



### MINUTES OF THE MEETING OF THE HR COMMITTEE

Wednesday 18 October 2023 at 6.00 pm

Venue: Large Conference Room, Farnbridge Road

Present:

- Mr T Bailey (TB) Chair of Trustees
- Mrs K Mehrrens (KM) Trustee – *left at 7.15 pm*
- Ms L Smart (LS) Trustee, Chair of HR Committee
- 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

Apologies:

- Mrs D Gray (DG) Trustee, Safeguarding Trustee Link
- Ms L Marshall (LM) *Trustee awaiting formal appointment*

*This group was quorate for the purpose of resolutions*

Item	Topic	Minute
1.	Welcome and apologies for absence	Apologies for absence were ACCEPTED.
2.	Election of Chair and Vice-Chair	Trustees AGREED to appoint LS as Chair. TB proposed LS, seconded by KM and AGREED unanimously. The role of Vice-Chair to be discussed at the next meeting. <b>Action Cttee</b>
3.	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.
4.	Notification of Any Other Business	Proposal for a new trustee.
5.	Minutes of the previous meeting	Minutes of the previous HR Committee meeting held on 10 May 2023 were APPROVED unanimously.
6.	Matters Arising	2. Item 6.2a: Statement of Good Conduct  Trustees NOTED that most staff files now had the required documentation with a small number left to be completed.  LS queried what would happen if the Single Central Record (SCR) was inspected and those files were not complete.  DOL advised that the academy could demonstrate that it was actively pursuing the advisory documentation; the outstanding evidence was mainly for casual workers.

7	Terms of Reference	<p>1. Trustees AGREED the Terms of Reference for this committee.</p> <p>2. Trustees NOTED the Governance Key Objectives which will be reviewed by staff to ensure the termly reports were correct.</p> <p style="text-align: right;"><b>Action DOL</b></p>
8	Watching briefs/ action points from the spring term	<p>1. Safeguarding Report</p> <p>Trustees NOTED that DG and KM will arrange a visit to review the SCR and conduct safeguarding and SEND monitoring visit.</p> <p style="text-align: right;"><b>Action DG/KM</b></p> <p>2. Trustees NOTED the Staff Update including:</p> <p>c) Performance Management</p> <p>The performance management process for teaching staff was complete for 2022/23 and recommendations will be made to the Pay Committee on 8 November.</p> <p>The performance management process for support staff was in process.</p> <p>d) Wellbeing report</p> <p>Trustees NOTED:</p> <p>i. the decision not to continue with the Investors in People (IIP) accreditation once it expired in July 2024 and instead to build on the success of the wellbeing activities internally established through the IIP programme</p> <p>ii. a wellbeing survey will be sent out after the October half-term.</p> <p>RCL queried where the questions for the survey were being sourced from.</p> <p>DOL advised that the questions will be sourced from the Wellbeing Committee and will use the TES Develop survey module to further assure staff that the survey was anonymous.</p> <p>e) Payroll/Personnel IT System</p> <p>Trustees NOTED the difficulties being experienced with the new system and that it was not fit for purpose; the terms of the contract were being reviewed and raised with the provider. Affordable alternatives were being considered.</p> <p>f) New initiatives</p> <p>Trustees NOTED that enquiries were being made to seek affordable benefits for staff before a decision was taken on whether there was an appropriate offer.</p>

9	Policies	<p>1. Trustees NOTED the HR policy schedule.</p> <p>2. Trustees APPROVED the Teacher Performance Management and Capability Policy for ratification by the Board of Trustees.</p> <p><i>KM had indicated that she reviewed and agreed with the policy before leaving the meeting.</i></p>
10	Any Other Business	Trustees AGREED to proceed with the appointment process for a new Trustee.
11	Confirmation of confidential items for the minutes	Items 6.1, 8.2a and 8.2b
12	Date of next meetings	28 February 2024 15 May 2024

*Meeting closed at 8.00 pm*

### **Actions**

<b>Date of Meeting/ Item number</b>	<b>Topic</b>	<b>Minute</b>
18.10.23 - item 2	Role of Vice-Chair	The role of Vice-Chair to be discussed at the next meeting
18.10.23 - item 7.2	Governance Key Objectives	Trustees NOTED the Governance Key Objectives which will be reviewed by staff to ensure the termly reports were correct.
18.10.23 - item 8.1	SCR and monitoring visit	DG and KM to arrange a visit to review the SCR and conduct safeguarding and SEND monitoring visit