

PARENTS, PERSONNEL AND COMMUNITY COMMITTEE**Meeting no.3 held at the school on Monday 12th March 2018 at 9:00am**

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

In attendance: **Mrs A Clothier (Clerk)**

Summary of Action Points

Action Point	Description	Resp.	Status
2.3 (16/17)	Lead review of Collective Worship policy (valid till 20/01/17)	JM	Completed
2.4 (16/17)	Lead review of Complaints policy (valid till 20/01/17)	RT	Completed
2.7 (16/17)	Lead review of Registration of Pupils (valid till 15/03/2017)	RT	Completed
2.12 (16/17)	Lead review of Staff Discipline policy (valid till 16/06/2017)	KK	Completed
2.13 (16/17)	Lead review of Staff Grievance policy (valid till 16/06/2017)	KK	Completed
2.14 (16/17)	Lead review of Staff Redundancy policy (valid till 16/06/2017)	KK	Completed
2.15 (16/17)	Lead review of Staff Retirement policy (valid till 16/06/2017)	KK	Completed
2.16 (16/17)	Review Parent Handbook.	JM	Completed
1.1	Lead review of Supporting Children with Medical Conditions and Managing Medicines policy (valid till 16/03/2017)	RT	Completed

Minutes of Meeting

Meeting commenced 9:05am.

1. Apologies

Apologies were received from Mrs Murray 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 20th November 2017 were agreed and signed by the Chair.

Discussion on 2.3, 2.4, 2.7, 2.12, 2.13, 2.14, 2.15: All policies completed and approved at FGB.

Discussion on 2.16: Parent Handbook review completed.

Discussion on 1.1: Review of Supporting Children with Medical Conditions and Managing Medicines policy completed

4. Staffing issues update

Mr France highlighted that Mrs McCabe had left and her replacement decided she didn't want to continue. This has been resolved by current staff increasing their hours. Miss West was appointed last week so the school is now fully staffed for September. The school is taking part in teacher training but have had no one come directly to the school in terms of a student for next year. In terms of budget, this is looking healthier than anticipated – no need to go to redundancies at present due to the budget being well-managed. It has been a turbulent year for staffing and the school have had to use the supply budget, which is over spent, but the teaching budget is under spent. Governors accepted that it was appropriate to deal with staffing issues as they came along. Mrs Dominey is returning in two weeks, full time.

5. Staff training

Mr France outlined that staff training was in the school improvement plan where everything is catalogued. They are starting to focus on moderation and SATs. There has been more training this year with other schools locally, which has been a positive step. This gives an extra layer of information to give to Ofsted as it makes decisions and outcome more robust.

6. School website

The school website is complete and is much faster acting and easier to adapt. Governors have had no issues with it.

7. Safeguarding Review

This was completed and approved at FGB – the safeguarding audit is completed and there was nothing arising from that.

8. Parents' Handbook

This document is too big to load on to Dropbox but Mr France explained that Governors are welcome to a hard copy. The style and content are largely the same as last year.

9. Policy Update

This was covered in preparation of the Due Diligence inspection. There is nothing that needs urgently looking at.

10. Parent involvement for information talks

Governors raised the issue that Esafety talks have had low parental involvement. Other information talks have

been very well attended, particularly Maths, Read, Write Inc., year input and parents evenings. The Esafety talks take place in the day and in the evening – Mr France is open to suggestions as to how to increase attendance. Governors asked how it is promoted? Mr Dorrell is writing about it in Governors Corner so that might encourage some parents to attend. The next one is in the summer term. Governors also asked the school to look into ‘Duck, Duck, Go’, which is a new form of search engine.

11. Chair’s correspondence

There was none.

10. Items For Next Agenda

- Review Attendance of Staff, Pupils and Governors
- Review Pupil Exclusions
- Review Effectiveness of the Committee

The meeting concluded at 9:35 am

Future Meeting Dates:

PFM Meeting no.3	Mon 16 Apr 2018	15:30
FGB Meeting no.5	Wed 25 Apr 2018	17:30
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
FGB Meeting no.6	Wed 4 Jul 2018	17:30