



MINUTES OF THE MEETING OF THE HR COMMITTEE

Wednesday 22 February 2023 at 6.00 pm

Venue: Canteen, Fambridge Road

Present:

Mr T Baster	(TBA)	Joint Head of Academy
Mrs R Clark	(RCL)	Joint Head of Academy
Mr E Judge	(EJ)	Trustee, Safeguarding Trustee Link
Mr P Nagle	(PN)	Chair of Trustees
Ms L Smart	(LS)	Trustee, Chair of HR Committee
Mr C Wakefield	(CW)	Executive Principal

In attendance

Ms S Ellis	(SEL)	HR Officer
Mrs D Ologunde	(DOL)	Director of HR
Mrs K Redmond	(KRE)	Clerk to Trustees

Apologies:

Ms M Foster	(MF)	Trustee, Vice-Chair of HR Committee
Mrs S Freeman	(SFR)	Outgoing Director of HR

This group was quorate for the purpose of resolutions

Item	Topic	Minute
1.	Welcome and apologies for absence	NOTED.
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.
3.	Minutes of the previous meeting	Minutes of the previous HR Committee meeting held on 20 October 2022 were APPROVED unanimously.
4.	Matters Arising	Trustees NOTED: a) the Terms of Reference had been updated to include a reference to the Pay Committee minutes being presented annually to the spring term meeting and were included on the agenda for this meeting b) PN and LS confirmed they had completed the Safer Recruitment Training
5.	Pay Committee	Trustees RECEIVED the Minutes of the Pay Committee dated 9 November 2022. Trustees NOTED that the Performance Management review process was found to be comprehensive and well managed and all recommendations had been budgeted for.

		<p>TBA advised that the documentation at the academy was very robust and delivered a rigorous process with achievable and fair professional targets. The academy abided by the Teachers' Pay and Conditions and staff have to meet Teaching Standards to progress up the pay scale and through Threshold.</p>
6.	<p>Watching briefs/action points from the autumn term</p>	<p>1. Safeguarding Report</p> <p>EJ advised:</p> <p>a) SCR – EJ had inspected the documentation in December. There was a very good system in place with clear processes and was well maintained. All references were in place for anyone employed since Mr Wakefield commenced in post in 2015.</p> <p>2. General HR Update:</p> <p>Trustees NOTED the circulated reports detailing:</p> <p>a. Staffing Update – Confidential</p> <p>b. Staffing Absence Reports from September 2020 to December 2022</p> <p>i. a parental letter had addressed the actions that had been taken to negate the absences within Science and Mathematics with two experienced cover teachers who were making an impact on classroom and senior management, with no negative impact on teaching</p> <p>ii. the new payroll system has an absence management system with an absence map which will immediately produce reports for monitoring, covering and support.</p> <p>c. Harper Trust v Brazel Business Case – detailed report</p> <p>i. the academy was currently fully compliant with employment law and changes had been made to casual contracts</p> <p>ii. the academy was awaiting the outcomes of the legal consultation process before any actions are taken.</p> <p>PN queried what further steps may be required and could there be financial liabilities which would require provision in the budget.</p> <p>CWA advised that the academy will act on the outcomes of the consultation process and analyse any potential costs at that point.</p> <p>RCL advised that the Association of Secondary Headteachers (ASHE) had commissioned a report from an educational legal service. The advice given to Mid-Essex</p>

		<p>Secondary Headteachers (MESH) has been to wait until the legal advice had been received.</p> <p>Trustees AGREED with the approach of waiting for legal advice before any actions were taken.</p> <p>d. Plume People Platform Project</p> <p>The project was on pause as it was felt that it was not the right time to change the communication system and will be reviewed after Easter.</p> <p>e. Wellbeing update from survey results and Wellbeing Charter.</p> <p>There had been a positive response to the survey, and was very similar to the last consultation. The next survey results will be presented at the June meeting.</p> <p>SEL advised that the aim of the Wellbeing and Events Committee was to keep the positive momentum up with different strategies, for example, from the feedback analysis an outdoor space for staff had been identified for Mill Road Campus and a suitable location at Fambridge Road Campus was being considered. There were also dedicated Wellbeing noticeboards in each staffroom.</p> <p>RCL advised that the professional association representatives (PARs) were appreciative of the academy reconsidering term dates (academic year 2023-24) as they did not match Essex County Council term dates which could have caused difficulty with childcare and the academy had subsequently made suitable adjustments and amended the academy website accordingly.</p> <p>JE queried what percentage of staff had completed the survey.</p> <p>SEL advised approximately 108 compared to 142 in April. The same questions had been asked and the outcomes were identical.</p> <p>PN stated that it was a positive survey outcome and reflected well on the academy, and questioned the tolerance on bullying and harassments and were leaders aware of any incidents.</p> <p>CWA advised that he had mentioned this data in both staff feedback sessions and reiterated that staff were able to speak openly with a trusted friend, PAR, senior staff or anonymously but no further contact had been made. From investigations with PARs, it appeared that the comments were regarding historical matters and nothing had been raised recently.</p>
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		<p>SEL suggested adding 'current' issues on the next survey to make it clearer for staff. The aim was to promote a culture of HR staff being there to support rather than being seen for only disciplinary or formal matters.</p> <p>f. Investors In People</p> <p>The work towards the gold award continues.</p>
7.	Policies	<p>Trustees NOTED that the Exceptional Leave and Performance Management Support Policy will be reviewed at the next meeting due to the change in Director of HR.</p> <p style="text-align: right;">Action DOL</p>
8.	Key Indicator of Performance (KIP) Report	Trustees NOTED the report.
9.	External Review of Governance	<p>Trustees NOTED the outcomes of the External Review of Governance and the areas to be addressed.</p> <p>There had been preliminary discussions with four new Trustees this week.</p> <p>The process for the appointment of a new Principal was in progress.</p>
10.	Any Other Business	<p>Executive Principal sickness absence</p> <p>Trustees NOTED that CWA was taking a three months period of sickness absence for a medical procedure and outlined the clear systems, processes, structures and line management in place to support the academy through his absence. TBA and RCL will be the operational leaders of the academy through this period supported by the Board of Trustees.</p> <p>Trustees wished CWA all the very best and asked him to take enough time to recover properly and to full fitness.</p>
11.	Confirmation of confidential items for the minutes	Items 4c, 6.1b and 6.2a
12.	Date of next meetings	10 May 2023

Meeting closed at 7.25 pm

Actions

Date of Meeting/ Item number	Topic	Minute
23.02.23 – item 7	Policy review	Exceptional Leave and Performance Management Support Policy to be reviewed at the next meeting.