

# Short Stay School for Norfolk

## Resources & Personnel Committee Meeting

### Minutes

1<sup>st</sup> December 2014 @ 1700

Locksley School, Locksley Road, NR4 6LG

#### Attendees

Chris Spencer – Chair (CS)	Des Reynolds - Head (DR)	Phil Harris (PH)
Dennis Freeman (DF)	Sue Cooke (SC)	Clive Evans (CE)
Vicki Setters (VS)	Gill Wardlow (GW)	Donna Wright – Clerk (DW)

#### No

#### Item

#### Action

<b>1.0</b>	<b>Apologies and Absences</b>	
	No apologies were received.	
<b>2.0</b>	<b>Minutes of Previous Meeting</b>	
	Point 10.1 of the minutes of the meeting held on 29 <sup>th</sup> September – it was requested to change name to Sebs Gasse (no r) as in minutes. Other than that the minutes were accepted as a true record.	
<b>3.0</b>	<b>Matters arising and deferred items</b>	
<b>3a</b>	<b>Restructure – monitoring plan</b> – awaiting report from Chair of Governors to complete this.	
<b>3b</b>	<b>Terms of Reference</b> – an updated version was circulated before the meeting and was accepted.	
<b>4.0</b>	<b>Finance</b>	
<b>4a</b>	An update was given on the current financial situation	
<b>4b</b>	Ongoing financial monitoring – a report was given from the financial monitoring group – transfer areas of concern and 2 percentages.	
<b>4c</b>	It was asked that the past minutes are checked to see if the governors agreed the repayment schedule. It was agreed to pay the Schools Co-Op annual subs.	
<b>5.0</b>	<b>Personnel</b>	

5.1	<p><b>STAFFING CHANGES - CONFIDENTIAL MINUTE</b>  <u>Staffing Changes at Compass, Earthsea &amp; CST</u></p> <p>On separate sheet.</p>	
5b	<p><b><u>Cost Saving Proposals</u> CONFIDENTIAL MINUTE</b></p> <p>On separate sheet.</p>	
5c	<p><b><u>Admin Team restructuring</u> CONFIDENTIAL MINUTE</b></p> <p>On separate sheet</p>	
5d	<p><b><u>New CST Services</u></b></p> <p>A new CST service is being investigated – offering Emotional Health &amp; Wellbeing services. A letter has been sent to all schools soliciting a response regarding need and willingness to pay for the service. So far 7 responses have been received.</p>	
5e	<p>There were no other personnel issues.</p>	
6.0	<p><b>Policy Review Cycle</b></p>	
	<p>The following policies are scheduled to be reviewed this term:</p> <p>Absence management, Confidentiality, Data protection, Disclosure &amp; Barring, Employee Business Rates, Finance (including Bad debt, Lettings &amp; Redundant Equipment), Pay, Teacher Performance Management, Recruitment &amp; Selection, Rewards &amp; Relationships, Safeguarding including Safer Recruitment, Student Charging &amp; Remissions, Visitors and Volunteer.</p> <p>It was agreed to approve in principal subject to anyone's comments and recognizing that there needs to be tweaks (3 to be discussed per meeting). The clerk is to establish a more realistic timetable for review. It was agreed that the committees would approve at committee level and report 'approved' to Full Governing Body.</p>	
7.0	<p><b>Meeting with Auditors</b></p>	
7.1	<p>A meeting will take place with the auditors on Friday 12<sup>th</sup> December at 3pm.</p>	
8.0	<p><b>Any Other Business</b></p>	
8.1	<p>There was no other business.</p>	
9.0	<p><b>Date of Future Meetings</b></p>	
	<p>Monday 12<sup>th</sup> January 2015 - 5pm @ The Locksley School</p>	



