

ARCHERS BROOK SEMH RESIDENTIAL SCHOOL

MINUTES OF THE PERSONNEL & STAFFING SUB-COMMITTEE MEETING HELD AT SCHOOL ON THURSDAY 16 FEBRUARY 2017

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 3.04pm.

Miss Kettle welcomed everyone and thanked them for attending.

1. APOLOGIES

Apologies were received from Mr 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 20 October were agreed as a true and correct record by Governors electronically.

4. MATTERS ARISING

SJMW brought to the attention of the Governors that we are currently providing School to School support for Andy Stewart, Deputy Head at The Bridge for his National Professional Qualification of Headship. With SJMW mentoring him he is currently taking part in a project - Transition for Year 11 Plan.

5. STAFF STRENGTHS/VISION

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

6. MADAM CHAIRMAN'S REPORT

Miss Kettle presented her report.

We currently have three new TAs on 6 month temporary contracts. Miss A Doherty's and Mr C Forshaw's contracts to be reviewed at Easter, with Mr C Teese's to be reviewed in August.

Mr M Gibbs has taken on line management of TAs with Mrs R Smith.

Mrs K Taylor is leading on the TLC (Teaching and Learning Community) Group.

Mr L Haslam has retired with Mr M Morris taking on the role of Assistant Caretaker.

Training is on-going.

7. HEADTEACHER'S REPORT

The Headteacher's Report was distributed to the Governors.

Mrs Francis-Goss has now taken on Drama on a Friday continuing to spend the rest of her week in the Base.

Mr S McLean has taken on the role of Examinations Officer and it is working well. Miss Kettle asked what this role involves. SJMW explained that Mr McLean ensures pupils are correctly entered for examinations, deals with the paperwork from SENCO, ensures that we follow the correct exam procedure etc. This role needed developing and is being done well.

Staff training continues which includes the introduction of an Induction Programme, for new staff on the Staff Blog which can be accessed out of School hours.

Mr Dean has briefed all staff on the Keeping Children Safe in Education Part 1 report.

Mr Gibbs and Mr L Hornbrey have started the process of obtaining D1 on their licence which enables them to drive the mini bus.

8. SCHOOL DEVELOPMENT PLAN

To be tabled at Full Governors. The format is currently being reviewed as recommended by ASIA.

9. SIC REPORTS

There is currently no updated SIC Report.

10. SCHOOL SELF ASSESSMENT

To be tabled at Full Governors. The format is currently being reviewed as recommended by ASIA.

11. ANY OTHER BUSINESS

Safe Recruitment Policy was presented to Governors which will be ratified at the Full Governors Meeting in March.

JGS brought to the Governors attention a Multi-Agency Forum Training for Governors on 28 February organised by Lorraine Evans.

Part I of the meeting closed at 3.40pm

At this point Mrs Skinner left the meeting.

Signed by Chair: _____

Date: _____