

**ST BARTHOLOMEW'S SCHOOL**  
**MEETING OF THE GOVERNORS' PEOPLE & PERFORMANCE COMMITTEE**  
**WEDNESDAY 2<sup>ND</sup> MARCH, 2016 AT 7 PM**

**OPEN MINUTES**

<b>PRESENT:</b>	Jeanette Clifford (JC)	Chair of Committee, Vice-chair of Governors
	Julia Mortimore (JAM)	Headteacher
	Keith Astill (KA)	Foundation Governor
	Jonathan Taylor (JT)	Appointed Governor

<b>IN ATTENDANCE:</b>	Ian Peddie (IP)	Chair of Governors
	Helen Sutherland (HLS)	Clerk to the Governors

**1. APOLOGIES**

There were no apologies.

**2. DECLARATION OF AOB**

Nothing further was added to the agenda.

**3. DECLARATION OF BUSINESS INTERESTS**

JC declared that she is Chair of the West Berkshire School & Children's Centre Liaison Panel

**4. MINUTES OF THE MEETINGS HELD 4<sup>th</sup> NOVEMBER, 2015**

The Minutes were agreed.

**ACTION: JC to sign.**

**5. MATTERS ARISING**

There were no matters arising.

**6. THE NATIONAL LIVING WAGE**

A paper was circulated in advance, highlighting the issues and options for St Bart's.

JAM explained:

- The National Living Wage (NLW) will be compulsory from April 2016.
- It is set at £7.20 per hour for those aged 25 or over. The existing National Minimum Wage will still apply for those under 25.
- The NLW is different from the current Living Wage which is set by the Living Wage Foundation.
- The Living Wage Foundation is also promoting a Voluntary Living Wage (VLW), currently at £8.25 per hour. It is not legally enforceable.
- It is anticipated that there will be a 1% pay award with effect from 1 April 2016 (following the NJC's expected recommendations).

Governors agreed with the "Next Steps" in the document and that the VLW should not be implemented at this time.

Governors thanked JAM and Karen Pollard for their paper.

## 7. STAFFING MATTERS

### a. Headteacher's Staffing Report

The report was circulated in advance.

JAM highlighted the following:

- The difficulty in recruiting teaching assistants.
- The "Get into Teaching" event went well.
- There is a meeting arranged with Trinity School about their scheme. **ACTION: advertise Get into Teaching events through the primary schools.**
- Absences - there is a very efficient monitoring system now in place. Return to work interviews have been successful for longer-term absences and are carried out by JAM and Karen Pollard.
- Line managers carry out return to work for shorter-term absences.
- Staff are taking part in the National Teachers Staff Workload Survey. **ACTION: JAM to find out when it is expected to report.**

### b. Business Director Replacement

JAM reported that Anna Carvisiglia has submitted her resignation.

### c. TLR Structure

The details were noted.

### d. Support Staff Salaries

JAM tabled a document concerning pay progression for support staff.

Governors approved the progression and it was highlighted that one member of staff has been eligible for exceptional progression.

**ACTION: Letter from IP to the exceptional member of staff.**

### e. Relocation Statement

It was agreed that there should no longer be a designated reserve but that expenses should still be offered where appropriate.

## 8. HEADTEACHER'S REVIEW OF PROGRESS TOWARDS TARGETS & PERFORMANCE MANAGEMENT OBJECTIVES

JAM updated the Committee on her progress towards her targets

- There will be further details in the Headteacher's Report.

## 9. PEOPLE STRATEGY & SUCCESSION PLANNING FOR THE LEADERSHIP TEAM & GOVERNORS

KA explained that further information on the progress for vice-chairs to become chairs of committees in the Autumn term is required.

**ACTIONS: IP to follow-up with chairs of committees and report back to KA.  
IP to work on Richard Deal's contribution agreement.**

## **10. POST EXAM PLAN**

The plans were circulated in advance and the details noted.

## **11. COMPLAINTS PANEL RECOMMENDATIONS**

JAM circulated a note of the recommendations that have been made by Complaint Panels and the actions taken as a result.

Governors thanked JAM for the details.

## **12. GOVERNOR MATTERS**

### Governor Training

It was agreed that the training contract with Hampshire should be renewed.

### Governor Links

A reminder will be sent regarding making link visits and reporting back.

**ACTION: HLS**

### Letter from the Clerk to the Foundation regarding Terms of Office

The updated details regarding dates for the Foundation Nominated Governors were noted.

### Appointed Governor Term of Office

Jonathan Taylor's term of office expires at the beginning of May and the P&P Committee would like to recommend that it is renewed.

**ACTION: HLS to ensure that this item is added to the Co-ordinating agenda and then FGB for approval.**

### Governors' Code of Conduct

It was agreed that there are no changes at this time.

### Contribution agreements/succession planning/training

Contribution agreements are underway and training requirements should be passed to HLS.

### Induction plan for new governors

HLS will work on this but will need input and support from Governors.

### Whole Governing Body Training

Hampshire have agreed to carry over the planned session on Finance to their next financial year. We are liaising with them over the content of a session on Finance.

**ACTION: HLS to follow-up**

**13. POLICIES**

Paternity Policy

This Policy was agreed.

Shared Parental Leave Policy

This Policy was agreed.

Leave of Absence Policy

This will be recirculated for approval by email.

Code of Conduct for Staff

This Policy was agreed subject to some minor amendments.

Anti-bribery Policy

This Policy was agreed.

Disciplinary Policy

This Policy was agreed.

**ACTION: HLS to prepare for FGB**

**14. ABOVE & BEYOND AWARDS**

The report was circulated in advance and Governors noted the recipients of the awards.

**15. AOB**

No further items were discussed.

These minutes are subject to final approval by the People & Performance Committee at its next meeting.

Signed .....Date .....

Chair