

## Bowhill Primary School

### Personnel and Curriculum Meeting

<b>Date of meeting</b>	9 <sup>th</sup> June 2015 6.00 pm 4/2 Classroom	<b>Present</b>	Caren Brooks(CB), Karen Cronin(KC), Stephen Cousley(SC), Caroline Havard(CH), George Littlejohn(GL), Rebecca Rankin (RRn), Debra Ward(DWd) and Karen Webb(KW)  Li Wang ( New Clerk to Governors in September)
		<b>Apologies</b>	Reg Edwardson(RE), Ruth O’Neale(RO’N), Darren Wallis (DWs)
	<b>Minute</b>	<b>Actions</b>	
<b>1</b>	<b>Fire Alarm</b> There is no fire test today. If the alarm sounds then make your way quickly and safely to the playground		
<b>2</b>	<b>Business interests</b> None Declared		
<b>3</b>	<b>To receive apologies</b> Apologies received as above.		
<b>4</b>	<b>To consider the minutes from the Personnel and Curriculum Committee meeting held on Tuesday 21<sup>st</sup> April 2015</b> Minutes approved as accurate record of meeting		
<b>5</b>	<b>To discuss matters arising from minutes</b> Item 5. Sex Education Policy reviewed at 21.4.15 Meeting and duly adopted Item 5. RE and Collective Worship Policy with amendments to 1.1 and 6.4 was duly adopted Item 9. Pay Policy was also reviewed at B&F Committee Meeting 28.4.15, note was taken of the amendment and Policy was duly adopted Item 11. Reports duly forwarded by KG to Governors		
<b>6</b>	<b>To review TISP/Maths Progress</b> Catherine Lawes attended last meeting on CB’s behalf Debbie Buckingham no longer able to assist with Pupil Premium and this will now be Roy Souter from Ladysmith Maths Year 6 Level 4 91% Level 5 38% Writing Year 6 Level 4 96% Level 5 33% KC requested that the Governors congratulations be passed on for all their hard work		
<b>7</b>	<b>To review SMIP/SEF and Safeguarding</b> CB attended new Ofsted Framework, which has been postponed until the 21 <sup>st</sup> June. Safeguarding will be something that Ofsted will be looking closely at in the future		

	<p>Safeguarding – all new staff now have brief training from Kate Williams as soon as they begin working in school. This also includes parent helpers who come into school.</p> <p>Kate will also bring in outside representatives for more in depth training, i.e. FGM.</p>	
<b>8</b>	<p><b>To set Annual Salaries</b></p> <p>Annual salaries will be set in accordance with current Pay Policy, which has been reviewed by both Committees and adopted as per Item 5</p> <p>Governors to set up Pay Committee (CH, NB already on Committee), a third Governor will need to be elected at FGB</p>	
<b>9</b>	<p><b>To check Curriculum Aims &amp; Statement</b></p> <p>KG circulated Curriculum Aims and Statement to Governors prior to this Meeting. Governors and staff to consider new aims, to be discussed at FGB and this to be finalised in September 2015</p>	
<b>10</b>	<p><b>To set Attendance Targets</b></p> <p>Attendance is currently set at 96.5%.</p>	
<b>11</b>	<p><b>To review Home School Agreement, Homework and Uniform</b></p> <p>Home School Agreement and Homework Policy circulated to Governors prior to Meeting</p> <p>Home School Agreement adopted subject to amendments to paragraphs one and two</p> <p>Homework Policy will be reviewed by staff and then subsequent amendments made</p>	
<b>12</b>	<p><b>To review Prospectus</b></p> <p>New, updated Prospectus received from printer and circulated among Governors at Meeting</p>	
<b>13</b>	<p><b>To review Data Protection Policy</b></p> <p>New Data Protection Policy was reviewed by FGB on the 25<sup>th</sup> November 2014 and duly adopted. KG will look to see if there is an updated edition.</p>	KG
<b>14</b>	<p><b>To consider any other matters</b></p> <p>Staff Leaving and Absence Policy – adopted after alteration to page 9 Item 2: change to one days paid leave</p> <p>Shared Parental Policy adopted by Governors</p> <p>Flexible Working Policy adopted by Governors</p>	
<b>15</b>	<p><b>To agree dates of next meetings</b></p> <p>B&amp;F 16<sup>th</sup> June</p> <p>FGB 30<sup>th</sup> June</p>	

There being no further items to discuss the meeting closed at 7.37 p.m.

Signed ..... Dated.....