

## **ARCHERS BROOK SEMH RESIDENTIAL SCHOOL**

### **MINUTES OF THE PERSONNEL & STAFFING SUB-COMMITTEE MEETING HELD AT SCHOOL ON THURSDAY 20 OCTOBER 2016**

**PRESENT:** Miss S Kettle - Madam Chairman  
R Crompton  
Mrs D Formby  
Mrs S J Myers-Whittaker – Headteacher

**In Attendance:** Mrs J Sedgwick - Business Manager  
Mrs K Skinner – Minute Taker

#### **PART I**

The meeting opened at 3.20pm

Miss Kettle welcomed everyone and thanked them for attending.

#### **1. APOLOGIES**

Apologies were received from Mr J Hilditch.

#### **2. PECUNIARY INTERESTS**

There were no declarations of pecuniary interests.

#### **3. MINUTES OF THE LAST MEETING**

The Minutes of the last meeting held on 26 May 2016 were agreed as a true and correct record by governors electronically.

#### **4. MATTERS ARISING**

There were no matter arising from the meeting held on 26 May 2016.

#### **5. STAFF STRENGTHS/VISION**

This document has already been distributed – there are no changes from them.

#### **6. HEADTEACHER'S REPORT**

The Headteacher's Report was distributed to the Governors.

Daniel Collinson KS2 Teaching Assistant will be one of the school staff and no supply in from November, he did an excellent job when a member of staff was absent.

Mary Leatherbarrow is working as 1:1 T/A with a pupil. Sophie Brown is working as class T/A in Year 8 who has shown commitment as she had been up all night with her poorly child but still came in to school to go on the kayaking trip.

Jo Sides has taken on a new role of working with the pupils who have Horticultural lessons. They have started the planting for Spring and are considering getting hens.

## **7. GOVERNING INVOLVEMENT AND TRAINING**

The forms are to be completed by Miss S Kettle. Miss Kettle said that she will be getting together with Governors to assess what training is needed. Mrs Formby stated that she has not found the CWAC training helpful and would prefer to come into School, and also help School prepare for Ofsted.

SJMW suggested sharing information at School rather than external training and/or asking the Governors for ideas to design training.

## **8. SCHOOL DEVELOPMENT PLAN**

The SDP was sent out at the start of the academic year. SJMW highlighted Links with West Cheshire College – the transition for pupils leaving in Year 11 and moving onto College. Do Bedford from WCC is meeting SJMW on Friday 21 October 2016 to discuss personnel from the College working with Year 11 and arranging for Year 11 to visit the College.

TSA – subs item to be added and reported at Full Governors Meeting. The TSA plan is currently being drawn up. We have received money for administration/promoting/travel costs and are currently under pressure to get started.

## **9. SIC REPORTS**

SIC is returning after Autumn Half Term and her report will follow.

## **10. SCHOOL SELF ASSESSMENT**

The SEF is marked as 'Outstanding' across all areas. After looking at the criteria in the Ofsted Handbook and challenged at SLT and Staff Meetings overall it was agreed to be a very high quality provision.

Mrs Formby asked how the evaluation works and SJMW explained that the Senior Leadership Team and Governors go through SEF.

The SLT Meeting to include Governors will cover a discussion of getting 'Ofsted Ready'.

## **11. ANY OTHER BUSINESS**

- The Sub Committee Monitoring form was handed out.
- The Pay Policy – which is a CWAC Policy with our figures added, was handed out.

**Part I of the meeting closed at 3.45pm**

At this point Mrs Skinner left the meeting.

Signed by Chair: \_\_\_\_\_

Date: \_\_\_\_\_

KS/26.10.16