

<b>Present:</b> Maureen Sims (MS) – (MC Chair) Community Governor Judith Fisher (JF) – (MC Vice-Chair) Community Governor Jacquie Davies (JD) - Headteacher Harry James (HJ) – (Finance Committee Chair) Community Governor	<b>Apologies:</b> None
<b>Absent:</b> None	<b>Duration of meeting:</b> 4.00 pm – 5.37 pm
<b>In attendance:</b> Jill Hills - Clerk	<b>MC members will be referred to as governors</b>

		Action
1.	<b>Apologies:</b> There were no apologies – all governors were present.	
2.	<b>Declarations of Any Other Urgent Business</b> – The Headteacher advised that she had a few additional “for information” items.	
3.	<b>Declarations of Business interests</b> - None	
4.	<b>Minutes of the Personnel Committee Meeting held on 8<sup>th</sup> June 2021 and Matters Arising</b> (where not elsewhere on the agenda.)	
4.1	The minutes were circulated in advance of the meeting. The minutes were agreed as an accurate record and would be signed by the Chair once covid restrictions permit.	
	<b>Matters Arising</b>	
4.2	<b>9.5 Clerking Hours</b> – The Clerk advised that she had been maintaining a record of actual hours worked since the start of the academic year. For the remainder of the year, the Clerk had compiled an estimate of the hours needed based on recommended hours for meetings, admin, training etc as provided by Governor Services. As a result, the Clerk confirmed that the current allocation of 7 hours per week (term time only) was sufficient. The Chair advised that she had asked the Clerk to continue to keep a log of actual hours so that the situation could be reviewed again if necessary.	
5.	<b>Safeguarding, H&amp;S and Staffing</b>	
5.1	<b>Risk Assessments – update:</b> The Headteacher advised that as yet the Omicron variant of Covid-19 had not impacted on the risk assessments already in place. The only change in measures being reintroduced into schools was the wearing of face masks in communal areas, but this was something that icollege had already been doing. Lateral Flow Testing (LFT) is already in place along with the requirement to self isolate for 10 days following a positive PCR test. The Risk Assessment produced on 1 <sup>st</sup> November 2021, a copy of which had been circulated with the agenda remained relevant to the current circumstances. Units were operating in a more normal way following an outbreak at the end of the previous term. There had been some closures of classes/units due to the number of staff isolating. This had primarily been as a result in the localised “false negative” PCR tests. The recent media coverage around the emergence of the Omicron variant had resulted in an increased level of anxiety amongst staff, given the suggestion that this could be a more dangerous variant, although there was insufficient evidence as yet to confirm whether this was the case.	
5.2	There would be a second round of vaccinations for 12 to 19 year olds. Those learners that didn’t have them during the first round were followed up with GP’s and parents to ensure that they were vaccinated. Guidance had been received earlier in the day for the January 2022 return to school. Currently the requirement was for learners to have one test on site upon return and then to continue LFT testing as currently. <b>Governors discussed</b> whether there would be a spike in cases within local primary schools as per the current national trend. The Headteacher advised that recent data from West Berkshire schools indicated that this was already happening. There had been 341 confirmed cases two weeks ago followed by 422 the next week, predominantly driven by cases in Primary schools. This was one of the reasons why those families attending the Presentation evening were asked not to bring other children with them. The Secondary spike in cases had been pre half term and had largely petered out.	

Signed: Approved 07.06.22

Date:

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Final Pt 1 Personnel Committee 30<sup>th</sup> November 2021 at 4.00 pm Virtual Meeting

		Actions
5.3	<b>Staffing Levels – shielding/vulnerable etc:</b> The Headteacher advised that shielding/working from home for those staff who are vulnerable has been removed with just social distancing and the usual mask wearing etc remaining in place. Therefore there are no staff who are absent due to being clinically vulnerable. There are two members of staff who have been risk assessed due to pregnancy and have been fully vaccinated. They will continue to be at work whilst they feel comfortable doing so but will be given the option to work from home when relevant or if guidance changes. This would be the same for learners should the situation arise.	
5.4	<b>Staff Wellbeing – CV-19 implications short &amp; long term:</b> The latest variant had refocused attention and had caused some degree of increased anxiety amongst staff. One member of staff had been signed off. In some instances staff who had previously had covid had become blasé which had caused some additional stress for those that hadn't. There was also some anxiety as to how the variant may impact on restrictions over the Christmas period.	
5.5	<b>Staff Sickness levels report on current data and progress:</b> This was covered under Part II.	
5.6	<b>Staffing update; changes, new staff etc - verbal report:</b> There was a new Senior Teacher on a fixed term contract and a Teaching Assistant at the POD who were both excellent. There was supply PE Teacher currently and Two TA's at POD+.	
5.7	<b>POD+ update on how going/settling etc:</b> It had been confirmed that there would be at least six places at POD+ for a further academic year. The LA is in the process of advising parents/students of the arrangements for the new SEMH school from September 2022 which will be situated in temporary accommodation for the first year, with the new building being ready for September 2023. Those students who will be in Year 8 will move to the new SEMH provision in September 2022, with icollege retaining Year 6/7 students. <b>Governors asked</b> if icollege was having input to which students it was appropriate to move. The Headteacher advised that staff were involved in the process. The WBC criteria means that those students requiring a lower level of support will move to the new provision.	
5.8	The Headteacher had visited POD+ with Annette Priestley (LA Governor designate) and they had both been overwhelmed by what the students were doing at the time of the visit. They had been quite comfortable having visitors in the classroom, were reading out loud and producing English work around Greek mythology of a good standard. These are some of the most challenging students within the LA but are intellectually able.	
6.	<b>Update on progress on the personnel elements of the GDP/SDP</b>	
6.1	<b>MA 7.1 CPD for Support Staff:</b> The draft CPD Policy had been circulated with the agenda. The policy outlined clearly what support can be offered to staff and how this can be accessed via the performance management structure. The Headteacher advised that there may need to be further clarification around CPD that enables staff to do their job better and that which enables them to progress in their chosen career. <b>Governors discussed</b> that these can be linked but this may not always be the case. Opportunity to progress can be both a recruitment, retention and succession planning process, but there would always be the risk that having completed training the member of staff would move on. In some instances e.g. where staff complete Teacher training, it may not always be possible for icollege to provide a Teaching role for them.	
6.2	<b>MA 6.2 (from PII mins) Teacher training opportunities for Support Staff:</b> The Headteacher advised that the process incorporated into the CPD Policy should ensure that all Support Staff are able to access the same opportunities.	
7.	<b>Policies</b>	
7.1	<b>Pay Policy inc MA 7.4 from PII mins – Honoraria Policy:-</b> The Headteacher advised that she had produced a draft Honoraria Policy. The Headteacher was in the process of ensuring that the draft aligned with WBC guidance on Additional Payments (Advice for Managers). The draft would then be circulated for Governors to comment on. <b>Action: Circulate draft Honoraria Policy as soon as available.</b>	<b>Headteacher asap</b>
7.2	The Pay Policy could not be approved at this time due to there being some issues that still needed to be resolved.	
7.3	<b>Freedom of Information:</b> The Headteacher advised that this had last been updated and reviewed in April 2021.	

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Final Pt 1 Personnel Committee 30<sup>th</sup> November 2021 at 4.00 pm Virtual Meeting

		Actions
	The Clerk advised that the review date had come from the Policy Register. <b>Action: Headteacher to check dates on Policy Register.</b>	<b>Headteacher asap</b>
7.4	<b>Lone Working Policy and Guidance:</b> The Headteacher advised that there had been some further revisions to the policy which would be emailed out for comment.  <b>Action: Headteacher to circulate Lone Working Policy and Guidance for comment.</b>	<b>Headteacher Pers 07.06.22</b>
7.5	<b>Support Staff Pay Policy:</b> The policy had been circulated with the agenda. The policy was <b>unanimously approved.</b>	
7.6	<b>Teachers &amp; Support Staff Work Time Guidance inc PPA &amp; Breaktime:</b> The Headteacher advised that further work was needed before the updated policy could be circulated. The Headteacher and Assistant Headteacher (Safeguarding and Wellbeing) had attended training relating to flexible working and as a result a small working group had been set up to ensure that staff were not exceeding the 1265 hours per annum and to review ways in which flexible working could be incorporated. However, operational matters around covid had meant this had not been progressed as anticipated. <b>Action: Include Teachers &amp; Support Staff Work Time Guidance on next agenda.</b>	<b>Clerk &amp; Headteacher Pers 07.06.22</b>
7.7	<b>Responding to Bullying &amp; Harassment Policy &amp; Guidance:</b> The Headteacher advised that this was based on the WBC model policy which had not been updated since February 2017. Updates to the icollege policy was not therefore necessary.	
7.8	<b>Severance Funding Guidance:</b> The Headteacher advised that this was based on the WBC model policy which had not been updated since June 2014. Updates to the icollege policy was not therefore necessary.	
7.9	<b>Continuing Professional Development (CPD) for Support Staff:</b> Covered under 6.1 above.	
8.	<b>Any Other Business</b>	
8.1	The Headteacher advised that icollege needed a LGBTQ+ Policy as part of the Rainbow Flag Award. The Headteacher had also requested an item on the MC agenda so that the lead for the award could give a presentation to Governors. Governors asked if they could have a copy of the requirements for the Award in advance of the presentation. <b>Action: Forward copy of requirements for the Rainbow Flag Award.</b>	<b>Headteacher MC 07.12.21</b>
9.	<b>Focus of Next Meeting:</b> The next meeting would be held on 7 <sup>th</sup> June 2022 at 4pm. The focus would be on:- Support Staff Appraisal outcomes Policies.	

There being no further business, the meeting closed at 5.37pm.

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