

**GOVERNING BODY OF  
WILBURY PRIMARY SCHOOL**  
Wilbury Way, London, N18 1DE  
Telephone No: 020 8807 5335



**STAFFING COMMITTEE**  
**24 May 2018 AT 5.15pm**

## **Minutes – Part 1**

### **Membership:**

Patricia Hanton (Chair)  
Norma Beharie  
Kate Analoue  
*\*Marilyn Stein*  
Kate Turnpenney (Headteacher)  
Pierrette Njoum

*\*Italics denotes absence*

*+Apologies not received*

### **In attendance:**

Caroline Clifford – Deputy Headteacher  
Anu Chopra – School Business Manager  
Saru Balakrishnan – Clerk

### **1. Apologies**

1.1 Apologies for absence were received in advance from Marilyn Stein.

### **2. Declaration of Interest**

2.1 There were no declarations of interest for items on the agenda.

### **3. Minutes**

3.1 The Minutes of the previous meeting were agreed as a true and accurate record and signed by the Chair.

### **4. Matters Arising**

PN and AC to complete Learning Walk

Meds – this is done termly by the SBM and the Medical Officer. All meds are thrown away after the end of the summer term.

First Aid training and Paediatrics – paper circulated, the standard First Aid training applies to adults and children, the paediatric training is for children.

Governors *asked* if the First Aid training is done at the school.

The school has bought into an SLA and goes to Dugdale for training. If the school has a lot of attendees the training can be held at the school.

A member of staff passed away and a celebration of her life was held at the school which her daughter and family attended. A magnolia tree was planted in the memory garden and 60 balloons were released. A memory book was made which was given to her daughter.

## **5. Staffing update**

Paper was circulated showing the changes from January to April. A permanent receptionist has been appointed on a job share basis.

Leavers – A senior TA who has moved to Cambridgeshire.

Two playleaders were dismissed.

CC has been appointed as Deputy Head.

The Assistant Head has reduced from five days to four days a week for family reasons.

The school is struggling to fill roles for September and is having to cover maternity absence with temporary staff.

The school requires staff wishing to come back on a part time basis to do so for a minimum of four days per week as it is difficult for the school to manage less hours.

Staff Absence - paper circulated. Attendance in 2017/18 has gone up from the previous year.

The breakdown of attendance across the different groups of staff is as follows

Teachers in 2017/18 - 97.7%

Support staff in 2017/18 - 95.52%

TAs in 2017/18 - 95.2%

The new Absence Policy, introduced in April 2017, has improved absence.

Absence meetings - paper circulated. The first stage is an informal discussion with the staff member, the SBM does this for support staff. The next stage is a formal meeting with the HT and SBM. Since January 2017 there have been 21 formal meetings.

One cleaner is very ill and unlikely to return to the school.

*AC left the meeting at 5.45pm*

TA reorganisation – paper circulated. No TAs have been appointed for some time and there are some gaps in the school. TAs were on Scale 2 to 6 and the school wanted to bring them into line at Scale 3 or Scale 5. TAs on Scale 2 have moved to Scale 3, TAs on Scale 3 remain on that grade. There are seven senior TAs and those on Scale 4 have been moved to Scale 5. There was one Senior TA on Scale 6 and this was moved to Scale 5. The person affected opted to take voluntary redundancy.

The JDs are now more generic. The agreed allocation is given at the bottom of the page showing the overall structure. The structure for September means having to appoint a couple of new TAs. The advert has gone out, it won't cost the school more as temporary staff are managing now and some of them will apply for the job permanently. The school has reduced the number of TAs and this will be monitored.

## **6. Policies**

Equalities Statement – Objectives Plan – paper circulated. The objectives were set in October 2016. Girls are doing better at STEM at the school. There were more girls in the science competition. The school will be inviting STEM ambassadors into the school.

SEN – Y3 and Y5 are doing less well, this is being looked at by the SENCO.

The school needs to foster good relations and promote itself through social media. There are not many ethnic minority applicants for jobs. Parents are notified about vacancies but very few apply. PREVENT training will be held on 4 September 2018 from 1pm to 4pm and Governors are invited to attend.

Safer Recruitment – the Enfield policy has been adopted. Governors **AGREED** the policy.

Absence Policy – the Enfield policy has been adopted. Governors **AGREED** the policy.  
The Use of Fixed Term Contracts for Employees - the Enfield policy has been adopted. Governors **AGREED** the policy.

**7. Any Other Business**

KA has been appointed Mayor of Enfield for next year.

**8. Date of Next Meeting**

To be advised.

There being no further business the meeting closed at 6.15pm

Signed (Chair).....Date .....