

Minutes for Leadership and personnel committee meeting
For Shirley Schools
6.30pm, 27th September 2016
Shirley Junior School meeting room

Item		Whom															
1.	Apologies and declaration of interests																
LP 01/16-17	<p>Present: Peter Gould (chair), Carolyn Fayle, Cate Gregory.</p> <p>Apologies Andy Powell, Matt Fox, Annette Hixon, Matthew Rumble, Richard Little.</p> <p>Absent</p> <p>Attending Lucy Coupal (clerk)</p> <p>Declarations of interest None.</p> <p>IT WAS NOTED THAT THE MEETING WAS NOT QUORATE AND NO BINDING DECISIONS COULD BE TAKEN.</p>																
2.	Minutes of previous Leadership and Personnel Committee meeting 11 th May 2016, FGB meeting 6 th July 2016.																
LP 02/16-17	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. (To be recirculated for approval at next quorate meeting). There were no comments.																
3.	Matters arising from last meeting.																
LP 03/16-17	<table><tr><th>Item</th><th>Action</th><th>Whom</th></tr><tr><td>046/15-16</td><td>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 on-going. CG informed the meeting that a letter has been received from the council that the top of Wilton road will definitely be closed off to motorised vehicles and be bicycle access only.</td><td>CF</td></tr><tr><td>LP 56/15-16</td><td>AP, MR and RL to meet to discuss the 5 year budget in more detail with TT and AH. MR will contact governors for possible dates. Action closed.</td><td>AP, MR, RL</td></tr><tr><td>LP 57/15-16</td><td>Arrange meeting for discussion on leadership team next year with CF and PG. Action closed.</td><td>MR</td></tr><tr><td>LP 58/15-16</td><td>LC to add Hamwic audit on schools to agenda for SF&P meeting Summer 2. Action closed – this meeting was cancelled due to proximity to FGB.</td><td>LC</td></tr></table>	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 on-going. CG informed the meeting that a letter has been received from the council that the top of Wilton road will definitely be closed off to motorised vehicles and be bicycle access only.	CF	LP 56/15-16	AP, MR and RL to meet to discuss the 5 year budget in more detail with TT and AH. MR will contact governors for possible dates. Action closed.	AP, MR, RL	LP 57/15-16	Arrange meeting for discussion on leadership team next year with CF and PG. Action closed.	MR	LP 58/15-16	LC to add Hamwic audit on schools to agenda for SF&P meeting Summer 2. Action closed – this meeting was cancelled due to proximity to FGB.	LC	
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	No other matters arising.	
4.	Correspondence	
LP 04/16- 17	No correspondence.	
5.	Teaching and Learning	
LP 05/16- 17	<p>Head of School updates.</p> <p>Head of school report to the governors was sent prior to the meeting. Data was reviewed at the meeting.</p> <p>Discussion took place over places for year R and persistent absentees – although CG did stress that it is early days for absentees. There was a discussion over possible issues with a family of a year R pupil; PG suggested CG seeks support from Bob Farmer if the parents pose any more problems for staff.</p> <p>Action – PG and CF to discuss recruitment of governors for the T&L committee.</p> <p>CF reiterated the progress teachers and head of standards for year 6 had achieved with the SATS. CG added that year 6 was moderated and the judgements were all upheld. Jo Tearle was very accurate with all her predictions; and although not head of standards for year 6 this year will remain in close supervision with the year group as they go through.</p> <p>Support and development of middle leaders is part of the SIP. 'Philosophy for Children' (P for C) was the focus of the inset day yesterday – this was very well received and already signs of it being used in the classroom today. Two more twilight sessions then all staff will be Level 1 accredited.</p>	PG, CF
LP 06/16- 17	<p>Action – CG to give feedback from P for C in practice to spring 2 T&L meeting.</p> <p>Committee update.</p> <p>Chair of committee was not at this meeting.</p>	CG
6.	Safeguarding, Finance and Premises	
LP 07/16- 17	<p>Head of School update.</p> <p>Discrepancies on junior budget due to supply staff – AH and HH are reviewing the budget to see where overspend can be avoided.</p> <p>Safeguarding – there is now only one safeguarding lead person in each school – there can be as many deputies as the school wishes to put in place. CPOMS system installed – staff input concerns and incidences with pupils; they can then see that the SLT are dealing with it. The system will allow key holders to view the whole overall picture for each child – including incidences of bullying, racial comments etc. This will be transferable from school to school and will be securely transferred to junior</p>	

	<p>school when the pupils move up.</p> <p>Update on the tree in year R playground. HH has contacted Gemma Malone for details of accountability and SLAs; and Graeme Pugh to determine if there is a tree preservation order on the tree. Claudia Tanuggi is reviewing records of H&S walks to see if Nikki Thorne has been commenting on the tree during these walks. This tree will need to be dealt with as it is becoming a H&S issue as the roots are erupting through the playground; and disturbing the bench around the base of the tree.</p> <p>Committee update. Chair of committee was not at this meeting.</p>	
7.	SJS behaviour policy - Ratification	
LP 08/16-17	<p>PG has also received the home learning, feedback, teaching and learning. There will be a governor assigned to each policy. SEN policy being reviewed and will be ratified in November.</p> <p>Emma Fay has developed a spreadsheet which will allow teachers to log which policies they have read.</p>	
8.	Training	
LP 09/16-17	<p>New governor training run by Chris Bulmer at Wordsworth on Monday 3rd October (7pm-9pm) – this will be attended by Liam Peters and Elliot Prescott.</p> <p>Glenda Lane has requested training requirements from the schools with a view to providing training.</p>	
9.	AOB	
LP 10/16-17	<p>FGB meeting 11th October - electing governors to roles – Action - LC to put together list of roles and email to PG.</p> <p>Governor data on website – the list is there but will need updating with business interests. Governors will also be registered on the website Edubase – CG will bring this up on Heads of schools meeting for JET.</p>	LC
LP 11/16-17	Action - LC to check back on email from Sean Preston about logging governor meetings – was this about registering business interests too?	LC
LP 12/16-17	Action - Move all other meetings to Monday nights – leave the FGB on Tuesday 11th October. Email notice out to all governors.	LC

10.	Items to be marked confidential	
LP 11/16- 17	None.	

The meeting closed at 8.00pm.

Action points from this meeting;

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