

**PARENTS, PERSONNEL AND COMMUNITY COMMITTEE**Meeting no.1 held at the school on Monday 20<sup>th</sup> November 2017 at 9:00am

**Present:**                **Ms. Rachel Thynne (Chair)**  
                               **Mr. Simon France**  
                               **Ms. Kristine Knudsen**

**Summary of Action Points**

<b>Action Point</b>	<b>Description</b>	<b>Resp.</b>	<b>Status</b>
2.3 (16/17)	Lead review of Collective Worship policy (valid till 20/01/17)	JM	Ongoing
2.4 (16/17)	Lead review of Complaints policy (valid till 20/01/17)	RT	Ongoing
2.7 (16/17)	Lead review of Registration of Pupils (valid till 15/03/2017)	RT	Ongoing
2.8 (16/17)	Lead review of Performance Management and Appraisal - non staff (valid till 17/03/2017)	NC	Complete
2.9 (16/17)	Lead review of Performance Management and Appraisal – staff (valid till 17/03/2017)	NC	Complete
2.12 (16/17)	Lead review of Staff Discipline policy (valid till 16/06/2017)	KK	Ongoing
2.13 (16/17)	Lead review of Staff Grievance policy (valid till 16/06/2017)	KK	Ongoing
2.14 (16/17)	Lead review of Staff Redundancy policy (valid till 16/06/2017)	KK	Ongoing
2.15 (16/17)	Lead review of Staff Retirement policy (valid till 16/06/2017)	KK	Ongoing
2.16 (16/17)	Review Parent Handbook.	JM	Ongoing
1.1	Lead review of Supporting Children with Medical Conditions and Managing Medicines policy (valid till 16/03/2017)	RT	New

**Minutes of Meeting**

Meeting commenced 9:10 am.

**1. Apologies**

Apologies were received from Ms. Murray and Mr. Ryder were accepted by the committee. Due to Mr. Ryder being unable to attend the meeting, Ms. Knudsen was nominated and elected as temporary clerk.

**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 18<sup>th</sup> September 2017 were agreed and signed by the Chair.

**4. Staffing issues update**

TA recruitment is proving very difficult. As a result, the school is looking at creating a TA apprenticeship post and are assessing the impact of the requirement for 20% training time. Recruiting for the maternity cover in music had only one applicant holding a foreign qualification in music. The candidate was found to be very capable during the interview process and has been appointed to cover Ms. Wells while on maternity leave. The school has also signed up to support teacher training for another year.

**5. Staff training**

Staff training this academic year is all linked to areas identified in the School Development Plan as well as linking to the moderation cycle. Staff have designated time on Wednesdays for their continued professional development including the identified training.

**6. School website**

The new school website is now up and running, at present there are no changes required. Mr. France as well as the Governing body would like to extend a big thank you to all staff involved in the most recent updates.

**7. Parental involvement in school activities**

The school has a large number of parents who regularly volunteer to help within the classroom setting. This is also the case regarding sports trips, class events and school performances. Rolling out the new phonics scheme 'Read, write inc' has been a huge task and could not have been achieved in the timeframe without the support from a number of parents as well as staff. A very big thank you to all involved from the Governing Body. Information meetings are generally well attended, and the format of delivering these meetings both am and pm seems to work well. It is disappointing to note the low attendance for IT/internet safety session provided for parents and the school is currently looking at ways to try increasing the number of parents attending.

**8. Publication of Parent Handbook**

The parent handbook is presently under review and will be published as soon as this has been completed.

**9. Chair's Correspondence**

There was none.

**10. Items For Next Agenda**

- Policies
- Parent involvement for information talks

The meeting concluded at 9:55 am

**Future Meeting Dates:**

Curriculum Meeting no.1	Thu 28 Sep 2017	09:00
PFM Meeting no.1	Thu 5 Oct 2017	17:30

<b>FGB Meeting no.2</b>	<b>Wed 15 Nov 2017</b>	<b>17:30 (amended)</b>
PPC Meeting no.2	Mon 20 Nov 2017	09:00
PFM Meeting no.2	Thu 7 Dec 2017	17.30
Curriculum Meeting no.2	Wed 10 Jan 2018	09.00 (amended)
<b>FGB Meeting no.3</b>	<b>Wed 10 Jan 2018</b>	<b>17:30</b>
<b>FGB Meeting no.4</b>	<b>Wed 28 Feb 2018</b>	<b>17:30</b>
PPC Meeting no.3	Mon 12 Mar 2018	09:00
Curriculum Meeting no.3	Wed 21 Mar 2018	09:00 (amended)
PFM Meeting no.3	Thu 19 Apr 2018	17:30
<b>FGB Meeting no.5</b>	<b>Wed 25 Apr 2018</b>	<b>17:30</b>
PPC Meeting no.4	Mon 11 Jun 2018	09:00
Curriculum Meeting no.4	Wed 20 Jun 2018	09:00 (amended)
PFM Meeting no.4	Thu 28 Jun 2018	17:30
<b>FGB Meeting no.6</b>	<b>Wed 4 Jul 2018</b>	<b>17:30</b>