

**PARENTS, PERSONNEL AND COMMUNITY COMMITTEE****Meeting no.4 held at the school on Wednesday 4<sup>th</sup> July 2018 at 17:00.**

**Present:** Ms. Rachel Thynne (Chair)  
 Mr. Simon France  
 Mr D Newman  
 Mrs Jemma Murray

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

**Summary of Action Points**

Action Point	Description	Resp.	Status
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**Minutes of Meeting**

Meeting commenced 17:04.

**1. Apologies**

Apologies were received from Ms Knudson 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 12<sup>th</sup> March 2018 were agreed and signed by the Chair.

No matters arising

**4. Staffing issues update**

Mr France outlined that there are continuing issues about staff leaving and recruitment – there are still 4 appointments to make for next year including office staff. Recruitment is becoming increasingly difficult. In terms of staff conduct there are no issues and staff are meeting performance management targets. The school are trying different techniques to retain and recruit such as in house training and apprenticeships. They are also focusing on staff wellbeing and making it a manageable and enjoyable job. Staff turnover is higher this year because people are leaving the profession. Governors suggested conducting exit interviews, as further insight on why people are leaving could be gained from these – the school already carry out informal exit interviews.

**5. Staff training**

As point 4 above.

**6. Review Attendance of Staff, Pupils and Governors**

Any issues around attendance of staff have been resolved and any absences over 5 days have been explainable.

Pupil attendance has gone up and the measures that have been put in place have been effective. The fines are a deterrent that are starting to be effective.

#### **7. Review Pupil Exclusions**

There have been no pupil exclusions

#### **8. Parents' Handbook**

Available to see on the website

#### **9. Review Effectiveness of the Committee**

Mr France commented that PPC committee were strong on pupils and personnel but more could be focused on the community aspect. Governors challenged what could change to make the links with the community stronger. The school partake in community activities and have been involved in recent discussions about the school crossing. It was suggested that a school presence in the Armistice Day celebrations would be beneficial for both the children and the community. PTEC needs developing and more volunteers.

#### **10. Chair's correspondence**

There was none.

#### **11. Items For Next Agenda**

- **Agree and organise a review of policies**
- **Review staff management process**
- **Parent Survey**

The meeting concluded at 17:20

#### **Future Meeting Dates:**

**FGB Meeting No 6** Wed 4 July 2018 17:30