



KINGS LANGLEY SCHOOL
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**Minutes of the Kings Langley School Personnel Committee meeting
 held on 27th February 2017 @ 8pm**

Present: Dawn Helfgott (DH), Gary Lewis (GL), Frances Stickley (FS), Andrew Hicks (AH), Lisa Welling (LW), Jo O’Sullivan (JO), Melusi Moyo (MM).

Absent: Apologies from Kiran Beeharry (KB), Helen Young (HY) and Rosemary Inskipp (RI)

In attendance: Fiona Winfield (FW)

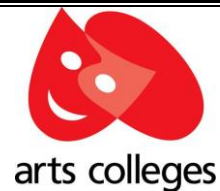
	Meeting opened at: 20:00	ACTION
1	Welcome: 1. The Chair welcomed colleagues to the meeting and offered a special welcome to Lisa Welling	AH
2	To receive apologies for absence and to consider approving any absences: 1. Governors were reminded that notification of absence from a meeting should be forwarded 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: 1. There is a Part II matter to be discussed	
5	To agree minutes of the last meeting (previously circulated): 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: 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 agenda 2. No matters arising	
7	Staff update: 1. FW gave a staff update. 2. There were problems appointing a senior science technician and we have readvertised on part time hours as this maybe more attractive to experienced candidates? 3. Louisa James and Andrea Clarke appointed as school counsellors. By reviewing the roles required, these appointments are at the same cost as the previous one position. 4. We have a long term supply teacher for French and Spanish and a full time teacher has been appointed for July. 5. The Learning Mentor for KS3 left and we have appointed Grace Brackley, who will start on 10/4/17. 6. Joy Mendelsohn is retiring at Easter and Fay Sargeson has been appointed as an NQT joining in July. JM wants to continue to work one day a week which the school has been able to accommodate on a temporary basis for the summer term. 7. An advert had been placed for a Lead Practitioner in Maths and although the references were good, the observations were not, so a new advert has been placed for a main pay scale teacher. 8. Robin Benfield is off on long term absence after a knee operation and role is being covered by the DT Technician, Lee Bailey alongside members of the department	FW
8	Policies 1. There has been an update to the Harrassment and Bullying Policy – we use the County standard policy. Governors adopted the new policy 2. Similarly, there has been an update to the Disciplinary Policy and Governors agreed to adopt this policy too.	GL
	Any Other Business: 1. Part II – MM left the meeting at 8.30pm	



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	To agree Date of next meeting:	
	1. The date of the next meeting – 24 th April 2017 @ 7pm.	
	The meeting closed at:	08.50pm