

# **Tranmere Park Primary School**

## **Governor Activity – Personnel and Pupil Support Committee – 2013/14**

### **Autumn Term 2013 Issues Addressed**

- Reviewed and agreed Terms of Reference for the sub committee
- Performance Management Targets for staff for 2013/14 Academic Year discussed
- Discussed Method for agreeing Performance Management Pay decisions
- Reviewed new UPS application
- Staffing options in relation to resignation of a TA & secondment of the Deputy Head for the Spring Term were discussed
- Discussed new DfE Attendance Policy
- Discussed recent RAISE results and the likelihood of an upcoming Ofsted inspection, Behaviour data, Safeguarding audits and school visits.

### **Action Taken**

Agreed that if Performance Management targets were not met, the staff member would put forward their case for a pay rise and the head would bring them to this personnel and pupil support sub for a decision

Agreed to approve recent UPS application

A previous TA re-joined staff and arrangements made to cover Deputy secondment with existing staff

Agreed that pupils falling outside the targeted attendance will be referred to this committee for a decision on whether to refer to an Attendance Officer

A Safeguarding Audit was conducted with a governor representative in November

### **Spring Term 2014 Issues Addressed**

The Deputy Head went on a secondment and was then successful in gaining a Headship at another school leaving short term staffing issues and a long term need to replace the roles of Deputy Head, Yr5/6 Team leader and Doves Class teacher

The staffing structure was discussed and agreed for September 2015 taking into account the various movements of staff throughout the Spring/Summer

The Teaching and Learning Responsibilities were discussed

Behaviour data was analysed as there were more red in some classes than others

### **Action Taken**

In the Spring term Year 6 was covered by the head and another teacher with Mr Joynson moved to Year 6 for the final weeks of the year.

A new Deputy Head was interviewed and appointed

A temporary Yr 5/6 leader was appointed

Given the experiences of staff involved, it was agreed to have a TLR for both SENCO and the Early Years

It was acknowledged that the differences in traffic lights were due to the more rigorous applicator of the school policy applied by some teachers and there was not a behaviour problem in these classes.

### **Future Actions**

The Yr 5/6 leader will need to be permanently appointed by Christmas

### **Summer Term 2014**

#### **Issues Addressed**

Discussed Performance Appraisals and pay rises of staff including which staff are eligible for a "retention" bonus

Discussed the Leadership structure for 2014/15 including areas of responsibility

Discussed managing the behaviour of high tariff children and also the mindsets of all children towards learning

Discussed attendance data for this quarter

Discussed current vacancies and when they would be advertised

#### **Action Taken**

New areas of responsibility agreed for all staff with Senior Leadership Team responsibilities based on the Ofsted Standards

To use a Learning to Learn program for high tariff children which would include 1:1 learning away from the classroom

To use Curee - idea to encourage a positive approach and for children to judge against themselves and not others

Agreed which pupils to refer to the Attendance Unit

## **Future Actions**

Courses/training planned to develop the new Leaders during next academic year

Use CUREE to challenge more able pupils on wider curriculum

Possible parent workshops to help parents positively assist their children's learning