

organisation PARENTS, PERSONNEL AND COMMUNITY COMMITTEE**Meeting no.4 held at the school on Monday 21st September 2015 at 5:00pm**

Present: **Mr. Simon France (Head teacher)**
 Ms. Natalie Carswell (Chair)
 Mr. Ben Haynes
 Ms. Amy Foster
 Mr. Michael Tomlinson
 Ms. Kristine Knudsen

In Attendance: **Mr. David Ryder (Clerk)**

Summary of Action Points

Action Point	Description	Resp.	Status
1.1	Review Health & Safety policy	SF	New
1.2	Review Governor Visits policy	BH	New
1.3	Review Safeguarding & Child Protection policy	MT	New
1.4	Contact 4Education to investigate the possibility of an online parental survey tool.	BH	New
1.5	Circulate previous Parents' Survey questions.	MT	New

Minutes of Meeting

Meeting commenced 5:05 pm.

1. Apologies

There were none.

2. Declaration of Business Interests

The Chair asked the governors if they had any changes to their Business Interests Form and there were none.

3. Minutes of Previous Meetings, matters arising and action points.

The minutes of the Committee meeting held on 8th June 2015 were agreed and signed by the Chair.

4. Confirm Terms of Reference and priorities for the year

The draft Terms of Reference were agreed as suitable for the current school year. The following points were also agreed as being the main priorities for the current year.

- Implementation and maintenance of the new school website
- Drafting and completing the parent questionnaire
- Increasing parental involvement in school activities

A discussion took place regarding the possible re-forming of the PTA as a means of increasing parental involvement. It was agreed that any new PTA organisation would need to work in close co-operation with the school staff.

5. Agree and organise a review of policies

The policies shown below are due for review by the PPC committee this year, and the governors indicated agreed to lead in each one

- Health & Safety (valid till 18/06/16) – Mr. France
- Governor Visits (valid till 17/06/16) – Mr. Haynes
- Safeguarding & Child Protection (valid till 15/03/16) – Mr. Tomlinson

(See actions 1.1 to 1.3)

6. Staffing issues update

Mr. France mentioned that there were no major staffing issues to report on at the moment. All the new teaching staff who started this year have settled in well. He did mention however that new recruitment is getting harder with far fewer suitable candidates applying for posts than in previous years.

7. Staff Training

Mr. France mentioned that a full program of staff training has been set up which is all based around the School Development Plan. Training is provided at all regular staff meetings. It was suggested that governors could benefit from attendance at some staff meetings when the content was appropriate, and this was agreed by the committee.

8. Parents' survey

The Parents' Survey is due to be conducted in the spring term. A discussion took place around the possibility of making the survey available online as well as being paper based. Although this has been done previously, there are potential problems that need to be overcome with data security and prevention of multiple responses etc. Mr. Haynes suggested that the new school website providers (4Education) may have a solution that was suitable and he agreed to contact them and find out.

Action 1.4: Mr. Haynes to contact 4Education to investigate the possibility of an online parental survey tool.

A brief discussion took place around how the questions would be formulated. Mr. Tomlinson said that he had a copy of the previous survey questions and he would circulate them to the other committee members for consideration as a starting point.

Action 1.5: Mr. Tomlinson to circulate previous Parents' Survey questions.

9. School website

Mr. Haynes mentioned that the school has given the initial design specification to 4Education and that the detailed design work is now ongoing. The new website is due to go live in November.

10. Review staff performance management process

Mr. France referred to the self-evaluation cycle flow chart in the School Development Plan and mentioned that it forms the basis of setting targets for teachers and teaching assistants. Each has 3 individual targets based on the plan. The deputy head teacher has similar targets to the head teacher. Classroom observations will be carried out during the spring and summer terms. Teachers are required to maintain a file of evidence that demonstrates that they are meeting their targets, and no pay awards are made unless they are. Mr. France also mentioned that the Ofsted inspectors were very impressed with how thorough the process is.

11. Chair's correspondence

There was none.

12. Items for next agenda

- Parents' survey
- Website review
- Parental involvement
- Parents' handbook

The meeting concluded at 5:45 pm

Future Meeting Dates:

Curriculum Meeting no.1	Wed 30 Sep 2015	09:00
PFM Meeting no.1	Thu 1 Oct 2015	17:30
FGB Meeting no.2	Wed 11 Nov 2015	17:30
PPC Meeting no.2	Mon 30 Nov 2015	17:00
Curriculum Meeting no.2	Wed 2 Dec 2015	09:00
PFM Meeting no.2	Thu 10 Dec 2015	17.30
FGB Meeting no.3	Wed 13 Jan 2016	17:30
FGB Meeting no.4	Wed 9 Mar 2016	17:30
PPC Meeting no.3	Mon 14 Mar 2016	17:00
Curriculum Meeting no.3	Wed 23 Mar 2016	09:00
PFM Meeting no.3	Thu 28 Apr 2016	17:30
FGB Meeting no.5	Wed 4 May 2016	17:30
PPC Meeting no.4	Mon 13 Jun 2016	17:00
Curriculum Meeting no.4	Wed 22 Jun 2016	09:00
PFM Meeting no.4	Thu 30 Jun 2016	17:30
FGB Meeting no.6	Wed 6 Jul 2016	17:30