

**PARENTS, PERSONNEL AND COMMUNITY COMMITTEE****Meeting no.4 held at the school on Monday 13<sup>th</sup> June 2016 at 9:00am**

**Present:** Ms. Natalie Carswell (Chair)  
 Mr. Simon France (Headteacher)  
 Ms. Kristine Knudsen

**In Attendance:** Mr. David Ryder (Clerk)  
 Ms. Rachel Thynne

**Summary of Action Points**

<b>Action Point</b>	<b>Description</b>	<b>Resp.</b>	<b>Status</b>
1.1	Review Health & Safety policy	SF	Ongoing
3.1	Re-issue the Governor Visits policy as per the LMPS policy management procedure.	DR	Completed
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	Completed
3.3	Issue the Staff Code of Conduct policy as per the LMPS policy management procedure.	DR	Completed
3.4	Send results of parent survey to parents via website and email.	SF	Completed

**Minutes of Meeting**

Meeting commenced 9:00 am.

**1. Apologies**

Apologies were received from Ms. Foster 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.**

The minutes of the Committee meeting held on 11<sup>th</sup> April 2016 were agreed and signed by the Chair.

**4. Staffing Issues Update**

Mr. France mentioned that the school has needed to fill vacancies due to staff leaving. The excellent results that the school has attained along with its favourable Ofsted report has made it a target for recruitment from other schools, and several teachers are leaving this year along with one TA. Also, Ms. Foster will be going on maternity leave. Therefore there is a need to re-build a strong team, and this is in hand as good appointments have already been made.

**5. Staff Training**

Mr. France had made the staff training agendas available on the governor's shared drive prior to the meeting. It was agreed that these showed how staff training had been taken very seriously and had been closely aligned to

the School Improvement Plan.

## 6. School Website

Mr. France reported that the new website is still being populated, however it will be ready in time for the start of the new school year.

## 7. Review Attendance of Pupils and Staff

### Pupils

Mr. France mentioned that although the school is meeting its pupil attendance targets, the attendance rate isn't outstanding and could be better. One of the major factors that impact on attendance is children being taken on holiday during term time. The school is working hard with certain families to improve attendance, and this had been noted by Ofsted.

### Staff

Mr. France reported that the school runs a system where 5 days absence in a school year triggers an investigation. This year 3 teachers have had more than 5 days absent, however 2 of these had been caused by block conditions. 1 teacher had 5 individual days absent through the year. 7 TAs have had more than 5 days absent, but 5 were explained by block conditions. 7 lunchtime supervisors have had more than 5 days absent (57 days in total) and none are explained by block conditions. All other staff had taken less than 5 days leave and it was noted that no teaching staff had been absent due to stress. Mr. France also mentioned that some staff are inclined to come into work even when they are ill.

## 8. Review Pupil Exclusions

There had been none

## 9. Review Effectiveness of the Committee

It was agreed that the committee had fulfilled all the tasks assigned to it this year. It was also agreed that the committee was covering the correct area of responsibility and reviewing the right policies. A discussion took place around the best time to hold the meeting and it was agreed that during school time was preferable so that the committee could hear reports from subject leads when they would normally be present.

## 10. Chair's Correspondence

There was none

## 11. Items For Next Agenda

None other than the usual standing items

The meeting concluded at 9:30 am

## Future Meeting Dates:

Curriculum Meeting no.4	Wed 22 Jun 2016	09:00
PFM Meeting no.4	Thu 30 Jun 2016	17:30
<b>FGB Meeting no.6</b>	<b>Wed 6 Jul 2016</b>	<b>17:30</b>