

PARENTS, PERSONNEL AND COMMUNITY COMMITTEE**Meeting no.3 held at the school on Monday 11th April 2016 at 9:00am**

Present: Ms. Natalie Carswell (Chair)
 Mr. Simon France (Headteacher)
 Mr. Michael Tomlinson

In Attendance: Mr. David Ryder (Clerk)

Summary of Action Points

Action Point	Description	Resp.	Status
1.1	Review Health & Safety policy	SF	Ongoing
1.2	Review Governor Visits policy	BH	Completed (see note below)
1.3	Review Safeguarding & Child Protection policy	MT	Completed (see note below)
1.4	Contact 4Education to investigate the possibility of an online parental survey tool.	BH	Cancelled
1.5	Circulate previous Parents' Survey questions.	MT	Completed (see discussion below)
2.1	Agree and produce questions for parent survey.	NC/MT	Completed
3.1	Re-issue the Governor Visits policy as per the LMPS policy management procedure.	DR	New
3.2	Update the LMPS Child Protection policy in accordance with the DCC template and re-issue as per the LMPS policy management procedure.	DR	New
3.3	Issue the Staff Code of Conduct policy as per the LMPS policy management procedure.	DR	New
3.4	Send results of parent survey to parents via website and email.	SF	New

Minutes of Meeting

Meeting commenced 9:05 am.

1. Apologies

Apologies were received from Mrs. Foster and Mr. Dorrell and were accepted by the committee.

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.

Note on Action 1.2 - Mr. Haynes had reviewed the policy and suggested that it be re-adopted with no further amendments. This was agreed by the committee.

Action 3.1: Mr. Ryder to re-issue the Governor Visits policy as per the LMPS policy management procedure.

Note on Action 1.3 - Mr. Tomlinson had obtained a revised template from DCC for a Child Protection policy and had circulated it prior to the meeting. It was agreed that this would be used as the basis for a new LMPS policy. A discussion also took place over whether there was a policy in place to cover volunteers who work at the school. Mr. France confirmed that a policy was in place and that the school would ensure that all volunteers were made aware of its contents and requirements.

Action 3.2: Mr. Ryder to update the LMPS Child Protection policy in accordance with the DCC template and re-issue as per the LMPS policy management procedure.

4. Policies

Health and Safety, Governor Visits and Child Protection policies had been dealt with under the action points from the previous meeting.

Ms. Dominey had circulated a copy of a new Staff Code of Conduct policy based on a DCC template prior to the meeting. The policy was adopted by the committee with no further amendments.

Action 3.3: Mr. Ryder to issue the Staff Code of Conduct policy as per the LMPS policy management procedure.

5. Staffing Issues Update

Mr. France reported that staff were feeling high levels of stress due to the numerous and contradictory directives and messages from the DfE. This is causing anxiety and uncertainty among staff and parents. For example changes to writing assessment will make it much harder for children to meet target levels despite having no decrease in ability. The school is concerned over how parents will react when the new scores are published. Ms. Carswell asked if there was anything the governors could do to help relieve the problems, however it was agreed that the school is already doing all that can be done and the management are working hard to keep the pressure off the staff as much as possible. The committee noted the current difficulties and expressed their appreciation for all the hard work of the staff in coping with the current changing situation.

6. Staff Training

Mr. France reported that due to the current changeable situation, constant training and staff updates are taking place.

7. School Website

Ms. France mentioned that development of the new school website is going well and that all the school content is in the process of being uploaded, however it's still not known when exactly it will be going live.

8. Results of Parent Survey

The results of the parent survey had been circulated prior to the meeting, and a copy is filed with these minutes. It was agreed that the picture revealed by the results was very positive. The committee were particularly encouraged by the aspects about the school that the parents most valued. This showed that the good efforts made by the school to make it a safe and happy environment were recognized by the parents. The aspects of the school that the parents would like to see improved were also considered. It was noted that safety in the car park had improved now that the gates were being closed during the specified times. The school is also looking at new equipment for the playground. However Mr. France said that he couldn't accept criticism of the level of communication from the school. He explained that the school communicates very well via letters, emails and texts etc. It was also noted that the new school website will also allow for better communications. It was agreed that the results of the survey should be sent out to parents.

Action 3.4: Mr. France to send results of parent survey to parents via website and email.

9. Safeguarding Review

Mr. France reported that the school had carried out a safeguarding review about a year ago and all the results had been either outstanding or good.

10. Chair's Correspondence

There was none

11. Items For Next Agenda

None other than the usual standing items

At this point of the meeting, Mr. Tomlinson said that he was resigning from the governing body with immediate effect as his parliamentary duties had made it impossible to regularly attend governors meetings. The committee thanked him for all his hard work as a governor and the great help that had been to the school.

The meeting concluded at 9:40 am

Future Meeting Dates:

Curriculum Meeting no.3	Wed 13 Apr 2016	09:00 (amended)
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