**MINUTES OF THE GOVERNORS STAFFING COMMITTEE**

**OF SHENFIELD HIGH SCHOOL**

**TUESDAY 24th NOVEMBER 2015 COMMENCING AT 5.00 pm**

Present: Mrs Leanne Hedden (Chair)

Mr Graham Herniman

Mr Noel Otley

Mr Dave Simpson

Miss Emma Prince

Mr D J Barron

Mrs Carole Herman Headteacher

Mrs Chriss Owens Business Manager

Mrs Karen Whordley HR Manager/Clerk

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| **1.** | **Welcome and Apologies**  It was agreed that LH would chair this meeting until GH has more training on being a committee chair.  There were no apologies for absence. All committee members were present. | **Action:** |
|  | **Declaration of interests**  No Governor present declared any personal or financial interest in any item on the agenda. |  |
| **2.** | **Minutes of last meeting and matters arising** The minutes of the 14th April 2015 meeting, having previously been circulated, were agreed as a true record and signed by the Chair of Governors. There were no matters arising. |  |
| **3.** | **Staffing Update**  CJH went through the following points:   * Last year she needed to save £700,000. Following the restructure process this happened. * This year another £294,856 needs to be saved. * Two members of agency staff employed in September have now gone as they were unsuitable. * The timetable has been re worked and to cover .6 of the ICT timetable an ex-employee has been re-employed on a temporary basis to cover KS5. * Due to the English agency person leaving and the 2nd in department due to go on maternity leave the English timetable has been reworked allowing two people to become one with a bit extra which CJH will be taking. * 4.4 teaching posts need to be lost next year. 3.4 can be lost by the fact they are agency or on a fixed term contract. * 1 member of staff would be lost through redundancy. CJH explain which posts were at risk and why this would be and asked this information to remain confidential at this time. Governors asked questions about these posts and why they were targeted. * CJH has so far managed to save half of what is needed. Once student numbers have been confirmed she will be in a better position to work on this further. * There are no plans to cut the support staff. There is a possibility two will leave due to retirement. 1 of these will not be replaced.   At 5:10 CJH was called away from the meeting so we moved on to policies until she returned.  When CJH returned to the meeting we continued with the staffing update.  Further discussions took place about CJH’s restructure thinking.  LH asked about plans to cover some key maternity absences:   * Jo Cookson went in November * Jane Martin is due in March * Cathryn Rayner is due in March   Jo had been accounted for in the structure and had been given a non teaching timetable. Jo was able to induct Emma Prince and Cathryn Rayner before she went on maternity leave.  Emma Prince and Janet Johnson are stretched to capacity with a big key stage. CJH was suggesting bringing in an ex colleague to beef up the team and to cover while Cathryn is on maternity leave.  DJ Barron is being trained up to cover for Jane in her absence.  Provisional student numbers have been received. Last year 74 were 1st choice, this year it’s 147. This is due to the good Ofsted report, growing reputation, marketing and the new aptitude test.  CJH had discussed with the head of admissions how much we should over offer. 150 is our PAN (predicted admission number), 180 would be ideal. It was discussed the risk of offering up to 200 as if we got 185 this would create a staffing issue. 180 would be 6 forms of entry. 7 groups in core subjects.  Last year 230 had us as second choice. This year is 260. Some people have put us a second choice so that they get transport funding.  CO tabled a document that showed if we ask the Falling Rolls Fund for an additional £140,00 next year to help us through the year with funding for 120 with an intake of 175 (55 extra students) then stop the funding as year earlier they will save £23,127. |  |
| **4.** | **Policy Reviews**  The Code of Conduct Policy and Disciplinary and Dismissal Policy is with staff for consultation so will come to the next staffing meeting.  The policies below have all been to staff for a two week consultation period.   * **Cover and PPA** * Page 1. It was agreed to change the objective order so that 1 becomes 4, 2 stays as 2, 3 becomes 1 and 4 becomes 3. * Page 6, first line it was agreed to add the words ‘for example’ after the word undertake. * Page 6, after the bullet points was added ‘this list is not exhaustive’. * Page 7, ‘other than line management meetings’ was added after ‘for meetings’.   KWH answered questions asked about rarely cover.  It was agreed to recommend the amended policy to the Full Governing Body for adoption.  5:20 CJH returned to the meeting   * **Sickness Absence Management Procedure** * LH asked about how we ensure pre-employment checks are carried out. KSW does this as part of her HR role. Governors are able to show this is checked by the HR Audit. * Page 4, 3.3 remove ‘for work’ on first bullet point. * Page 4, 4.1.1 it was agreed to add the HR phone number. * Page 10, 5.1.1 it was agreed to add ‘with the line manager’ after review meeting. * Page 10 and 11 it was greed to correct the name of the appeal panel.   It was agreed to recommend the amended policy to the Full Governing Body for adoption.   * **Leave of Absence Policy**   The only changes made to the leave of absence policy were statutory ones. It was agreed to change the section on Public bodies so that the bracketed part about governors was removed.  It was agreed to recommend the amended policy to the Full Governing Body for adoption.   * **Pre-employment Checks Procedure**   KSW was asked if a job offer can be withdrawn if an employee has lied on their health check form. KSW confirmed this is possible and agreed to check the wording on the health check form.  *Since the meeting I have checked the form and it says ‘I understand that if I withhold information, or give misleading answers, my employment may be at risk.’*  There were no changes to this procedure so it was recommended to the Governing Body for adoption.   * **Recruitment Policy**   LH asked about the panel interviewing and safer recruitment. KSW confirmed that if the panel contained people without the safer recruitment qualification KSW sits in on the interview. LH asked how people get this qualification now. KSW confirmed there is no longer the possibility of doing the qualification for free but there are paid courses that can be attended.  There were no changes to this policy so it was recommended to the Governing Body for adopted. |  |
| **5.** | **Terms of reference**  The Committee discussed issues that had arisen with the appeal grounds permitted through an experience a panel had had last year but on HR advice decided to leave ToR as they are.  It was agreed to recommend the amended Terms of Reference to the Full Governing Body for adoption. |  |
| **6.** | **None Pupil Days**  The committee recommended, for adoption by the Full Governing Body, the following non pupil days for the academic year 2016-17:   * 1st September 2016 (a day early so will close on 21st December 2016) * 30th September 2016 * 4th January 2017 * 20th and 21st July 2017 |  |
| **7.** | **Any Other Business**  There being no other business the meeting closed at 6.05p.m**.** |  |

**Chairperson……………………….............................................. Date…………………..**