



KINGS LANGLEY SCHOOL  
LOVE LANE  
KINGS LANGLEY  
WD4 9HN



**PERSONNEL COMMITTEE**  
**MINUTES FOR THE MEETING HELD ON**  
**MONDAY 13<sup>th</sup> JUNE 2016**  
**8pm**  
**In the Head's Office**

**Membership:** Claire Carpentier (CC) - Chair, Gary Lewis (GL), Dawn Helfgott (DH), Rosemary Inskipp (RI), Mark Hutchings (MH)

**In attendance:** Fiona Winfield (FW)

**Apologies:** Frances Stickley (FS), Andrew Hicks (AH)

**Minutes taken by:** Dawn Helfgott (DH)

	Meeting opened at 19:30	PERSON	ACTIONS
1	<b>Welcome</b> 1. Colleagues were welcomed to the meeting. 2. It was noted that the meeting was quorate as four governors were present.	CC	
2	<b>To consider and if approved consent to apologies for absence</b> 1. Apologies were received from Frances Stickley and Andrew Hicks.	CC	
3	<b>Notification of Conflict of Interest</b> 1. Governors were reminded that if a conflict of interest arises during the course of the meeting, for anyone present, they must declare it and withdraw from the meeting for that item. 2. None declared	CC	
4	<b>To agree and sign the minutes of the last meeting</b> Minutes of the previous meeting were agreed as an accurate record, signed by CC and added to the School's records.	CC	



5	<b>Matters arising from the minutes of the last meeting</b>  1. All on the agenda	CC	
6	<b>Notification of items for 'any other business'</b>  • Part II	CC	
7	<b>Staff Update</b> FW gave a staff update and confirmed that some strong appointments have been made. Points to note are: <ul style="list-style-type: none"><li>• There seems to be an issue with recruiting quality TAs, and the school is currently reviewing the use of them.</li><li>• Lead Practitioner position in Maths is a long term supply teacher with the post to be advertised again next term</li><li>• Internal appointment made for science technician so vacant post to be re-advertised next term</li><li>• Maths vacancies have been filled with long term supply teachers (shortage of quality maths teachers) so these posts will be advertised next term as well</li><li>• Maternity cover for Business to be re-advertised 10.06.16</li></ul>	FW	
8	<b>Performance Management</b> - Discussed under Part II	GL	
9	<b>AOB - Part II</b>	All	
10	<b>To confirm the date and time of the next meeting</b> Monday 19 <sup>th</sup> September 2016 <b>Meeting closed at 20.15pm</b>	CC	