

18/16	<p>SEN Budget Update £18.6K over budget but due some back pay. £3k projected surplus for end of year.</p> <p>Teaching Assistants – fixed term temporary contracts end at different times between now and the end of the school year. Proposal to bring them all in line to finish at the same time. Has been costed (£3k for x6 contracts) and can afford to extend them till the end of July. Can then review needs re fixed/permanent contracts going forward. Governors agreed. GC proposed, LS seconded.</p> <p>Scribes/readers for exams – this is difficult to cover, using agencies and TAs to cover is an unbudgeted cost. Exam season can be particularly challenging to cover. Suggestions – circulate a request for scribes/readers via parentmail, approach the local U3A, the Volunteer Bureau (Chippenham), also local fire, ambulance and police services. LHA can provide training.</p>	
19/16	<p>Deficit Avoidance Plan A confidential item was discussed.</p>	
20/16	<p>HR Update SHI's role (HR) briefly explained – responsible for all areas related to employing staff – e.g. terms and conditions, recruitment and selection, performance and absence management.</p> <p>Staff Absence Report – SHI unable to attend but would like to know how much information governors would like and how often to feedback.</p> <p>Short-term, sporadic absence has the most impact. Some areas hit a higher %, but an overall improvement on last year. Those working more closely with students seem to be more impacted. A governor mentioned the conditions in some of the rooms – some are very hot. The heating system is old making it difficult to regulate the temperature.</p> <p>Concern expressed about the potential to over manage absence. MGU did not feel that this is a risk. At trigger points concerning absence the staff member will meet with their line manager and SHI, promoting managing absence early with support.</p> <p>JOG can take out insurance but it is expensive. There are 5 cover supervisors.</p> <p>Feedback from governors – would be good to see how this compares to other industries and track dates to see if an increase in absence could be tied in with something happening at the time. Also how many individuals the absence report relates to. The information provided by SHI was appreciated as it generated questions – governors asked for reports quarterly initially, the next report to be prepared for early in term 5.</p> <p>Suggestion re hand gel to be followed up – to have readily available throughout the school.</p>	<p>SHI</p> <p>FSI</p>
21/16	<p>AOB – glossary of terms requested.</p>	DW
22/16	<p>Confidential potential conflict of interest item discussed.</p>	

Meeting closed 7.55 pm. Next meeting Monday 1st February 2016