

Minutes for Leadership and personnel committee meeting
For Shirley Schools
6.30pm, 14th November 2016
Shirley Infant School music room

Item		Whom
1.	Apologies and declaration of interests	
LP 12/16- 17	<p>Present: Peter Gould (chair), Hazel Hayter, Carolyn Fayle, Cate Gregory, Andy Powell, Matt Fox, Annette Hixon, Richard Little.</p> <p>Apologies Matthew Rumble</p> <p>Absent</p> <p>Attending Lucy Coupal (clerk)</p> <p>Declarations of interest None.</p>	
2.	Minutes of previous meetings: L&P Committee 27th September 2016, Full GB – 11th October 2016. L&P Committee 11th May 2016, FGB meeting 6th July 2016.	
LP 13/16- 17	<p>The minutes from both the L&P 11-5-16 meeting and the FGB 6-7-16 meeting were approved as a true and accurate record. (Recirculated as a previous meeting not quorate).</p> <p>Action – PG to give Emma Fay the constitution of the governing body to put on the school website.</p> <p>The minutes from the L&P committee meeting on 27th September 2016 were approved as a true and accurate record of the meeting.</p> <p>The minutes from the FGB meeting 11th October 2016 were approved as a true and accurate record of the meeting.</p> <p>Action from SF&P meeting – Matt Rumble to address issues on Astro turf with company that installed it.</p> <p>Action SF&P meeting – Liam Peters to arrange meeting for toilet working party.</p> <p>There were no comments.</p>	PG

3.	Matters arising from last meeting.			
LP 14/16- 17	Item	Action	Whom	
	046/15-16	CF will draft a letter to local councillor to ask them to address the parking on the corners of Colebrook Avenue and Wilton Crescent. Action closed – reply received and yellow lines will be painted on corners of Colebrook avenue and Wilton Road.	CF	
	LP 05/16-17	PG and CF to discuss recruitment of governors for the T&L committee. Action closed – Natalie Rogers has joined the T&L committee.	PG, CF	
	LP 06/16-17	CG to give feedback from P for C in practice to spring 2 T&L meeting. Action closed.	CG	
	LP 10/16-17	LC to put together list of roles and email to PG. Action closed.	LC	
	LP 11/16-17	LC to check back on email from Sean Preston about logging governor meetings – was this about registering business interests too? Action closed – yes it was including business interests.	LC	
	LP 12/16-17	Move all other meetings to Monday nights – leave the FGB on Tuesday 11th October. Email notice out to all governors. Action closed.	LC	
4.	Correspondence			
LP 15/16-17	No correspondence received since the last meeting.			
5.	Teaching and Learning			
LP 16/16-17	<p>HH notified the governors that AH will be having a planned operation and will be signed off to recover until after Christmas. Parents will be notified by letter by the end of this week. Jo Tearle will be stepping in to cover Head of School for the Juniors in the interim.</p> <p>Ryan O’Hearn will shortly start paternity leave. Cate will do an extra day in the infant school to cover Ryan.</p> <p>Hamwic visit led by Nigel Ash is due to take place soon; he will be accompanied by heads of schools from within Hamwic.</p> <p>Abby Wilkinson (school improvement partner) will be visiting the Junior school to discuss Ofsted. Abby recently attended the Ofsted inspection for the Infant school as an inspector; and now works for Hamwic.</p> <p>CF came in to support the year R teachers and discuss behavioural issues with this year group– the intake is not ‘harmonious’ so the teachers are working really hard to resolve issues amongst the pupils. Teachers are finding that sometimes progress is made which can be wiped away the next day and there are difficulties with certain families not respecting the teacher’s opinions.</p>			

	<p>Attendance has fallen in the Infant school and is currently an issue – we are at 97.6% currently, during Autumn 1 we were at 98.1%.</p> <p>We have had an increase in holiday requests for both schools, and an increase in parents asking for ‘holiday’ to go home to the country of their birth for visits to family.</p> <p>Emma Fay will be telling parents about the impact on attendance and attainment.</p> <p>MF – what impact is this having for you as a school?</p> <p>CG – for us the absences are unusually high, but for other schools this level of absence would be perceived as normal.</p> <p>Pupils are currently suffering from a sickness bug which is causing high levels of absence.</p> <p>CF – have you filled the vacant pupil places?</p> <p>CG explained where the children who have arrived have been placed. There have been lots of parent meetings since two of the new pupils have challenging needs.</p> <p>The T&L committee meeting viewed the Ofsted data dashboards for both schools and had an extensive discussion on provision and mapping for Pupil Premium students across the schools.</p>	
6.	Safeguarding, Finance and Premises	
LP 17/16- 17	<p>AP reported on the SF&P meeting since MR sent apologies for this meeting.</p> <p>Both schools budgets are looking favourable with a surplus. The main points noted were;</p> <p><u>SIS</u></p> <p>TA expenditure for SIS will change as there is a maternity cover to pay for.</p> <p>There has been no use of supply teachers yet for the Infant school.</p> <p>Forecast for premises staff needs to be revised due to Paul Meaghan leaving.</p> <p><u>SJS</u></p> <p>PP is coming in at 2015-16 money not 2016-17 – hasn’t been back dated so we expect this to go up.</p> <p>Forecast for increase in TA cover – lots of adjustments have been going on which have resulted in increased hours in some cases.</p> <p>MR raised the issue of parents not being given receipts immediately when money was handed in for trips (substantial amounts of money as it was residential trips); AH will discuss the issue with the member of staff who gave the wrong information at the time.</p> <p>Staff training – no training has happened yet; this figure will change.</p> <p>Discussion took place on how the five year budget is completed with predictions for teacher progression; and recruitment and retention of teachers. It was noted that teachers at both schools enjoy working there and generally only leave post for</p>	

	<p>relocation reasons.</p> <p>AP also reported back on the Hamwic finance governors meeting with Sean Preston. The advice from Sean Preston is clear which is to use budget surplus up and not keep it for emergencies. The schools had already planned what they will spend the surpluses on ; but with this in mind the schools are going ahead with the following improvements ;</p> <p>The Junior school will be spending money on ICT equipment and updating the toilets on all floors.</p> <p>The Infant school will be removing the tree in the year R playground and replacing the tarmac where it has been damaged.</p>	
7.	Training	
LP 18/16- 17	Hamwic have put together training package which has been issued round to all governors. Governors can book themselves directly onto courses or via LC.	
8.	AOB	
LP 19/16- 17	None.	
9.	Items to be marked confidential	
LP 20/16- 17	A confidential item was minuted in confidential annex.	

The meeting closed at 8.00pm.

Action points from this meeting;

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LP 13/16- 17	PG to give Emma Fay the constitution of the governing body to put on the school website.	PG