**MINUTES OF STAFFING AND PERSONNEL COMMITTEE MEETING**

**Wednesday September 10th 2014**

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|  | **COMMENTS** | **ACTION** |
| **1.Chair for New year** | Paul offered to chair the meeting |  |
| **2. Members**  **Present** **Apologies** | C JacksonPaul IvisonDave Spruce Jill Houlbrook | Meeting not quorate so Chair’s Action was taken. |
| **3. Minutes of** **Last Meeting** | All agreed. |  |
| **4. Matters** **Arising** | None |  |
| **5. Terms of reference** | These were looked at and it was agreed that there were no changes to be made. |  |
| **6. Staffing structure reviews** | The staffing structure was reviewed in line with discussions had on the pay policy ( Finance committee meeting). The staffing structure is in two sections: **part 1** highlights where teaching assistants are deployed and their hours and **part 2** highlights how long staff have been at a particular pay scale .This is something Ofsted would want to look at.The teaching staff, on the whole, remain where they were last year with a few exceptions:Vicky Field is in Year 6Bev Davies\ Joanne Roberts have a job share in Nursery( until October half term when it will be Bev Davies doing every day.The staffing structure remains the same as far as SLT and SMT are concerned.Staff have been given the new Pay Policy ,agreed by the governors , and are aware of the need to apply to move up to and within the Upper Pay Scale.Individual pay was not discussed at this meeting and will be done at a further staffing committee meeting.JG , who has been absent since June , has agreed to move from a level 7 (HLTA) to a level 6 ( class cover).This is due to prolonged illness which has been affecting her work . This will remove her teaching commitment ( apart from cover) which should support the situation long term.SB, also a teaching assistant, has been working as an HLTA for a number of years .However, due to school policy on the number of HLTAs the budget could support she has been working on a split contract of grade 6 and grade 7. Considering we now have 1 less HLTA we have decided to move SB to one contract of grade 7 (HLTA). |  |
| **7. Request for a job share** | Mrs Lanceley has approached both the chair and the head requesting a move to 3 days from full time. This is due to family commitments. Possibilities were discussed and it was decided to offer a temporary move , for one year. If this does not work , following a review, then we would revert to fulltime .What must be considered here is whether commitment can be sustained .As a result of this decision we will be placing an advert for the post of 2 days in year 2. This would run from January 2015-December 2015. |  |
| **8. Pay Awards**  | The School Teachers’ Review Body’s 24th report recommended a 1% uplift of the national framework for teachers ‘ pay from September 2014. This has been ratified at national level and provides for this increase to the minimum and maximum of all the pay ranges and allowances in the national pay framework. Options were provided for committees to consider and we have agreed that we will endorse the option where “All pay points are to be increased by 1 % in line with the minimum and maximum allowances.” This option is the one recommended by the council for Community Controlled schools. |  |
| **9. AOB** | Progress of staff on phased returns was briefly discussed. Both staff on phased returns should be back full time by mid September.  |  |
| **6. Date of Next** **Meeting** | To be decided next week when all members are available. |  |