

The Swanage School  
**MINUTES OF A MEETING OF THE STAFFING COMMITTEE**  
 Wednesday 15 June 2016, 5.30pm

Present: Carl Styants (Acting Chair), Geoff Atkinson, Mark Hatto, Tristram Hobson, Stephen Parker, Amanda Rowley  
 In attendance: Sue Fletcher (Clerk), Katy Kerr (Business Manager), Jenny Maraspin (Deputy Headteacher)

Item		Action	Lead	Date
STF 3.1	<b>Apologies</b> Apologies were received from William Knight.			
STF 3.2	<b>Declarations</b> There were no declarations of interest or conflict arising from any agenda item.			
STF 3.3	<b>Minutes of the Last Meeting</b> The minutes and confidential minutes of the meeting of the Staffing Committee held on 2 February 2016 were agreed as an accurate record.			
STF 3.4	<b>Matters Arising and Actions</b>  <u>STF 1.6.2 Staff Governor Vacancies</u> The Chair confirmed that both staff governor vacancies had been filled. James Peacock and Nicky Taylor had been elected for a 4-year term of office.  <u>STF 2.4 (1.6.3) 20 Questions Exercise</u> The Clerk noted that the 20 Questions exercise had not yet been repeated. A meeting of the Chair and Vice-Chair of Governors and the Committee Chairs would be convened to do this.  <u>STF 2.4 (1.7.2) Appraisal &amp; Performance Management</u> JM and TH gave a presentation to governors on the Blue Sky appraisal and performance management system. This showed how the leadership team and staff use the system to record and monitor objectives and log accompanying evidence (e.g. plans, notes, lesson observations). Teaching staff are given time during Continuing Professional Learning (CPL) sessions for recording on Blue Sky their activity towards objectives. Each teacher has 3 or 4 objectives, which relate to the School Development Plan, and one of which will relate to results/progress. It was noted that			

	<p>objectives may run over several years and progress will be monitored during appraisal. Line managers approve objectives and validate them when completed, which links to an individual's appraisal review and decisions on pay uplift.</p> <p>Examples were shown and governors were satisfied that the appraisal process is comprehensive and robust.</p> <p>Improvements in performance are supported via the CPL programme, and a brief overview of this was given by JM. She also noted that new software (iris), purchased in conjunction with Swanage Primary School, was being used to support teachers' self-assessment of lesson delivery through use of video in the classroom.</p>			
STF 3.5	<p><b>Reports</b></p> <ol style="list-style-type: none"> <li>1. <u>Starters, Leavers and Recruitment</u> TH reported that five teachers and two teaching assistants had left or would be leaving at the end of the academic year. Of these, three had been on temporary contracts, three were leaving teaching for a change in career and one was re-locating. Five teaching staff have been recruited to start in September 2016, to replace leavers and provide maternity cover, and TH gave a brief overview of their experience and subject areas. The school would be fully staffed in terms of teachers for September 2016, and the Senior Leadership Team (SLT) were evaluating requirements in terms of technical and learning support staff.</li> <li>2. <u>Grievance and Discipline</u> There were no disciplinary, capability or grievance cases to report.</li> <li>3. <u>Appraisal</u> It was noted that the reporting of appraisal is timely for the Spring Term meeting (February) only.</li> </ol>			
STF 3.6	<p><b>School Development Plan</b> The committee asked for an update on progress to date for the objectives in the School Development Plan falling under it's remit:</p>			

	<p>1. <u>SDP3.1 Quality of internal and external communication</u> Internal communication was felt to have improved, facilitated by initiatives such as the solutions board in the staff room which focuses on solving problems rather than moaning about them. External communication had seen a significant improvement with the new-style, regular reports to parents and introduction of the newsletter. Carl Styants was thanked for his assistance with this.</p> <p>2. <u>SDP 3.3 Leadership development for middle &amp; senior leaders</u> Noting that whilst the CPL programme for the development of teachers is an example of excellence in teaching &amp; learning, TH acknowledged that there was scope for improvement in the development of the middle leadership team, with a need for a greater focus on management skills.</p>			
STF 3.7	<p><b>Swanage &amp; Purbeck Development Trust</b> The Chair informed the committee that the Swanage &amp; Purbeck Development Trust had been set up to develop Swanage culturally and educationally, and have invited other organisations to join. It was agreed that Education Swanage should join and therefore that a recommendation should be made by the full governing body to Education Swanage (for agreement at the Annual General Meeting).</p>	FGB Agenda AGM Agenda	Clerk Clerk	Jul '16 Sep '16
STF 3.8	<p><b>Policies</b></p> <p>1. <u>Staff Code of Conduct</u> <b>Approved</b>, subject to removal of reference to a Physical Restraint Policy. Noted that the Student Committee should check that physical restraint is covered in a related policy or consider it accordingly.</p> <p>2. <u>Allegations of Abuse Against Staff Policy</u> <b>Approved.</b></p> <p>3. <u>Volunteering Policy</u> <b>Approved</b>, noting that procedures are in place to back up the policy.</p>	Check	Clerk	Jul '16

<p>STF 3.9</p>	<p><b>Mental Health</b>  With reference to guidance from the Department from Health on “Counselling in Schools”, the committee discussed a number of initiatives to promote staff health and wellbeing, including the availability of mindfulness sessions and increased time for planning, preparation and assessment from 10% to 15%. An audit of working time is being considered, it being noted that many staff work long hours and recognizing the impact this may have on work-life balance. KK noted that, in managing the Human Resources function, she had an open door policy for any member of staff.</p> <p>For students, the School Counsellor, Emotional Literacy Support Assistant (ELSA) and Safeguarding &amp; Welfare Officer were experienced and available. However, to ensure a whole-school approach to mental health, it was noted that time should be taken at staff induction / training to ensure all staff had an understanding of mental health issues as they may affect students and how they can help to decrease stigma and promote openness.</p>			
<p>STF 3.10</p>	<p><b>Review – Performance and Remit of the Committee</b>  Noting that the full governing body has recognized that human resources and legal skills are currently not well represented, it was agreed that these skills would be particularly valuable to the Staffing Committee.</p> <p>The committee felt that meeting once a term was adequate, however TH noted that he is happy to meet with the chair of the committee between meetings to keep the chair up to date on staffing matters.</p> <p>The committee considered a suggestion from the chair that the remit of the committee be expanded to include engagement and communication to all stakeholders (e.g. current and potential parents and students, local businesses, volunteers and the wider community), given that the committee already has oversight of the action “to improve internal and external communication” (School Development Plan) and as engagement and communication was a responsibility of all staff. However, after discussion, it was concluded that these matters should not fall under the remit of the staffing committee, which should remain focused on internal staff rather than external stakeholders.</p> <p><b>It was agreed instead to recommend to the full governing body that a new committee be formed to have oversight of marketing and engagement and to hold the school to account on these matters, it being suggested that it meet every other half-term to the Staffing Committee.</b></p>	<p>FGB Agenda</p>	<p>Clerk</p>	<p>Jul '16</p>

	In addition, it was agreed that a working group should be established to look at these issues in a forum where the skills and experience of governors could be used in a more operational way, thereby protecting the committee itself from the risk of becoming operational rather than strategic. It was suggested the working group comprise Paul Angel, Amanda Rowley, Carl Styants, Daniel Crowhurst and Tristram Hobson.	Convene working group	Clerk	Jun '16
STF 3.11	<b>Confidentiality</b> No matters were considered confidential.			
STF 3.12	<b>Date of Next Meeting</b> Full Board of Governors – Tuesday 5 July 2016 Staffing Committee – Autumn Term, tbc			
	The meeting closed at 7.20pm.			