



## 5 Policies for annual review

- The Pay Committee reported that they had met and reviewed the Headteacher's recommendations regarding teacher pay progression. They had also reviewed both Pay and Appraisal policies - which are model policies produced by Local Authority HR. The Pay Committee recommended that the FP&GP Committee approve these.

The committee resolved to approve both policies and the pay progression decisions.

- The Schools Lettings policy remains the same as last year. Currently, no-one uses the facility.

## 9 Review Decision Planner Tasks

## 6 Health and Safety

- H&S report presented by AW.
- TA asked about asbestos safety and how checks were carried out. LT explained that the school carries out monthly inspections, receives an annual visit by the NCC and, before any works start; an asbestos survey is carried out. In addition to site manager and senior leader training, all staff receive briefings regarding asbestos safety. NR noted that if the school converted to academy status, the governors would be in control of the building and the asbestos - although LT explained that the NCC health & safety package could remain as a brought-in service.

## 7 Items from other committees

- Safer Recruitment training. LT explained that she had accessed online training with the NSPCC and recommended this to AW. AW stated he would prefer a face-to-face event and agreed to look at the governor training available.
- As discussed at the summer term FGB meeting, The FP&GP was preceded by a Governor Safeguarding and Child Protection briefing - LT provided governors with an update regarding policy and procedure in school related to safeguarding and child protection. This included reviewing the safeguarding audit checklist which is completed on annual basis with SH (designated governor for Child Protection).

AW

## 8 Budget monitoring, including mid-year forecast return

- Governors discussed the reforecast Budget Plan and questions were asked on the following areas:-

Staff changes in January now that LT is leaving: Governors asked about the differences in the pay scales for Headteachers and Deputy Headteachers. LT informed them that on the Budget Plan we have budgeted for a mid-level costing (with DHT on highest point and new

HT on the lowest pay point) although there are many different variables that could occur depending on who was appointed to the post.

KR asked what made up the H&S budget of £1850.00. ZR informed the Governors that £600 was for monthly Legionella checks and £1k was for the annual check and repair to some of the PE equipment in the Hall.

- The Budget Plan 2017-2018 was reviewed and accepted. Governors also asked about pupil numbers. LT explained that, for the year 2016/17 it was also low in the other Keyworth schools but looking forward to 2017/18, numbers should be slightly higher.

## 9 School Financial Value Standard

- The SFVS is not due to be submitted until 31<sup>st</sup> March 2017 but new details on Wired were emailed to KR.
- KR will go through the Governor training checklist for any training that is required.

KR

## 10 Personnel matters, including safeguarding, counter-terrorism and skills audit

- Governors have had one meeting so far to discuss Headteacher recruitment. From this meeting a recruitment working party was established to discuss the process further.
- Recruitment package with NCC HR is about £3k - to include support with advertising, distribution of packs, selection etc. An alternative option would be to employ an educational advisor privately (such as Phil Unsworth - our current school improvement adviser/HT appraisal support) - the cost would be £1800 but Governors would have to create the recruitment pack and write the advert themselves, with school carrying out all of the administration. The working party will meet during the next two weeks to agree on a timeline and begin the process.

NR  
to co-ordinate  
date for  
meeting

LB was asked to leave the room at 7.07pm

- The interim staffing structure was discussed and governors approved the proposed interim arrangements with LB taking on the role of acting Headteacher for the spring term. KR asked about remuneration for LB during this time. NR had had confirmation from NCC Payroll of figures and LT explained that this had already been included within the Budget Plan.

JWJ was asked to leave the room at 7.15pm.

- Governors agreed with the decision not to appoint an Acting Deputy Headteacher on a temporary basis for the spring term as it was felt

that the roles and responsibilities could be shared out during this time with staff being provided with additional non-contact time where appropriate. AW asked about other additional support in place for LB during this time and LT explained that there was a strong support network amongst local Headteachers.

DC asked about NCC and Agency Supply: whether there was enough money available to cover any extra workload that staff members may have to take on during the spring term. ZR explained that additional money has been put into the Agency Supply pot and further funding could be allocated from the surplus if required.

LB/JWJ re-joined the meeting

- The committee formally congratulated LT on her new appointment.
- DC left at 7.30pm.

### **11 Governor Vacancies**

- TA was welcomed as the new Parent Governor. However, the second ballot to recruit for the additional two vacancies does not close until Monday 31<sup>st</sup> October at 10.00am. LT will communicate details of these appointments once confirmed.

LT

### **12 Governor Training**

- A list of Governors who have completed safeguarding/child protection training has been emailed to KR so that outstanding members can be reminded.
- KR will issue a skills audit when all of new Governors are in place.
- JWJ asked whether a specific skill could be requested when recruiting new governors. NR explained that this is possible but it was felt unnecessary due to having a broad skill-set already in place.

KR

KR

### **13 Write Offs**

- Write Offs were signed off by NR in the summer when the Inventory was actioned. The Inventory is complete and up to date.

### **14 Matters for escalation to FGB 7 November 2016, including Schools Financial Value Standard**

- Child Protection Policy to be taken to the FGB for approval.

LT

### **15 AOB**

- LT explained that the Policy Checklist has been updated and will be distributed to all via email.
- For security/identification purposes, the school staff, governors and visitors have been issued with Lanyards.
- Keyworth Trail Run (KTR) – NR communicated his views regarding the KTR organisers needing to work together with the Local Authority's Safety Advisory Committee. TA agreed to speak to Matt Hall about this ready for the KTR event in March.

LT

TA

#### **16 Dates of next meeting**

- 25 January 2017
- 3 May 2017

Meeting closed: 8pm