

**THE GOVERNING BODY OF SAVILE TOWN CE (VC) INFANT AND NURSERY SCHOOL**

Minutes of the Special Meeting of the Governing Body held at 5.00 pm at the School on Wednesday, 28 June 2017.

PRESENT

Mr M J Booth (Chair), Miss K Allen, Miss K Asquith, Mrs D Douglas (Head Teacher), Mrs S Khan, Mrs M Noor, Rev. A Pollard, Mr U Umar.

In Attendance

Mr I Macdonald (Meeting Clerk)

**2277. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATION OF INTEREST**

Apologies for absence were received from Miss D Roberts (consent).

The Chair said that as a member of staff, Miss Roberts was unable to attend this meeting due to the staffing discussion and that Miss Asquith as a member of the SLT was party to discussions that had taken place.

There were no declarations of interest.

**2278. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS**

There was no other business raised for discussion.

**2279. TO APPROVE THE NEW STAFFING STRUCTURE.**

The Head Teacher and Mr Umar as Chair of the Resources Committee talked Governors through the reasons for the new staffing structure and the process followed covering:

- a) The budget implications on staffing in the School of reduced income that had come about due to lower pupil numbers and reduced income per pupil.
- b) The situation had been discussed by the Resources Committee in March and at several times since then.
- c) The work done last year to keep staff on a reduced budget, which had not been possible to continue for a second year.
- d) The decision that the number of teachers could not fall as a teacher was needed to be in front of each class, which the proposal had achieved through the LA agreeing to fund one teacher during the academic year 2016/17.
- e) The review undertaken by the SLT and Resource Committee that had looked at the roles, working hours and costs of support staff in line with the needs of the pupils.
- f) The Head Teacher provided Governors with copies of the Staffing Plan for 2016/17/18 that had been discussed by the SLT and Resources Committee, and talked through changes to the initial plan.
- g) The Head Teacher provided Governors with copies of the revised plan, talked Governors through the plan, through discussions on the qualifications required for each post and the changes required within classroom support staff, other support staff and administration staff.
- h) Discussions had been held with the LA Finance Department who had agreed that the new structure would fit within the School budget.

- i) The involvement of the LA HR Department all the way through the process, particularly when staff had been asked if they wanted to give an expression of interest in voluntary severance, which has resulted in one member of staff taking voluntary severance.
- j) The involvement of the LA HR Department and the Unions in meetings and discussions with staff throughout the process and particularly in the process of staff nominating their preferred roles and working hours going forward.

The Head Teacher confirmed that the School had followed the processes set out by the LA, that the process had been transparent and that the 45-day timescale for completion of consultation had been met.

The Resources Committee Chair confirmed that staff had been party to the consultation process that had been attended by both the LA and unions.

The Chair asked Governors if they approved the new staffing structure.

**RESOLVED:** That by a show of hands, the unanimous decision of the Governing Body is to approve the new staffing structure as proposed by the Head Teacher and recommended by the Resources Committee.

The Head Teacher gave Governors a rundown of the next steps saying that:

- a) There were three roles that only one member of staff had applied for and so interviews would not take place for these roles.
- b) Interviews for the other roles would take place on 29 June 2017 where tasks would be observed by the SLT, with formal interviews taking place on 30 June 2017.
- c) Staff would be informed of the outcomes on Monday, 3 July 2017.
- d) Those unsuccessful staff would have meetings with the Head Teacher, LA HR Department and Unions on Thursday, 6 July 2017.

**QUESTION: Governors asked if unsuccessful applicants would be found positions elsewhere.**

**ANSWER:** The Head Teacher said that they would go into re-deployment.

The Chair thanked the Head Teacher, SLT and Resources Committee for their work on staffing during a difficult period.

2280. ANY OTHER BUSINESS.

There was no further business to discuss.

2281. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY.

**RESOLVED:** That no part of these minutes, agenda or related papers, be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.

The Chair closed the meeting at 5.30 pm.