than "outstanding", reflecting the fact that while there are strengths in many areas, the school recognises there are some improvements to be made in other areas • A number of site security issues raised by the audit in the summer of 2016 • Attendance for Pupil Premium (PP) students: it was noted that the low attendance figures in the recent data report relate to one individual who had been removed from school. There are, however, wider issues relating to PP students' attendance, and Mr Harris outlined new measures to improve monitoring of PP students, including the contribution of the Educational Welfare Officer (EWO) focusing particularly on persistent absence. The EWO has been invited to undertake an audit of attendance systems. Persistent absence will be followed up with letters to parents as appropriate • A number of issues relating to Year 11 attendance, particularly in the last year starting the three year sixth form programme. <p>In response to Mr Goscomb. Mr Harris and Mr Cook indicated that the majority of the responses required to the site security audit can be completed for Easter 2017, including the additional works on doors, the new path to the west of the All Weather Pitch and additional CCTV. It was suggested that gender balance should be considered when selecting trustees to undertake a "mystery visitor" role to test security.</p>	

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14	Trustee Training	
	<p>Mr Cook reminded the Committee of the discussion regarding Trustee training at the meeting in October, including the proposals agreed in the Governance Review and the postponement of the Risk Management training due to insufficient trustees being able to attend.</p> <p>Further training evenings have been scheduled for Thursday 2 March and Thursday 18 May.</p> <p><i>RESOLVED: It was agreed that the March event should focus on further issues relating to the curriculum structure and that the subject for the May event should be Risk Management. Mr Cook was asked to explore the possibility of Zurich Municipal providing this training.</i></p> <p>It was also noted that the Governance Review recommended that each Committee should consider its training needs at the summer term meeting, along with reflecting on the Committee's achievements, changes to the Terms of Reference and succession planning. Mr Cook was asked to ensure that the new Secretary to Trustees included this on the summer term agendas.</p>	<p>SCo</p> <p>Secretary to update Yearbook</p> <p>SCo</p>
15	Any Other Business	
15(a)	<i>Performance Indicator (PI) Document</i>	
	Mr Harris distributed the current PI document, highlighting a number of issues relating to attendance and pointing to the improvements in progress measures.	
	There was no other business	
16	Next Meeting	
	Wednesday 7 June 2017 at 6.30pm	

Signed:		(Chairman of Committee)
Date:	7th June 2017	