

JFS

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE

MONDAY 24 NOVEMBER 2014

Present: Jonathan Miller (Headteacher)
Michael Glass (Chairman)
Richard Del Monte
Neil Harris
Ruth Renton
Steven Woolf

In attendance: Simon Appleman
Lorraine Tomlinson

1. Apologies

No apologies were received.

2. Declarations of Interests

No interests were declared.

3. Minutes

The minutes of the previous meeting of the Committee held on 23 June 2014 were approved. There were no matters arising.

It was agreed that in future, from the next meeting onwards, Alan Fox should attend and act as clerk.

4. Terms of reference

The Committee's terms of reference were considered. It was decided to amend the frequency provision from "as required" to "as required, but at least once per term".

5. Workplan 2014/15

This was considered in detail.

(a) It was noted that the Pay Policy for 2015/16 would need to be ready by 1 June 2015 as that was the start of the assessment cycle.

(b) The following items should be added:

Spring Term 2015: Absence Management Policy
 Leave of Absence Policy
 Long Service Policy
 Confidential Reporting Policy

Summer Term 2015: Private Lessons Policy

(c) The Workplan should be tabled and considered each year.

6. Local Government Pension Scheme

The Committee considered the recent correspondence with Stone King with regard to disapplying discretions. It was decided to take make no change to the current position, and the discretions should continue to be available. Stone King were content with the current policy, which should remain as it was.

7. Pay Policy 2014-15

The Pay Policy was considered in detail.

- (a) Paragraph 2.3 – needs updating as it refers to ILEA.
- (b) Paragraph 2.11. Jonathan Miller explained the purpose of safeguarding and how it operated.
- (c) Paragraph 2.12 -13: effect of absence on pay.
Committee were content with paragraph 2.12 (absence due to maternity or paternity leave) . HR advisers should be asked to clarify and justify paragraph 2.13, including (i) how 2.13 interacted with 2.12, (ii) the cut-off point at 6 months, and (iii) why 2.12 referred to pay determination but 2.13 to pay progression. The Governing Body should be asked to give delegated power for this provision.
- (d) Paragraph 2.14 -15 should be amended to make it clear that pay progression is not automatic, and will be at the Headteacher's discretion.
- (e) Paragraph 2.16. Add reference to progression not being automatic (cf. paragraph 3.2.2). Correct spelling of "reflecting".
- (f) Paragraph 3 . The preamble (teacher to make available evidence for pay determinations) should be removed.
- (g) In paragraph 3.4.1, update the reference to "Appraisal Regulations".
- (h) Amend paragraph 3.5.3 by adding "usually".
- (i) In paragraph 3.6.1, line 3 to say "... will result in a recommendation from the line manager about ..."
- (j) Paragraph 5.2.3 (Retention Award after 25 years' service). This is intended to be an incentive to staff.
- (k) Paragraph 6 (Appeals). This should be amended to allow for complaints to be made to the Governing Body, and also for appeals to be made to the Governing Body. Because of the deadline for determining pay, the period in which appeals panels are to meet should be reduced from 20 to 10 working days.

The proposals will need to be put to the GSCC, and the amended draft policy should go the Governing Body. The Governing Body should be asked to delegate power to the Personnel Committee to amend the Pay Policy.

8. Performance Management Policy

The Performance Management Policy was considered in detail.

- (a) Paragraph 6.3. Delete from “At the review stage” to end.
- (b) Paragraph 6.3. It was questioned whether 3 objectives were sufficient, but no change was made.
- (c) Paragraph 6 should be placed after paragraph 7.
- (d) Ruth Renton was asked to make recommendations about paragraph 7 (Reviewing Performance).
- (e) In Appendix 3 (Performance Management Appeals Process) the date requirements should be checked.
- (f) The Governing Body should be asked to delegate power to the Personnel Committee to amend the Performance Management Policy.

9. Staff Turnover

When a report on this is presented, the main figures should be broken down according to staff position (e.g. senior staff), Department, gender, length of service and ethnicity.

10. Sabbaticals

After discussion it was decided that staff sabbaticals should no longer be granted.

11. There was no other business.

Signed_____ Date_____

Chairman



JFS SCHOOL

MINUTES OF PERSONNEL COMMITTEE MEETING HELD ON MONDAY 23RD FEBRUARY 2015

Chairman Steven Woolf

Present: Richard Del Monte
Neil Harris
Jonathan Miller (Headteacher)
Ruth Renton

In attendance: Simon Appleman

1. Apologies

Apologies were received from Michael Glass and Steven Woolf acted as Chairman in his place

2. Minutes

The minutes of the previous meeting of the Committee held on 24th November 2014 were approved.

3. Matters Arising

There was none.

4. Disciplinary and Capability Procedures for Staff

The Committee considered the procedures last approved in 2005. It was confirmed that the terms were sufficiently wide to encompass the discretion to suspend on full pay in certain circumstances and to make clear that a formal warning remained in effect for the period specified and that the record should be cleared at its end. However, Mrs Renton would provide additional wording to make it explicitly clear that all matters relating to ongoing disciplinary proceedings should be treated as confidential.

ACTION MRS RENTON

Subject to this addition the procedure was endorsed for reapproval by the GB. It was also agreed that the GB should be recommended to delegate future

approvals to the Committee, which should review it every three years or earlier if circumstances so warranted. Once approved by the GB the policy should be placed of Fronter with its four appendices. It was stressed that any changes to policies directly affecting staff conditions of service should be drawn specifically to their attention and positive confirmation obtained that they had read and understood them.

It was further agreed that the Headteacher should make an anonymised report to the Committee each term of any formal warnings he had issued in accordance with the procedure.

5. Leave of Absence Policy

The Leave of Absence Policy, which covered all discretionary absences, was endorsed for reapproval by the GB also with the recommendation that in future approval should be delegated to the Committee which should review it every three years or earlier if circumstances so warranted.

6. Confidential Reporting Procedure

It was noted that there had been a number of legislative changes since this procedure was adopted in 2010 and Mrs Renton agreed to provide a list of appropriate amendments so that the procedure could be cleared by email ex Committee

ACTION MRS RENTON

7. Policy for Staff Bringing their own Children Into School

It was agreed that consideration of this policy, which was intended to regulate entry into School of the children of Teaching Staff on non-school days, should be deferred until the Summer Term to allow time for investigation of past requirements and the need for a policy at all.

ACTION HEADTEACHER

8. Allegations of Abuse Against Staff

It was agreed that consideration should be delayed until the Summer Term to permit further investigation of current legislative requirements and a number of precedents that had been obtained.

ACTION HEADTEACHER

9. Any Other Business

It was noted that here was a requirement for a Policy on Shared Parental Leave to be in place by April and Mrs Renton agreed to send appropriate references to the Headteacher.

ACTION MRS RENTON

Signed_____

Date_____

Chairman



JFS SCHOOL

MINUTES OF PERSONNEL COMMITTEE MEETING HELD ON MONDAY 6TH JULY 2015

Chairman	Mr Steven Woolf
Present:	Mr Richard Del Monte Mr Jonathan Miller (Headteacher) Mrs Ruth Renton
Clerk:	Dr Alan Fox
In attendance:	Ms Lorraine Tomlinson Mr Simon Appleman

1. Apologies

Apologies for absence were received from Neil Harris.

2. Minutes

The minutes of the previous meeting of the Committee held on 23rd February 2015 were approved.

3. Matters Arising

There was none.

4. Pay Policy 2015/16

Noting that it was inextricably linked to the Performance Management Policy, the Committee approved the proposed Pay Policy, which had not changed from 2014/15, subject to correction to the dates.

The Committee also noted that in future the two Policies should be reviewed annually in the Spring Term. As with all other policies affecting their terms and conditions of employment, all staff should be explicitly advised of the terms and positive confirmation obtained that they had read and understood them. Mrs Renton would advise the School on the paper work required to ensure the strict legal requirements.

ACTION MRS RENTON & HEADTEACHER

5. Long Service Awards Policy

With the removal of a superfluous phrase, the Committee reconfirmed the existing policy noting that it provided sufficient flexibility to recognise all deserving cases. The approval of the GB should be sought for its terms on this occasion and for the proposal that in future the policy should be approved by the Personnel Committee triennially without reference to the GB.

6. Grievance Policy

The Committee considered the Grievance Policy and decided that further review was required to ensure that it was consistent with the latest legislation and the Code of Practice currently being drafted. Mrs Renton would assist the School in this process. The Committee agreed to reconsider the Policy, suitably cross-referenced to the Confidential Reporting Policy, in the Autumn Term.

ACTION MRS RENTON

7. Confidential Reporting Procedure

The Committee agreed that the Policy incorporating the suggestions made by Mrs Renton to reflect a number of legislative changes, should be submitted to the GB for approval with the recommendation that it should be reviewed triennially.

8. Absence Management Policy

The Committee considered the Absence Management Policy and decided that further review under Mrs Renton's supervision was required to remove reference to Ill-Health, which was now covered elsewhere, and to ensure consistency with the Terms and Conditions of Employment and the Code of Conduct now being drafted. Advice should be sought from Strictly Education Human Resources and the policy further reviewed in the Autumn Term.

9. Allegations of Abuse Against Staff

The Committee approved the draft Policy for submission to the GB with minor amendments and with the recommendation that in future the policy should be approved by the Personnel Committee biennially without further reference to the GB.

10. Private Lessons Policy

The Committee approved the draft Policy for submission to the GB with the recommendation that in future the policy should be approved by the Personnel Committee triennially without further reference to the GB.

11. Staff Bringing their own Children Into School Policy

The Committee approved the draft Policy for submission to the GB with the recommendation that in future the policy should be approved by the Personnel Committee triennially without further reference to the GB.

12. Equal Opportunities Policy

The Committee agreed that the GB should be advised that this policy would be more appropriately reviewed by the Curriculum Committee. A distinction should be made between the need of pupils and staff and external advice should be taken from Strictly Education Human Resources or Stone King.

13. Workplace Harassment

The Committee noted the advice received from the Local Authority. It recommended that the relevant issues should be covered in the Equal Opportunities for Staff Policy and the Grievance Procedure.

14. Any Other Business

Mrs Renton referred to current low staff morale and wondered whether there was anything that there was a mitigating action the GB could take.

In discussion It was not agreed that a minor contribution to end of term social activities would be of assistance. The Committee considered that the major causes were the 2014 OFSTED report and current pay prospects.

There had be a great deal of change during 2014/15 whereas 2015/16 should be largely a year of consolidation. It was important that the SLT should make continuing efforts to explain this and make staff realise that their worries were recognised, their views taken into account and their efforts appreciated. But the real morale boost would be amore favourable OFSTED report on re-inspection. The Chairman of Vice-Chairman of the GB should attend induction meetings next term to stress that the GB fully understood staff concerns.

Signed_____

Date_____

Chairman



JFS SCHOOL

MINUTES OF PERSONNEL COMMITTEE MEETING HELD ON MONDAY 24TH NOVEMBER 2015

Chairman	Mr Steven Woolf
Present:	Mr Richard Del Monte Mr Jonathan Miller (Headteacher) Mrs Ruth Renton
Clerk:	Dr Alan Fox
In attendance:	Ms Lorraine Tomlinson Mr Simon Appleman

1. Apologies

Apologies for absence were received from Mr Harris who sent comments on a number of Agenda items.

2. Appointment of Chairman

The Committee appointed Mrs Renton as Chairman from the succeeding meeting.

3. Minutes

The minutes of the previous meeting of the Committee held on 6th July 2015 were approved.

4. Matter Arising - Conditions of Service Advice

Mrs Renton explained that the introduction of new policies or amendments affecting the conditions of service of staff was equivalent to amending their contracts of employment. There was therefore a requirement to ensure that all staff affected were advised of the changes and understood them. Moreover, those policies designated as contractual required specific consent. This placed an onerous duty on the GB as employer.

The Committee considered the best way of fulfilling its responsibilities in this respect. It agreed that all staff should be advised on the first day of term of any new and revised policies explaining, where appropriate, that they were

required to meet the latest legislation. To ensure that there was a full understanding of the terms, training would have to be arranged.

5. Policy Revisions

Mrs Renton said that some three months ago the School's legal advisers, Stone King, had been requested to provide updated personnel policies. These had not yet all been received and, moreover, the drafts provided had not reflected the latest legislation. With the benefit of assistance from Mr Harris, she had updated the policies herself. Other members of the Committee were requested to advise by the following day whether they had any further drafting amendments to suggest and thereafter the latest versions would be returned to Stone King for final checking, before GB endorsement was sought.

An early opportunity would also be taken to consult over the new policies with the members of the GSCC.

In further discussion of the individual policies, the following points were made:

- The Workplace Harassment Policy is an extension of the Staff Equal Opportunities & Diversity Policy. Cross-referencing would be necessary here and in respect of other policies.
- No draft of an Absence Management Policy had been received from the HR company 'Strictly' and endorsement by the GB could not now take place before the Spring Term. Mrs Tomlinson was requested to express the Committee's disappointment with this poor performance.
- Although there was a requirement to have a Code of Practice, it was not entirely clear what it should contain and would therefore be drafted mainly as a work of reference to individual policies.
- The GB should be recommended that the Workplace Harassment Policy, the Staff Equal Opportunities & Diversity Policy and the Absence Management Policy should be reviewed triennially, unless there was relevant legislation in the intervening period.

6. Staff Attendance

The Headteacher said that, two years ago, Governors had received more comprehensive information on staff attendance. It indicated that absence at JFS was low compared with national figures and not a significant problem. We aim to return to more detailed reporting as SIMS data is better utilised.

Mr Miller confirmed that 10 days absence in a calendar year triggered a follow-up. This currently applied to about a dozen members of staff, five of whom had known long-term illnesses. The adoption of a new Absence Management Policy would provide an opportunity to review the School's practices.

7. Staff Turnover

The Committee noted that detailed information had been provided to the previous GB meeting. Although the figures showed that turnover had been slightly down on previous years, interpretation had to take account of the conversion of temporary appointments to full-time and of staff departures by mutual agreement prior to formal capability procedures.

The Committee requested that a report on Staff Disciplinary Matters, suitably anonymised, should be made annually in the Summer Term to the Discipline Committee to permit governors to satisfy themselves on the standards being applied and the consistency of the outcomes.

8. Workplan for the Year

The Committee approved the circulated workplan.

9. Any Other Business

9.1 Redundancy Policy

The Committee agreed that it was not necessary for the School to have a standing formal Redundancy Policy, in accordance with the advice received from Stone King. Should the need for redundancy arise, the GB would be recommended to adopt the then current nationally approved procedures.

9.2 Shared Parental Leave Policy

The Committee confirmed that the Headteacher had delegated powers to deal with all applications for shared parental leave. The legal framework was that husbands received only statutory pay, which seemed potentially discriminatory. However, the Committee agreed they would not introduce enhanced pay in these circumstances.

Signed_____

Date_____

Chairman