**MATCHING GREEN C of E PRIMARY SCHOOL**

**Little Laver Road, Matching Green, Harlow, CM17 0QB**

**Notice of a meeting of the Personnel and Staffing Committee to be held virtually on Wednesday 16th June at 5.45pm, 2021.**

**Virtual meeting**

# Members: Darren Olley, Mike Nabarro (Chair), Amy Wareham, Neil Banks, George Streeter,

# 1 APOLOGIES FOR ABSENCE

**2 DECLARATION OF INTERESTS**

**3 ANY OTHER BUSINESS**

**4 MINUTES OF PREVIOUS MEETING**

To confirm the minutes of the meeting of the committee held on **Thursday 11th February 2021**

**5 MATTERS ARISING from Thursday 11th February 2021**

Item 6 Action: AW to send out copies of the e-mails to the meeting.

Item 6 Action: AW to speak to AS regarding her future plans regarding personal development.

Item 7 Action: AW to send updated Covid risk assessment to governors

6. Staffing –

* well being
* Staffing for September 2021 – teachers and support staff
* Staffing of classes for September 2021

7. Headteacher’s update

* Covid risk assessment update
* Attendance/pupil welfare
* On line teaching
* GDPR

8. PTA – update

9. Date and time of next meeting TBA

**Finance and Premises Tuesday 8th June, 2021 7.00pm Virtually**

**Members**: Darren Olley- (Chair), Mike Nabarro, Amy Wareham, Neil Banks, George Streeter

**1. ANY OTHER BUSINESS**

**2. MINUTES OF PREVIOUS MEETING**

To confirm the minutes of the meeting of the committee held on **Thursday 11th February 2021**2021

**3. MATTERS ARISING from Thursday 11th February 2021**

Item 1 Action: Business Continuity Plan to be an agenda item at FGB on 17th March.

Item 4 Action: DH to resent the e-mail to the PTA.

Item 5 Action: DH will send out the documents for PP/SP to the governors.

Item 7 Action: AW to send H&S report to governors

**4. Budget**

* Report back on business continuity plan from FGB in March
* Monthly summary
* Virements
* Budget outturn
* Increase in costs shown in budget forecast
* Covid expenses
* SFVS (now to be submitted by May 28th May)
* Benchmarking
* Salary increases
* Insurance arrangements
* Implications of national funding formula

**5. Pupil Premium/Sports Premium expenditure** ( see new reporting requirements for school website next academic year)

**6. Premises/Building Maintenance**

Updates from MN

**7. H&S**

**8. AOB**

**9.** **Date and time of next meeting** TBA