


<p><b>GOVERNING BODY OF WILBURY PRIMARY SCHOOL</b> Wilbury Way, London, N18 1DE Telephone No: 020 8807 5335</p> <p><b>STAFFING COMMITTEE 1 FEBRUARY 2018</b></p>	
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MINUTES - PART 1

Membership:

Kate Anolue  
*Norma Beharie*  
 Patricia Hanton (Chair)  
 Marilyn Stein  
 Pierette Njoum  
 Kate Turnpenney – Headteacher

Also attending:

Lisa Wise – Deputy Headteacher  
 Leon Levy – Governor  
 Theresa Palmer – Minute and Advisory Clerk

1. APOLOGIES

An apology for absence was received from Norma Beharie.  
 An apology for lateness was received from Mrs Stein.

2. DECLARATION OF INTEREST

Governors were reminded that they should declare any interest relating to items on this agenda. None were made.

3. MINUTES

The Minutes of the meeting held on 2 November 2017 were agreed and signed by the Chair as a correct record.

4. MATTERS ARISING

(a) Learning Walk (Minute No. 5 (a))

**REPORTED** that Mrs Stein and Mrs Hanton were to participate in a learning walk on 27 February.

**RESOLVED** that Mrs Njoum and Mrs Chowdhury undertake a learning walk on a date to be agreed in the Summer term

**ACTION: MS WISE, MRS NJOUM**

(b) Performance Management (Minute No 6 (c)(v))

**REPORTED** that three Governors, supported by the School Improvement Adviser, had undertaken the Headteacher's Performance Management on a postponed date in early January.

**Clerk's Note:** Mrs Stein joined the meeting.

5. STAFFING

**RECEIVED** Staff Updates – September – December 2017, a copy of which is included in the Minute Book.

(a) Nursery

**NOTED** that

(i) a member of staff had passed away following a fatal road traffic accident just prior to the Christmas holiday. The incident significantly impacted on the School community. Consequently an event would be held on 15 March and family members would attend. A magnolia tree would be planted and small memory garden created;

(ii) **it was questioned and confirmed** that the position had not yet been advertised. A supply TA was currently providing cover for the position.

(b) Leavers

**REPORTED** that two Teaching Assistants had resigned at the end of the Autumn Term.

(c) School Direct

**REPORTED** that three School Direct Students were presently at the School one of whom had recently resigned and another (formerly higher graduate TA) had successfully been appointed to a vacant position with a September start date.

**NOTED that it was questioned** and confirmed that graduate teachers were paid on a 1 Year fixed term contract. Despite the recent successful appointment, it was unclear whether the School would continue with the School Direct programme going forward as it had not proved as successful as anticipated.

(d) Senior TA

**REPORTED** that a Senior TA had taken on the Club Coordinator role. The appointment had proved particularly successful with the individual excelling in the role.

**NOTED** that

(i) there were currently seven Senior TAs at the School who were being trained to take on additional responsibilities for example, management of Read Write Inc interventions;

(ii) posts left vacant due to natural wastage would not be filled.

6. POLICIES/PROCEDURES

(a) Bullying and Harassment in the Workplace Policy

**RECEIVED** Wilbury Primary School Dealing with Bullying and Harassment in the Workplace Policy, a copy of which is included in the Minute Book.

**NOTED** that the Policy had been reviewed and no changes were considered necessary.

**RESOVLED** to adopt the Bullying and Harassment in the Workplace Policy.

(b) Capability Procedure

**RECEIVED** Wilbury Primary Capability Procedure (Performance) for all Teaching and Support Staff, a copy of which is included in the Minute Book.

**NOTED** that the Policy had been reviewed and no changes were considered necessary.

**RESOLVED** to adopt the Capability Procedure.

(c) Equalities Statement Policy

**REPORTED** that the 4 Year plan was to be updated.

**RESOLVED** that the Equalities Statement be referred to the next Committee meeting.

**ACTION: HEADTEACHER, CLERK**

(d) First Aid Policy

**RECEIVED** the Wilbury Primary School First Aid Policy and Procedures , a copy of which is included in the Minute Book

**NOTED** that

- (i) the Policy had been reviewed and minimal changes, to named individuals and systems, had been necessary. **It was questioned and confirmed** that there were 12 trained First Aiders at the School and four trained Paediatrics all of whom would attend refresher training;
- (ii) **it was questioned** whether the School undertook regular checks on the use by date of pupils' medication for example, epi pens. It was confirmed that it did however, the frequency of checks was unknown.

**RESOLVED** to

- (A) investigate the regularity of checks to ensure pupils' medication was not out of date.

**ACTION: HEADTEACHER**

- (B) clarify the difference between First Aid Training and Paediatrics training.

**ACTION: HEADTEACHER**

**Clerk's Note:** Mr Levy joined the meeting

(e) Medical Policy and Procedures

**RECEIVED** the Wilbury Primary School Medical Policies and Procedures a copy of which is included in the Minute Book

**RESOLVED** to adopt the Medical Policy and Procedures

(f) Risk Assessment

**RECEIVED** Wilbury Primary School Risk Assessment, a copy of which is included in the Minute Book.

**NOTED** that the Policy had been reviewed and minimal change had been warranted to ensure pupil and staff were aware of the RUN HIDE TELL instruction, on what to do in the event of an incident occurring.

**RESOLVED** to adopt the Risk Assessment Policy.

(g) Induction Policy

**RECEIVED** Wilbury Primary School Induction Policy, a copy of which is included in the Minute Book.

**NOTED** that the Policy provided an outline of training provided during the induction process.

**RESOLVED** to adopt the Induction Policy.

7. LA REFERRAL

**NOTED** that the Schools' Personnel Service had circulated a model Safer Recruitment Policy (alongside a new Policy Statement on the Recruitment of Ex-Offenders).

**RESOLVED** to defer consideration of this Policy to the next Committee meeting.

**ACTION: GOVERNORS, CLERK**

8. DATE OF NEXT MEETING

**NOTED** the date of the next meeting 17 May 2018.

9. ITEMS FOR NEXT AGENDA

**RESOLVED** that the following items be included on the next meeting agenda.

- Equalities Statement
- Safer Recruitment Policy

**ACTION: CLERK**