

Meeting Minutes

for the

Governing Body

Human Resources and Pay Committee

Date	Start Time	End Time
12 th January 2009	5.00 pm	6.10pm

Present	Apologies for Absence	In Attendance
Mrs Linda Byrne (Chair)	Andrew Walkling	Mrs Annette Hillier (Head teacher)
Mr Darren Bailey	Simon Harrison	Mr Don Snowsill (Clerk)
Dr Roy Birch		
Tonya Goldring		

Item	Subject	Action
1	Welcome and apologies	
1.1	The Chair welcomed Governors to the meeting. Apologies were noted from Andrew Walkling and Simon Harrison.	
2	Register of Pecuniary Interests and other Conflicts of Interest	
2.1	There were no declarations of Pecuniary Interest or any Conflicts of Interest.	
3	Minutes of the meeting of 10th November 2008 and Matters Arising	
3.1	The minutes were agreed to be an accurate record and were signed by the Chair. There were no Matters Arising.	
4	Minutes of the meeting of 28th November 2008 and Matters Arising	
4.1	The minutes were agreed to be an accurate record and were signed by the Chair. There were no Matters Arising.	
5	Appointment of New Deputy Headteacher – Final arrangements	
5.1	It was reported that there had been a significant response to the advert for the Deputy Headteacher post. The Chair agreed to provide the Headteacher with a list of all those Governors that had volunteered to	

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	be involved in vetting applications.	
5.2	Governors were reminded of the timetable for the process. 9 January 2009 - Advertisement in TES 23 January 2009 - Closing Date for Applications 10 day period (maximum) for governors and senior staff to read applications 2 February 2009 (latest date) - Short-listing Candidates - Meeting of Governors and HT 9/10 February 2009 - Interview Days	
6	Staffing Analysis and Amendments for 2009/10	
6.1	The Headteacher reported that no major curriculum changes were proposed for 2009/10 but that there were a number of issues that would require minor staffing adjustments and influence the future staffing needs. In particular the Headteacher was concerned about the need to improve literacy and numeracy standards for a number of pupils joining the College from primary schools in order for them to reach the necessary standard at KS3. In addition the expansion of language teaching at the College would require extra teaching provision in some areas.	
6.2	Governors asked if the literacy and numeracy weakness for joining pupils applied across all feeder schools. The Headteacher explained that this was the case and further explained that, whilst it was possible to achieve the required overall standards at KS3, some individual pupils struggled to achieve the necessary standard as a result of their less than required actual progress at primary level.	
6.3	The Headteacher then summarised the more significant staff changes that were anticipated.	
6.4	The Assistant Director for English would be leaving at Easter to join Childrens' Services. A replacement would be recruited for the autumn	

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	term and the post would possibly be filled on a temporary basis by an existing member of staff during the summer term.	
6.5	<i>A separate Confidential Minute was recorded in respect of this item.</i>	
6.6	One Science teacher would be leaving at the end of the academic year to relocate to another area of the country.	
6.7	Governors asked about the gender balance in the science department. The Headteacher advised that there were three male staff out of 10 FTE posts. Governors discussed anecdotal evidence that pupils responded particularly well to female science teachers but formed no particular conclusion.	
6.8	There would be two retirements from the humanities department in August. Internal promotions would be considered for one post but there was a need to recruit one humanities teacher with a strong geography bias.	
6.9	One long serving/part time languages teacher has signalled her intention to retire at the end of August but the Headteacher hoped that she might be persuaded to continue on a further reduced part-time basis for another year so that experience in the department would be protected.	
6.10	A teacher returning from maternity leave to the art department had requested to work part-time. The Headteacher was discussing the issues with EPS.	
6.11	One teacher from the PE department would be taking maternity leave later in the term. The Headteacher believed that temporary cover would be easily found.	
6.12	There were no anticipated staff changes for technology, IT, drama or	

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	music.	
6.13	Governors asked what information the College had about the aspirations and plans of individual teachers and if the College was therefore aware in good time of likely resignations. The Headteacher explained that the College was generally aware of such issues which were discussed as part of the performance management process.	
6.14	Governors asked whether there were any plans to employ any more advanced skills teachers. The Headteacher explained that it was very difficult to afford the additional costs of employing advanced skills teachers unless they were partly funded by the LA for specified outreach work. Such opportunities were limited and the long term future of AST arrangements had not yet been clarified by DCSF.	
6.15	Governors asked who would be teaching Italian when introduced. The Headteacher explained that the Head of Languages was able to teach Italian and that it was hoped that another teacher with the ability to teach Italian could also be recruited. Governors asked if it was policy to ensure that there would be two teachers of any language to ensure that there would be a continuing capability if one teacher were to leave. The Headteacher explained that, in principle, this was the case but pointed out that Italian was in this respect little different to any other subject all of which needed to be 'covered' in the same way.	
7	Training Plan Review	
7.1	The Headteacher introduced the Swanmore Seven Outline Training Plan and reviewed the progress against the Plan for lesson planning and delivery, lesson observing, tutoring and performance management and review. Governors were very interested in the progress being made.	
8	Pay Policy Review	
8.1	The Headteacher introduced the revised Pay policy and explained that a number of minor changes had been made. Governors reviewed the	

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	policy and agreed to recommend it the FGB for approval subject to a few further minor amendments which were discussed and agreed.	Clerk
9	Performance Management Policy Review	
9.1	The Headteacher introduced the revised Performance Management policy and drew attention to the 3 rd paragraph. The Headteacher explained that there could be two possible approaches to pay decisions. Either the Headteacher could make all pay decisions based on the recommendations from the performance management system or a panel of three Governors could make all pay decisions based on the same information with further advice from the Headteacher. In the first case a panel of three Governors would have to hear any appeal, in the second case a second panel of three Governors would have to hear any appeal. On balance the Headteacher preferred the second approach, as reflected by the Pay Policy, on the grounds that Governors would be seen to be unbiased and independent parties. Governors discussed this and agreed that the second approach was to be preferred.	
9.2	Governors agreed that the FGB should agree which Governors should form the pay committee.	Clerk
9.3	Governors reviewed the policy and agreed to recommend it the FGB for approval.	Clerk
10	AOB	
10.1	The Chair felt that it might be appropriate for the HR and Pay committee to be amalgamated with the Finance Resources Committee. This was discussed very briefly without conclusion however the Headteacher urged that an individual committee dealing with HR matters and pay should be considered essential.	
11	Date of next Meeting 15 th June 2009	

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