



MINUTES OF THE MEETING OF THE HR COMMITTEE

Wednesday 10 May 2023 at 6.00 pm

Venue: Large Conference Room, Farnbridge Road

Present:

- Mr E Judge (EJ) Trustee, Safeguarding Trustee Link
- Ms L Smart (LS) Trustee, Chair of HR Committee
- Mrs K Mehrrens (KM) Trustee
- Mrs J Smith (JS) Trustee

In attendance

- Mr T Baster (TBA) Joint Head of Academy
- Mrs R Clark (RCL) Joint Head of Academy
- Mrs D Ologunde (DOL) Director of HR
- Mrs K Redmond (KRE) Clerk to Trustees
- Mr R Scott (RSC) Director of Finance & Premises *for item 5b*

Apologies:

- Mr J Everard (JE) Trustee, Vice-Chair of Trustees
- Ms M Foster (MF) Trustee, Vice-Chair of HR Committee
- Mr P Nagle (PN) Chair of Trustees

This group was quorate for the purpose of resolutions

Item	Topic	Minute
1.	Welcome and apologies for absence	NOTED. RCL thanked KM for being part of the Student Leadership Team selection process.
2.	Declaration of Business Interests	There were no new declarations of business interests and no Trustee recorded any conflict of interest with the items on the agenda or the receipt or giving of any gifts or hospitality since the last meeting with the exception of EJ for item 4. Members of staff, DOL and RSC, declared an interest for item 5.
3.	Minutes of the previous meeting	Minutes of the previous HR Committee meeting held on 22 February 2022 were APPROVED unanimously.
4.	Matters Arising	Trustees NOTED that all matters were covered by the agenda.
6	Watching briefs/ action points from the spring term	1. Safeguarding Report Single Central Record will be reviewed on 11 May 2023 and EJ will arrange a monitoring visit with DOL and AST. 2. General HR Update: b) Performance Management for Support Staff

		<p>The mid-year reviews will be completed by end of May 2023.</p> <p>c) Wellbeing</p> <p>The HR Officer was leading the Wellbeing Committee and the next meeting will be arranged for the summer term.</p> <p>Trustees NOTED that reviews were being conducted on:</p> <ul style="list-style-type: none"> i. whether to continue with the Investors in People Gold Award from September due to affordability as the cost of applying for the award was £10k ii. the use of 'wellbeing days' due to financial constraints and ensuring there was consistency of teaching for students. The model from September will focus on what will positively enhance the outcomes for students <p>Wellbeing and Bereavement trees had been planted at both campuses which had had a positive impact. RCL advised that she was investigating whether there were grants to improve the academy's environment e.g. quad at Mill Road.</p> <p>Trustees thanked DOL and the HR Officer for all their efforts.</p>
7	Policies	<p>Trustees NOTED the following policies for review prior to the Board of Trustees meeting:</p> <ul style="list-style-type: none"> a) Exceptional & Emergency Leave b) Performance Management Support Staff Policy c) Grievance
8	Key Indicator of Performance (KIP) Report	Trustees NOTED the report.
9	Any Other Business	There were no matters of Any Other Business.
10	Confirmation of confidential items for the minutes	Item 4, 5 and 6.2a
11	Date of next meetings	To be confirmed

Meeting closed at 7.45 pm

Actions

Date of Meeting/ Item number	Topic	Minute
10.05.23 – item 5	Support Staff Contracts	DOL and RSC should provide a detailed report to the Finance & Premises Committee on 14 June 2023.
10.05.23 – item 7	Policies	Trustees to review the following policies and to raise any comments prior to the Board of Trustees July meeting. 1. Exceptional & Emergency Leave

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		2. Performance Management Support Staff Policy 3. Grievance
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