

MEETING MINUTES FOR THE HUMAN RESOURCES AND PAY COMMITTEE

SWANMORE COLLEGE OF TECHNOLOGY 2009 - 2010

Date	Start Time	End Time
8 th March 2010	5pm	6.25pm
Present	Apologies for Absence	In Attendance
Mr Darren Bailey Mrs Tracy Baldwin Mrs Ellie Bolton Mrs Tonya Goldring Mrs Annette Hillier	Mr Patrick Horwood	Mr S Harrison Mrs E Billingham

Item	Subject	Action	Whom
1	Welcome and apologies Apologies were received from Patrick Horwood		
2	Register of Pecuniary Interests and other Conflicts of Interest There were no declarations of Pecuniary Interest or any Conflicts of Interest.		
3	Minutes of the last meeting on 9th November 2010		
3.1	Minutes of the 9 th November 2009 were agreed and minutes signed on 8 th March 2010		
4	Matters Arising		
4.1	Item 8.1 PM Policy This policy had not been updated yet as the college were waiting for Government framework guidance which is due later in the Spring.		
5	Staffing update including Projection was reported to be similar to last meeting. English – fully staffed for September. Not expecting changes. Maths – One vacancy and the person appointed is an ITT and will be NQT in September. Fully staffed for September Technology – no changes Business Studies and IT – no changes but may make some capacity changes for curriculum development for subsequent years. MFL – advertisement for Spanish specialist and another language. Might be able to do outreach work to primary school teachers. Art – small surplus in 2010/11 which will be considered in the future.		

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	SEE CONFIDENTIAL MINUTES		
5.1	Any adjustments to current staffing structure 2010/11		
	None		
5.2	Forward management/staffing planning against future budgetary considerations/current spending cutbacks		
	The HT reported that Heads had been warned that budgets will be less and there was a need to carefully consider staffing for 2011/12. The college may not be able to sustain non contact time at its current level so it will be likely that the college may have to reduce staff non-contact time by one hour and also reduce support staff hours. The Governors and college management will need to monitor staffing costs rigorously.		
6	CPL and Performance management update		
	SH gave an over view of the current situation. Areas highlighted were:		
	<ul style="list-style-type: none">• Masters in Education with University of Winchester – there have been some funding changes which will release more funding for some extra school credits and there would be some need to adjust the credit system. Criteria had now changed to focus on outcomes. Management will find out if new or other staff are interested. Twelve teachers are currently involved.• Next year newly qualified teachers can now take the MTL. Applications in January of NQT year to start course at end. This was no longer compulsory. The college had proved itself by being involved currently in the programme. The Governors asked some general questions about the programme. It was explained that there would be more research based in college which greatly benefits the college.• Roy Leighton from independent thinking had delivered an INSET Training on pupil motivation and the feedback had been positive. New ideas of how to improve pupil motivation and creative teaching styles had been introduced for use in the classroom.• Assessment for learning – CIP – Ofsted interested in it and central to education.• Child protection emphasis.• There had been Staff training for E Portal system. Serco are continuing their training programmes with staff.• Major expenditure – Exam boards provide training to help teachers in the delivery and assessment of their syllabi. The fees are expensive. It was explained that other training is affected as the priority is given for exam criteria training. This can be frustrating as the college has to ration other training opportunities. It was asked what the effect on staff had been		

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	<p>who had had training declined. They understand the priorities and the college do try to offer other opportunities.</p> <ul style="list-style-type: none">• Personal learning and thinking skills – three members of staff are working with county to develop strategies allowing pupils to become independent thinkers. This is useful professional development which will feed into the curriculum and will be cascaded to other teachers, giving the teachers skills and methodology. This also links in with the Masters Degree programme. <p>Three areas beyond college.</p> <ul style="list-style-type: none">• APP – Kathy Frost is supporting other schools and has presented progress reports to county group. This is recognition that the school is regarded as having good quality staff.• Clare Barker had been invited to speak at the National conference on Community Cohesion as a lead speaker.• Simon Harrison has been invited as a speaker at the Historical Association national conference.• It was pointed out that all these were being done without additional funding.• CPD journal TLS and blog was being used for professional learning.• In the past the college had followed the Investors in People accreditation but now were moving towards a validation scheme more tailored to college's needs. TDA offers a CPD quality mark. There is a cluster of schools in the county and there will be an audit of current status. Research in school will back up this information and set up priorities of work over a six month period. There will then be a re-audit. Quality mark accreditations are bronze, silver and gold and it was hoped that the college will achieve silver initially and in the future gold. <p>This closely ties in with strategic plan – section 4. It has a greater impact on staff. Governors asked what had come out of the interviews. SH felt it was too early but would know the value during the Performance Management Process. There would be a lot to gain with more access to and working with other schools.</p>		
7	Staff development/training plan 2010/11 against training		
7.1	<p>There were future priorities of the Performance management objectives and these will be linked in with the CIP. Staff are able to observe their peers and the college management could direct staff to work together. The main strands of CIP are essential and leadership and management particularly in quality assurance. Classroom observers are part of the process. There are to be four key areas</p> <ul style="list-style-type: none">• APP (core and foundation subjects affected) Greater effect next year• AFL – continues to be important to CIP. In house leadership		

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	<p>course alongside external schemes when available.</p> <ul style="list-style-type: none">• Special needs and changing nature of special needs.• Strategic curriculum review – feeds in and will be reported in June. Training needed in 2011 to establish need and approaches to start to implement in 2011/12. <p>Self evaluation schedule of all aspects will be set up once in place. It will be easier to manage and easier for Governors to audit and assess. Cost of leadership training is expensive but it aids the leadership team to perform better within the school. It was not a springboard to higher level but an aid to perform better in middle management.</p> <p>The college was able to move forward in positive way due to the two deputies who do not need to be in the classroom and the totality of having two leaders who can lead. The HT wanted to protect non teaching time to then gain full impact from training.</p>		
8	<p>Membership of Head Teacher's Performance Management Group and essential training</p> <p>It was agreed that the HT Performance group would comprise of Darren Bailey, Marian Jarrett and Linda Byrne. It will be raised in FGB. Ellie Bolton needed to attend PM training and will be invited to attend the Interim review in June/July. LB to look at training programme. LB had attended the school Workforce Development Briefing. It covered many areas of education with considerable emphasis on maintaining the principles of Workforce Remodelling. Swanmore College of Technology had implemented this initiative. In the future appropriate leadership models need to be for each educational establishment with different structures available. As heads leave then the options of new leadership models should be considered. The Governing body would need to decide on type of management structure.</p> <p>LB will compile a file of training materials and urged Governors to bring back any delegate papers from courses attended and to fill in evaluation forms after training. LB will forward these to all governors and need to be included with Induction Packs for new governors.</p>		
9	<p>Items for next meeting</p> <p>None</p>		
10	<p>Date of Next Meeting 28th June 2010 at 5pm</p>		

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