

SHERINGHAM HIGH SCHOOL

CONFIDENTIAL MINUTES OF PERSONNEL COMMITTEE MEETING

TUESDAY 9TH FEBRUARY 2016, 17:00 IN ROOM 44

PRESENT

Constance Tyce – Chair (CT)
 Martin Adams (MA)
 Penny Bevan Jones (PBJ)
 Christine Candlish (CC)
 Gill Pegg (GP)
 Andrew Richardson (AR)

ATTENDING

Natasha Allen (NA)

ACTIONS ARE BLUE

Challenges and **DECISIONS** are green

Gill Pegg informed the committee that, due to personal reasons, she had stepped down as Chair of the NNAT and of Sheringham LGB. Christine Candlish is the new Chair of both the NNAT and Sheringham LGB; Gill Pegg will continue as Vice Chair.

1. APOLOGIES FOR ABSENCE

	ACTION
Apologies were received and accepted from John Wollocombe.	

2. DECLARATIONS OF PECUNIARY INTEREST

	ACTION
None	

3. MINUTES OF PERSONNEL MEETING 15TH DECEMBER 2015

	ACTION
Signed as a true and accurate record by the Chair.	

4. STAFFING UPDATE – ANDREW RICHARDSON

	ACTION
<ul style="list-style-type: none"> Appointed today – new Maths teacher – James Arthur (from NW High School, previously at Hobart). AR will cover lessons of outgoing teacher until he is able to start. James will start on pay point REDACTED (Personal) [REDACTED] AR thanked GP for assisting in the interviewing. 	
<ul style="list-style-type: none"> Sam Fitch has been providing maternity cover. REDACTED (Personal) [REDACTED] 	
<ul style="list-style-type: none"> Chloe Bevans has been working part-time, filling in for Adam Cooke. REDACTED (Personal) [REDACTED] 	

Signed as a true and accurate record by

Chair..... *Constance Tyce*

Date..... 15.3.16

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5. SAFEGUARING – GILL PEGG

	ACTION
GP and Jayne Melhuish met on 19.11.15 for the Safeguarding Audit and identified the following: <ul style="list-style-type: none"> • Tash Drury – it should be stated that she is one of the Designated Lead Safeguarding Professionals. • Single Central Record – GP went through this in detail with Victoria Cornell, AR and Jayne Melhuish. Any missing information was queried and satisfactory explanations were provided. • Peri staff – Check that those staff have had a letter about safeguarding. • AR has completed some training (one part left to take) • Woodfields are doing a refresher on safeguarding – all governors invited 10.03.16 NA – TO CHECK WITH GOVERNOR SERVICES REGARDING WHEN GOVERNORS COMPLETED SAFEGUARDING – HOW OFTEN TO RENEW. 	NA

6. MATTERS ARISING

	ACTION
<ul style="list-style-type: none"> • Page 2, 7.4 – PBJ asked if AR and JM are getting a break since this was raised. AR said that the effect of cutting back a staff presence that costs money has impacted on behaviour of students and this may be something to review in future. 	
<ul style="list-style-type: none"> • Page 2, 5 – CC asked about checking the contracts of long term staff – AR is still working on this and EPM will check. CT this links in with TLRS raised in 7.1. AR said there may be several savings forthcoming with role changes. C/F 	AR

7. ANY OTHER BUSINESS

	ACTION
<ul style="list-style-type: none"> • NA requested that governors complete reappointment forms for Governor Services, following the end of their previous terms on 31.10.15 	

8. DATE OF THE NEXT MEETING

	ACTION
The next meeting of the Personnel Committee will be on 15 th March at 17:00.	

The meeting was closed at 17:40

Signed as a true and accurate record by

Chair: Constance M. Tyce

Date: 15.3.16.