

SHERINGHAM HIGH SCHOOL
PERSONNEL COMMITTEE

TUESDAY 26TH SEPTEMBER 2017, 17:00, ROOM 44

PRESENT

Constance Tyce – Chair CT
Christine Candlish CC
Gill Pegg GP
Andrew Richardson AR
John Wollocombe JW

ATTENDING

Natasha Allen – Clerk NA

ACTIONS**CHALLENGES****DECISIONS**

ACRONYMS: Sheringham High School (SHS), Antingham & Southrepps Primary School (A&SP), Stalham High School (STHS), Gresham Village Primary School (GVS), North Norfolk Academy Trust (NNAT)

1. ELECTION OF CHAIR

	ACTION
It was decided that, due to the decision taken by the Local Governing Body of Sheringham High School on 19 th September 2017, that the Personnel Committee will be dissolved at half term, the Governors decided not to elect a new Chair. Constance Tyce will continue as Chair for this meeting.	

2. APOLOGIES FOR ABSENCE

	ACTION
Apologies were received and accepted from Penny Bevan-Jones.	

3. DECLARATIONS OF PECUNIARY INTEREST

	ACTION
None. John Wollocombe completed his declaration form for this year.	

4. MINUTES OF LAST MEETING OF 27TH JUNE 2017

	ACTION
One word was changed in AOB from “delegated” to “recommended”. The Chair signed the minutes as a true and accurate record.	

5. STAFFING UPDATE – ANDREW RICHARDSON

	ACTION
Performance Management: AR informed the Governors that Head of VI Form, Head of History and the Trust SENCO are undertaking some performance management. Governors checked that the Unions would be happy with the Head of History undertaking that task; AR said that the member of staff is happy to do this as part of career development. Governors asked if other Department Heads would like that opportunity; AR said that he has not been approached by anyone else. Governors asked if AR is moderating the Head of History’s appraisals; AR confirmed that this is the case.	

SIGNED BY THE CHAIR AS A TRUE AND ACCURATE RECORD.....

C. Tyce

DATE 12.12.17

Eligible increases: Governors considered each proposal in turn.

REDACTED (Personal)

[REDACTED]

Decision to be made by the end of October. Chief Finance Officer will provide the figures.

6. STANDING ITEMS –

• Safeguarding	ACTION
<p>This was covered during the LGB meeting of 19.09.17. GP is doing the SCR audit on 10th October. GP will undertake SCR audit at StHS in December. The audit will take place in the Summer term in the primary schools, combined with a meeting with the designated Governors.</p>	

7. MATTERS ARISING FROM MINUTES OF 27TH JUNE, 2017

	ACTION
<p>Pay - National pay and conditions – the impact of the increased figures will be presented by the Chief Finance Officer to the Board. Staff will be consulted. This will be on the NNAT Agenda for October 17th.</p>	
<p>Wellbeing survey – was forwarded and meetings with staff are scheduled.</p>	
<p>Safeguarding – online training; AR confirmed 3 providers found and asked if this was wanted Trust-wide. He added that EPM might be able to provide this (rather than paying for something twice) and is checking with their representative. Governors said the cost needs to be balanced by what is provided by the Deputy Head. AR WILL PUT FIGURES TOGETHER FOR THE BOARD.</p>	AR
<p>Succession planning – this moves to Board level.</p>	

SIGNED BY THE CHAIR AS A TRUE AND ACCURATE RECORD.....

CM Tyce

DATE 12.12.17

School Bus – school has acquired a reduction in cost.	
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8. AOB

	ACTION
<ul style="list-style-type: none"> • Future of Committee: as stated in Item 1. Governors thanked CT for Chairing the committee. • Progress dropped from 0.6 to 0.56. • Re-marks have been positive and have added 3% onto English results. 	

There being no further business the meeting was closed at 18:01

SIGNED BY THE CHAIR AS A TRUE AND ACCURATE RECORD..... *CT Tyce* DATE... 12.12.17