

CROMWELL COMMUNITY COLLEGE

**Minutes of the Meeting of the Governors' Personnel Committee
held on Thursday 15 March 2012**

		<u>ACTION</u>	
	<p><u>Present</u> Mr. Andy Behagg, Mrs Laurinda Quinn, Mrs Pat Goodjohn (Committee Chair), Mrs Jane Bailey, Mrs Claire Lilley, Mrs Jeanette Hipkins, Mr. Lee Bevens, Mr. Graham Smy, Rev Wendy Thomson, Mr. Jed Roberts, Mrs Theresa Webber (Clerk to the Governing Body)</p>		
2.1	<p><u>Apologies</u> Apologies were received from Mrs Marcia Foy. Committee accepted the apologies.</p>		
2.2	<p><u>Declarations of Interest</u> None.</p>		
2.3	<p><u>Minutes of the last meeting – 10 November 2011</u> The minutes of the last meeting were confirmed as a true record and signed by Mrs P Goodjohn. Proposed: Mr. Andy Behagg Seconded: Mr. Jed Roberts</p>		
2.4	<p><u>Matters arising from the minutes</u></p> <p>1.4 – The changing rooms have been handed over and are now in use. The College Site Team open up and then the fob is handed on to each group whereupon the Site Team return at the end of the evening to lock up. There is work to be done to generate usage. Jim Hill from Cambridgeshire F.A. will book for 2 evenings during May and June. Mr. Roberts advised that £3,500 was awarded as recompense for the late handover.</p> <p>1.5 – Group size – Following the census in January the College is still a Group 6. The current point score is 10,089 (approximately 10 pupils short). It would need to be 11,000 before 31 August, but projections are low for Year 7 but 6th Form numbers should rise.</p> <p>Mr. Roberts advised that several members of the Leadership Team are at the top of their scale. He will present a report to Property and Finance Committee.</p> <p>1.8 – A 2nd in Maths was appointed and will be commencing after Easter.</p>		
2.5	<p><u>Bullying and Harassment Policy (Amended)</u> Members went through the policy and noted that this had been updated by EPM. Members felt there was a contradiction between 6.1, 6.4 and 6.14 in relation to the Grievance Procedure. Members requested that the Clerk seek clarification from EPM on this point. Item 10.3 – Mr. Roberts advised that EPM do run training sessions and this training is cascaded down. This item to be brought back to the next Personnel Committee meeting.</p>	TW	

Signed _____

Date _____

Chair

2.6	<p><u>Safer Code of Conduct (Amended)</u></p> <p>Members went through the updated code of conduct.</p> <p>Mr. Roberts advised that a session “Protect Yourself” is done with new staff every year.</p> <p>Members ratified the Safer Code of Conduct</p> <p>Proposed: Mrs Jeanette Hipkins Seconded: Mr. Graham Smy</p>		
2.7	<p><u>Recruitment and Selection Policy (Review)</u></p> <p>Members went through the policy and noted the minor amendments.</p> <p>Members ratified the Recruitment and Selection Policy (Review)</p> <p>Proposed: Mr. Andy Behagg Seconded: Mrs Jane Bailey</p>		
2.8	<p><u>Employment Policy (Review)</u></p> <p>Members went through the policy and noted the minor amendments</p> <p>Members ratified the Employment Policy (Review).</p> <p>Proposed: Mr. Lee Bevens Seconded: Mrs Laurinda Quinn</p>		
2.9	<p><u>Disciplinary Rules for all Employees (Review)</u></p> <p>Members went through the policy and noted the minor amendments</p> <p>Members ratified the Disciplinary Rules for all Employees (Review).</p> <p>Proposed: Mr. Jed Roberts Seconded: Rev Wendy Thomson</p>		
2.10	<p><u>Cover for Teacher Absence Policy (Review)</u></p> <p>Members went through the policy and noted there had been no amendments.</p> <p>Members ratified the Cover for Teacher Absence Policy (Review)</p> <p>Proposed: Mr Lee Bevens Seconded: Mrs Jeanette Hipkins</p>		
2.11	<p><u>Stress Management Policy (Review)</u></p> <p>Members went through the policy and noted there had been no amendments.</p> <p>Members ratified the Stress Management Policy (Review)</p> <p>Proposed: Mr. Graham Smy Seconded: Mrs Claire Lilley</p>		
2.12	<p><u>PPA Policy (Review)</u></p> <p>Members went through the policy and noted there had been no amendments.</p>		

Signed _____

Date _____

Chair
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	<p>Members ratified the PPA Policy (Review)</p> <p>Proposed: Mr Lee Bevans Seconded: Mr. Andy Behagg</p>		
2,13	<p><u>Staff Issues</u></p> <p>Mrs Hannah Pettitt has been appointed Teacher of Geography.</p> <p>Mrs Claire Sears has been appointed Reprographics Manager (Job Share).</p> <p>Mr. Rob Partridge is retiring after 22 years at Cromwell. An advertisement has been placed for a 2nd in the English Faculty.</p> <p>Mr. Kent will be reducing his hours next academic year. It is proposed to offer the Professional Tutor role on Secondment to the Leadership Team for 2 years. This role would look after all teaching staff who have recently qualified, CPD, NQT's and induction for all new teaching staff. There would be no additional cost to the College.</p> <p>Teacher of Science and Health and Social Care – interviews are being held on Monday 19 March. The Science curriculum has expanded at A Level and more hours are needed. Health and Social Care is offered as a double option at KS4 and KS5.</p>		
1.11	<p><u>Date and Time of Next Meeting</u></p> <p>Thursday, 21 June 2012 @ 6.15pm</p> <p>The meeting closed at 6.45pm</p>		

Signed _____

Date _____