

Local Governing Body

Resources Committee

7th November 2017

Minutes

Attendees:

Peter Steadman (PST)	Chair
Nigel Simpson (NSI)	Parent Governor
Helen Harrison (HHA)	Head Teacher
Jayne Miller (JMI)	Business Manager

Invited:

Laurence Jones (LJO)	Department for Education
----------------------	--------------------------

Apologies:

Julie Clift (JCL)	Co-opted Governor
Paul Williams (PWI)	Vice Chair & Parent Governor

Start/Finish Time:

8am to 9.30am

Terms of Reference:

Attached (appendix 1).

Expressions of interest:

HHA stated that although her role was on the Staff Performance Management paper her performance management recommendation would come separately direct to the full Governing Body.

JMI reminded all present that due to the confidential nature of the papers they must be collected in at the end of the meeting to comply with Data Protection.

Teaching Staff Performance Management – presented by HHA:

HHA referred Governors to the Teachers Pay Policy for Sep 16 to Aug 17 which is used when undertaking the performance management process. HHA outlined that once performance management has been individually undertaken the whole of the Senior Leadership Team come together and triangulate and moderate the judgements made to ensure equity prior to making recommendations to the Local Governing Body Resources Committee.

HHA went through the Teaching Staff Performance Management paper (appendix 2) and explained each recommendation. Governors had the opportunity to look at the performance management reviews if requested (anonymised).

The Governors noted and approved the Teaching Staff Performance Management paper (appendix 2) and the Chair signed off the recommendations.

ACTION: JMI to action Teaching Staff Performance Management Pay recommendations backdated to 1st September 2017 via payroll and the HR portal.

Health and Safety Update – presented by JMI:

JMI referred Governors to the Health and Safety paperwork (appendix 3). JMI explained that there had been a reportable incident in school where a teaching member of staff had received an electric shock. External agencies had been involved in the fact finding and reporting process afterwards and the school had been praised for its systems and procedures which were all in place and adhered to.

The Governors noted the contents of the report and were pleased to hear that the member of staff involved was back at work and well.

Any other business:

There was no other business.

Future meetings:

The full Local Governing Body meeting is at 8am on 29th November 2017 in The Arc.

The agenda at this meeting would mainly focus on the closing budget for 2016/17.