

Headteacher's performance review

Mandy

Declaration of interest – none

4. Chair's/ Clerk's correspondence

None

5. Staffing update

Sue reported that Mrs Levitt has been appointed as a new midday supervisor. She attended Child Protection training on September 29th with other members of the support staff. A safer recruitment risk assessment has been completed and following approval by David Lee she will take up the new position from October 1st.

Mrs Taylor is on sick leave following an operation. Continuity in Class 1 has been provided by Fiona O'Shea who is working alongside Mrs Kirby.

Sue said that following the resignation of Diane Nunn as a Teaching Assistant, a number of her hours have been picked up by staff for whom additional hours had been retained to maintain the skills base in the budget following the loss of funded hours. There are a number of hours remaining that Diane worked on the website, attendance and data entry that are yet to be filled. Sue said that there was a possibility that more funded hours would be lost in the near future, so was not proposing to advertise the hours until the exact situation is known.

6. P & C Improvement Plan agree priorities for the year

Mandy said that a new column to record the outcomes of Every Child Matters was reflected against the priorities in the plan.

Sue and Mandy have attended the Education Personnel Management briefing which details statutory updates in personnel policies and procedures.

The P&C section of the GIP was reviewed and a number of the dates for review were discussed and revised. The Gender Equality Scheme will be reworded to incorporate race equality. The Single Equality Scheme incorporating gender, race and disability was suggested.

It was agreed that corporate branding of the school should include reference to the website.

7. All policies identified for 09/10

a) Discipline – Mandy said that she had reviewed the revised policy and had identified only one sentence that had been revised to include more detail. The sentence was read out to the committee.

Action The policy will be marked as reviewed in September 2009

b) Freedom of Information Act

Action To be circulated prior to next meeting

c) Pay

Action To be circulated as soon as the EPM model policy becomes available – prior to Performance Management reviews on 12th October

d) Code of Conduct – Sue said that she has reviewed the policy. Sue said that this is a key document signed by all new members of staff. Sue said the revised policy had at 1.4 – another ref to Guidance March 2009. 4.4 is new and 8.1 both refer to social networking sites. The teaching staff have discussed this at a recent whole staff training session on e-safety. There were no other changes. The revised Code of Conduct will be circulated for all staff to sign.

Action Supply teachers to be asked to sign.

Sue said that the teaching staff recently attended a joint presentation with Histon by Tim Danes on E-safety. Sue said that she hoped to be able to offer a similar session to parents. Questionnaires would be circulated to pupils in advance and she said that parents will be surprised by the responses.

Action Policy to be updated to show reviewed in September 2009

e) Employment Policy – Sue said that she has reviewed the policy. The updated version makes specific reference to equality which reflects the commitment of the FGB.

Action Policy to be updated to show reviewed in September 2009

f) Complaints – Sue had reviewed the policy and found there to be no changes from the last review

Action Policy to be updated to show reviewed in September 2009

g) Trade Union Recognition – Sue said that she has reviewed the policy, the only change is the addition of a teaching union – Voice

Action Policy to be updated to show reviewed in September 2009

h) Volunteers Code of Conduct – Sue suggested that the code of conduct for volunteers remains the same. This should be signed by all volunteers, ITT (initial teacher training) and work experience students.

i) Sue said that in her review of the Safer Recruitment procedures she had identified the need to have available the procedures relating to allegations of abuse against teaching and other staff. Procedures and a flowchart providing details include contact information is on display in the staff room and Sue's office. It was agreed that Mandy will also hold a copy of the procedures. It was agreed that the procedure will be added to the table of policies for review every 2 years unless advised otherwise by EPM. The procedures were taken from the Safer Recruitment Guidance.

j) Remaining policies for 2009/2010

Equality & Diversity

Ex-offenders - still awaiting advice from EPM.

Grievance

Management of Absence

Performance Management (update threshold)

Recruitment & Retention

Action Deferred to next agenda

k) Sue said that she had attended a training session with Alison that had a very good activity that helps to prioritise ECM aims for the school. She said that they were intending to share the activity with staff and felt that it would be a useful exercise for governors to participate in as well.

8. Children and Young People's Plan

Action Christina to review. Deferred for discussion at next meeting.

9. Website Content/ Management

A draft privacy policy was circulated prior to the meeting. Following a discussion it was agreed that the direction for website management had changed since the policy had been drafted. The County ICT Service have been contracted to create the new school website.

Action County ICT Service to be asked for their policy for website construction

It was agreed that policies/ protocols were also needed for website security and a content approval.

Mandy said that the committee would like to thank Mike for his work on the privacy policy.

10. AOB

Performance management – Alison said that the revised procedures for staff to go through the threshold have been shared with staff. Reviews will take place on 12th October and two further mornings. The whole school target has been discussed and has been set as writing and the staff are aware of focus children. The staff are now thinking about what their two personal targets will be. Alison said that they will be set around curriculum responsibilities and continuing professional development.

Parental questionnaires – Sue said that questionnaires had been circulated in July to the parents of children in years 1, 4 and 6. Paul Seekings has collated the responses. Sue summarised the findings from each set of questionnaires. The response on the whole had been very pleasing. Sue has prepared a response to the questionnaires that will be circulated to all parents next week.

Music tuition – Sue said that she was approached earlier in the week by a parent who had said that there was a consensus of opinion amongst key stage 1 parents that they would like more music tuition to be available. Sue said that she has approached Rebecca Moulton the current Cambridgeshire Music teacher to see if she would be interested in extending her contract to provide extra provision. Rebecca was very enthusiastic. Sue proposed that a half hour session be made available on an eight week trial basis at a cost to the parent of £1 per week to cover the additional staffing costs. Everyone present approved the proposal.

Headteacher's performance review – Mandy reported that the review has taken place.

11. Date of next meetings

The dates listed on the agenda were agreed and will be added to the governor dates circulated.

Date of next meeting

Thursday 19th November 2009, 7.00pm

The meeting closed at 8.00pm

Signed:

Chair

Date: