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**Resources Committee**

**26th October 2018**

**Minutes**

Present

PS Peter Steadman Chair

NS Nigel Simpson

JC Julie Clift

HH Helen Harrison

JM Jayne Miller minutes

KH Kate Hope observing in new role as Acting Head Teacher

Agenda

1. *Agree start/finish time of meeting*

It was agreed by all present that the meeting that it would end at 10.30am.

1. *Apologies for attendance*

There were no apologies.

1. *Expressions of Interest*

It was noted that an item on the staffing paper related to KH. PS asked that KH leave the room whilst this item was presented to avoid a conflict of interests.

1. *Teaching Staff Performance Management – Appendix A*

HH presented Governors with the attached confidential recommendation paper and reminded the Governors of the Pay and Appraisal Policy currently in place. HH ran through the expectations of teaching staff at each pay grade (MPS, UPS and leadership) HH ran through the recommendations for Teaching Staff lettered C to T – all of these were approved by the LGB. At this point KH left the room. HH ran through the recommendation for teachers B & C – these were approved by the LGB. HH confirmed that the performance management for teacher A was not due until after half-term on the 23.11.18 with the Chair of the LGB and the CEO of The Trust, and the outcome of this would be confirmed to the Full LGB at their meeting but as this was the performance management for the Head Teacher this would be approved by the Trust CEO as per the policy.

**Action:** All of the LGB agreed and approved the recommendations for pay

JM to action the agreed recommendations for teacher B to T on the HR portal and confirm in writing to all teaching staff.

1. *Health & Safety Update*

JM verbally informed the LGB that there was potentially a court case on the horizon for an ex-pupil who was seeking legal advice regarding a trapped finger incident on school. No further information could be given to the LGB at this point in case they were needed for court or a future appeal.

JM confirmed that Mark Hassall, Site Supervisor and herself had successfully completed the four day IOSH Managing Safely Course which was undertook at ProAktive.

The LGB acknowledged the above.

1. *Any other business*

HH confirmed to the LGB that there was a new LGB Governor who would be joining the board at the full LGB meeting on 27th November 2018, John Davis.  John is Head of Club Doncaster Foundation and has extensive experience and expertise in the areas of business, finance and sport. We believe he will offer a different dimension to the LGB so look forward to welcoming him to Woodfield.

JM asked Governors to check the LGB section of the school website to ensure that all their details were correct including the training records:

<https://woodfieldprimaryschool.co.uk/information/governors/>

JC asked PS if it was possible to email out Governor Visit forms as and when the visits happened rather than hanging onto them for the full LGB meetings. PS agreed.

**ACTION:** JM to email out Link Governor Visit Forms to full LGB

PS reminded everyone that the next Full LGB meeting was 27.11.18 at 8am.

PS closed the meeting and thanked everyone for attending.

Minutes completed 05.11.18 by J Miller

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Mr P Steadman, Chair of Governors