**MATCHING GREEN C of E PRIMARY SCHOOL**

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

**Minutes of the meeting of the Personnel and Staffing Committee held virtually on Wednesday 16th June at 6.00pm, 2021.**

**Virtual meeting**

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

# Chair was GS for this meeting

# 1 APOLOGIES FOR ABSENCE

None

**2 DECLARATION OF INTERESTS**

MN - Nabarro Technical Services

**3 ANY OTHER BUSINESS**

None

**4 MINUTES OF PREVIOUS MEETING**

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

Agreed by the meeting

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

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

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

Completed. AS is willing to take responsibility for the school in the absence of AW. AS has been sending out e-mails to parents regarding safeguarding and reading amongst other topics.

Item 7 Action: AW to send updated Covid risk assessment to governors AW explained the risk assessment had not changed.

An alteration to the lunch time arrangements has been trialled with KS1 and KS2 using opposite sides of the hall. All pupils are asked to use the toilet facilities before going into lunch to avoid unnecessary movement in the dining hall. KS1 and 2 alternate in the use of the playground and the field, with a path separating them. Essex had been consulted about the arrangements but as most bubbles are of 90 children and Matching Green only has 86 pupils in total the situation was felt to be satisfactory. There is a problem in that a lot of the parents have children in more than one bubble.

Year 6 parents will be invited to the leavers’ assembly which will be within the limit of 30 people. Information is being sent out to the parents.

Parents have been asked to wear face masks in the outside areas and there is a one way system in place. It is hoped that families will keep to their own bubbles.

Query? Are photos going to be taken?

AW said she would arrange this as a record of how the school has dealt with the covid 19 situation.

Query? Are these arrangements going to be in existence until the end of term?

AM said she was attending a webinar with Claire Kershaw, Director of Education, on Monday about the way forward if the lockdown is extended. So far no local schools have closed their bubbles since December. It does become difficult to keep up the practice of face masks and 2m distancing amongst parents. AW noted it was very difficult to keep to social distancing in class.

**Action: AW to update governors on the outcomes of the webinar with C.Kershaw.**

Query? What about pupils going on holiday in half term?

One boy had been off ill before half term, then went abroad on holiday and is in isolation so he has missed nearly four weeks of school but he has a poor attendance rate in normal circumstances. This family did obtained a private PCR test in order to gain early release from isolation. If other pupils went abroad the school does not know about them. Any test taken have been negative so far.

Query? Can the school ask about travel arrangements?

They can and parents can refuse to give the information but so far this has not happened.

AW said that all the staff have had one or two jabs (except for one person).

6. Staffing –

* well being

AW explained some money had been set aside and the staff offered a book voucher or £5 voucher. AW read out a text from a member of staff in relation to this. Staff have been asked about their well- being and more facilities in the staff room were requested and arranged.

* Staffing for September 2021 – teachers and support staff

The cook has been struggling with her own welfare and mental well -being. A possible referral to occupational health may be the way forward but her husband has suggested she signs off sick. If this happened an agency cook could be employed.

There were arrears of £5,326 last year in catering. A catering assistant costs £4,267 and the work involved is the same as a mid -day assistant.

Offers from Gareth Kaye (as a volunteer) and Lisa Dean have been received to take on the mid- day role.

With Sharon Trebble present from Essex catering, AW had spoken with the cook, who became very emotional and nothing could be achieved. The conversation covered a number of options none of which were agreed. Sharon Trebble is in school next Tuesday so another meeting will be possible.

It appears the cook is compiling a letter regarding her grievances and AW explained other problems which had arisen regarding the cook’s work but because she becomes very emotional any progress is difficult. This includes the fact that she is not working her full hours and not covering the work detailed in her remit about the job. There was also paperwork which had not been kept up to date which was found during an audit.

The governors discussed the matter and its impact on the school budget and morale in general. Having a mid- assistant to the cook is not possible as not enough children take a meal. AW explained that the cook has been allowed a 20 minute break even though her hours do not warrant this

Query? Is anything known about problems outside of school?

The cook does tell the office staff about problems both inside and outside of school so she may have to sign off work due to mental health issues.

The meeting felt a referral to occupational health was required so the cook can be advised of the way forward. The meeting discussed what happens if this offer is refused.

* Staffing of classes for September 2021

AW explained the situation regarding the part time job for KS1 as a job share. Mrs S. Hanifin (governor) applied with other candidates and was by far the best candidate. She is a qualified teacher which the class share must have because the person in the job share has not completed her early year’s qualifications yet.

A full time TA has been employed for September and a part time TA post is not filled at the moment.

One member of staff on sick leave has not made it clear whether she will return or not. The dilemma is whether to employ a part time TA as the present holder wishes for a full time post in PE. The meeting suggested going ahead with filling a part time TA post.

AW said an IPRA funded child would enter the school in September. The funding is for 2 terms to gauge how much support the child will eventually need. The child functions at the age of 16-26 months and communication is poor but Makaton and British sign language can be used by a TA who will be with her for the 2 terms. The IPRA fund is worth £2,700 and the school has to find £6,000. AW said she was working with the Essex SEND team to finalise the details.

Mr Reed, a class teacher is leaving the school apparently to go to another post but no references have been taken up by the other school. There has been no feedback from parents about this matter.

7. Headteacher’s update

* Covid risk assessment update – see earlier comments
* Attendance/pupil welfare – Two pupils have poor attendance rates and this will be discussed at an attendance meeting with EWASS next week.
* On line teaching – now discontinued as the school is in full session.
* GDPR – no problems to report

8. PTA – update

The problem regarding signatures on documents was discussed. The payment for the accelerated reader scheme plus several other items had now been paid from the PTA fund. Denise Howes is now inputting this onto a spreadsheet and it will go onto the PTA part of the website to show how the money raised had been spent. The school will also run a second hand uniform sale. The PTA fund etc. is now in the school’s name. AW said she would send a note to the parents/carers community about the success of the reading scheme and how the funds raised by the PTA money has supported it.

**Action: AW to send note to PTA regarding the supply of funds to purchase the reading scheme.**

Query? Has the reading scheme been worthwhile?

AW said it had been a great success and positive comments had been received from parents. A reading assessment is being done this week. There are two children who have not become involved with reading and the action is to get them started.

At the moment it is difficult to see how the PTA can arrange any fund raising events and they may have to be delayed until September.

DO said he would update the Charity Commissioner’s website which has to be done by August 31st as the names for the PTA were now out of date.

9. Date and time of next meeting TBA

**Summary:**

**Item 5** **Action: AW to update governors on the outcomes of the webinair with C.Kershaw.**

**Item 8 Action: AW to send note to PTA regarding the supply of funds to purchase the reading scheme.**

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

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

Chair was GS for this meeting

**1. ANY OTHER BUSINESS**

None

**2. MINUTES OF PREVIOUS MEETING**

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

Agreed by the meeting

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

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

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

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

**Action: Clerk to ask Denise Howe if the PP/SP documents had been sent out.**

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

The last H&S walk had been 13th January 2021

**Action: AW to send H&S report to governors. AW & NB to arrange H&S walk around the school.**

**4. Budget**

All budget details have been put on the governor’s secure website.

* Report back on business continuity plan from FGB in March
* Monthly summary
* Virements
* Budget outturn

There had been a £1,000 surplus due to lockdown and no forest school experiences. This money had been spent on improving the EYFS area and playground markings for the pupils.

* Increase in costs shown in budget forecast
* Covid expenses

The new allocation is being sorted out at the moment and AW felt years 3 and 4 plus some in pupils in year 5 required more intervention work.

**Action: AW to send to governors details of the covid19 allocations when ready.**

* SFVS (now to be submitted by May 28th May) Completed
* Benchmarking

DO had looked, with the office manager, and the school comes in the middle range of comparable schools. There is nothing which raises any concerns but it is difficult to get schools with similar profiles.

* Salary increases

AW said the staff were at the top of the pay scales except for Claire who could go up one point. The teaching staff salaries will be looked at in October.

* Insurance arrangements

The School Advisory Service premium went up by £4,000 to cover illnesses but the company is prompt at paying out when required and the additional premium has now gone up by £500.

* Implications of national funding formula

It is predicted that 11 new pupils will enter the school with 13 pupils leaving from year 6. There are 3 other children leaving and possibly one child joining year 4. It expected the number on roll in September will be 88 or 89. The number on roll at the moment is 87.

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

There are 3 PP children joining the school from one family which gives an extra income of £1800 per child.

Year 2 has 9 pupils so there is space for further admissions in this class.

**Action: PP and SP expenditure to be sent to governors – Denise Howe**

**6. Premises/Building Maintenance**

Updates from MN

Branches from the oak tree had to be removed and this was done at no cost to the school by the contractor.

The caretaker has said he will do some painting during the school holidays.

MN said he was dealing with the intercom and the boiler for the hall. A new burner costing £300 had solved the problems but the control systems were mis-functioning. MN said he had reset the control panel and hopefully it would now work.

Door handles had been repaired.

The intercom had 3 out of 4 intermittent working buttons which need replacing. The cost is about £222 per unit and another quote is being sought.

A fuel gauge for the kerosene store had been purchased.

In the school grounds posts for the play area had rotted and will need replacing during the holidays.

A bees’ nest has been found in the badger sett on the farmer’s field outside the school boundary. Traffic cones have been placed around the area and the children instructed not to go near it.

Air conditioning in two classrooms is to be done hopefully at cost. Denise Howes has been in contact with a contractor who will do them at cost. MN and the contractor will provide quotes. It is hoped this will be done in the summer holidays.

**7. H&S**

The caretaker had done the legionella training and the school were buying the paperwork for recording the readings from Essex HSE plus the probes required.

**Action: MN said he would investigate where the end toilet and sink were situated as this information was required for the testing.**

The caretaker had also done ladder use training and H&S training which included COSSH. He will also do asbestos training.

**8. AOB**

AW reported on a boy who had fallen and fractured his arm (previously reported) and another had tripped and hurt himself.

Query? Had the fracture been reported?

Yes because it was referred to RIDDOR.

MN mentioned that any fans being used in rooms should be turned off if the room is left unattended.

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

**Action: Clerk to send out proposed meeting dates**

Meeting closed 7.45pm

Signed…………………………………………….Dated……………………

**Summary**

**Item 3.5** **Action: Clerk to ask Denise Howe if the PP/SP documents had been sent out.**

**Item 3.7 Action: AW to send H&S report to governors. AW & NB to arrange H&S walk around the school.**

**Item 4 Action: AW to send to governors details of the covid19 allocations when ready.**

**Item 5 Action: PP and SP expenditure to be sent to governors – Denise Howe**

**Item 7 Action: MN said he would investigate where the end toilet and sink were situated as this information was required for the testing.**

**Item 9 Action: Clerk to send out proposed meeting dates**