



KINGS LANGLEY SCHOOL
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**Minutes of the Kings Langley School Personnel Committee meeting
 held on 9th January 2017 at 7pm**

Present:

Gary Lewis (GL), Frances Stickley (FS), Rosemary Inskipp (RI), Dawn Helfgott (DH), Andrew Hicks (AH) (CHAIR), Mark Hutchings (MH), Lisa Welling (LW)

Absent:

Apologies accepted - Helen Young (HY), Mark Hutchings (MH), Kiran Beeharry (KB)
 Resignation – Claire Carpentier (CC),

In attendance:

Fiona Winfield (FW)

	Meeting opened at: 19.00	ACTION
1	Welcome: 1. The Chair welcomed colleagues to the meeting and offered a special welcome to Lisa Welling	AH
2	To receive apologies for absence and to consider approving any absences: 1. Governors were reminded that notification of absence from a meeting should be forwarded to the clerk, Chair and Head at least 3 days in advance of the meeting 2. Apologies received and accepted from HY, KB and MH	
3	To receive notification of any conflict of interest from the agenda: 1. Governors were reminded that in accordance with SFVS requirements, if a governor, or anyone else present, has a conflict of interest on an agenda item(s) – pecuniary or other, they must declare it and voluntarily withdraw from the meeting for that item(s) and not take part in that discussion. It is for individual governors to declare a conflict and voluntarily withdraw and not for another governor to instruct withdrawal 2. None declared Confidentiality 3. Governors were reminded that minutes remain in draft until they are signed off at the next meeting and should therefore not be shared before signing off, nor the content discussed outside of the meeting. Governors have a duty to maintain confidentiality so clarifying this should be considered. Any persons with an interest in what discussions/decisions were had/made at governing board/committee meetings have the right to see the minutes from those meetings when they become public documents (once signed off), excluding ‘confidential items’ identified as Part II minutes (within the meaning of the Freedom of Information Act). The Chair of Governors has added responsibility to maintain confidentiality as there may be occasions when the Headteacher has to bring a matter (e.g. safeguarding concern) to their attention	



4	To consider notification of any items for AOB: <ol style="list-style-type: none">1. Governors were reminded that any items for AOB should be forwarded to the clerk, Chair and Head at least 3 days in advance where they will be considered. Only matters accepted by the Chair should be taken at the end of the meeting under – AOB and a reminder that an AOB item should only be used to consider matters that are deemed either important or urgent2. None declared	
5	To agree minutes of the last meeting (previously circulated): <ol style="list-style-type: none">1. The minutes of the meeting dated 07.11.16 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated by the Chair and added to the school files (refer to file)	
6	To consider matters arising from the last meeting's minutes: <ol style="list-style-type: none">1. The matters arising from the last meeting's minutes were considered and it was agreed that all actions are closed or on the current agenda2. No matters arising	
7	Staff update: <ol style="list-style-type: none">1. FW gave a staff update.2. A cover supervisor has been appointed(Bradley Sweet) and has made a good start3. The TA position has been filled by Claire Young who joined 05.01.174. The Senior Science Technician has left for personal reasons and two adverts have been placed, with the latest having a closing date of 26.01.17. The issue appears to be the expertise required to fulfil the senior role.5. The Finance Manager has resigned for personal reasons and Sally Fennimore, previously Business Manager at Adeyfield, has been appointed. We may be able to use the previous Finance Manager on a consultancy basis for projects if we need him.6. The School Counsellor is leaving for personal reasons. We have advertised two posts without the need for additional funding after a review of the exact services needed by the school.7. Lorena Cortes, the French and Spanish teacher, is leaving to return to Spain. She has agreed to remain until half term. Post to be advertised but may need long term supply.8. The Learning Mentor is leaving for an administration post. Post advertised with closing date of 26.01.17.9. Rebecca Fisher is on maternity leave from January 2017 and Susie Gillott joined 05.01.17 on a one year contract to cover.	



	10. Discussion on School Direct recruitment – good candidates are being snapped up and we are hoping to attract some quality candidates with the new school building	
8	Performance Management Update 1. Next rolling report due February 2017	
	Any Other Business: 1. None	
	To agree Date of next meeting: 1. The date of the next meeting – 27th February 2017 @ 8pm	
	The meeting closed at:	19.33pm