



MINUTES OF THE MEETING OF THE HR COMMITTEE

Wednesday 28 February 2024 at 6.00 pm

Venue: Large Conference Room, Farnbridge Road

Present:

Mrs D Gray	(DG)	Trustee, Safeguarding Trustee Link
Ms L Marshall	(LM)	Trustee, Vice-Chair of HR Committee
Mrs K Mehrrens	(KM)	Trustee
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:

Mr T Bailey	(TB)	Chair of Trustees
-------------	------	-------------------

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 Vice-Chair	Trustees unanimously AGREED to appoint LM as Vice-Chair.
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	2 Changes to Flexible Workable legislation from 6 April 2024 3 Safeguarding: YouTube Incident
5.	Minutes of the previous meeting	Minutes of the previous HR Committee meeting held on 18 October 2023 were APPROVED unanimously.
6.	Matters Arising	All matters were completed or covered by the agenda.
7.	Governance Key Objectives	Trustees AGREED the Governance Key Objectives.
8.	Minutes of the Pay Committee	Trustees RECEIVED the minutes of the Pay Committee dated 8 November 2023. Trustees REVIEWED the Teaching and Learning Responsibility (TLR) Points 2024 analysis and NOTED that there were some anomalies with existing staff which were being addressed. LS queried whether the structure would be similar to that in other schools.

		TBA advised that the academy compared well with other schools as it did not offer recruitment and retention TLRs, negotiate on salaries and or have as many Teaching & Learning posts. The academy had a high number of Upper Pay Scale (UPS) 3 staff which did have an impact on the teaching salaries' budget.
9.	Watching briefs/ action points from the spring term	<p>Trustees NOTED:</p> <p>1. Safeguarding Report</p> <p>A monitoring visit had been arranged for 4 March 2024 and a report will be submitted to the Board of Trustees on 20 March 2024 by DG and KM.</p> <p>2. Succession Planning and Staffing Review</p> <p>Trustees AGREED the proposed changes within the Senior Leadership Team (SLT) structure and the staged approach to structural change to further develop a cohesive team noting that the proposed changes were affordable within the existing budget.</p> <p>Trustees AGREED the proposed changes in nomenclature e.g. from vice-principal to deputy headteacher to provide greater clarity of roles.</p> <p>4 General HR update including:</p> <p>b Staff Continual Professional Development (CPD)</p> <p>i. CPD days had been refocused post pandemic and the arrangement of training days this academic year had provided positive momentum linked to the Whole Academy Strategic Plan (WASP)</p> <p>ii. SLT will be considering offering six training days rather than the current five to align with other consortium schools which was permitted under the regulations. The proposal was to have an additional day in the autumn term to enhance the wellbeing of both staff and students and to mitigate absence</p> <p>iii. The CPD session on 26 February 2024 was held at the Mill Road Campus (MRC) and it had quite a positive impact on the dynamic of the day. Consideration will be given to holding future events at MRC where practical.</p> <p>iv. Trauma Perceptive Practice staff training had commenced to ensure the academy had access to Essex County Council's (ECC) intervention programmes.</p> <p>c Wellbeing</p> <p>The academy had recently changed to using TES Staff Pulse surveys to receive regular feedback and a</p>

		<p>benchmark report will be provided after a cycle of eight surveys.</p> <p style="text-align: right;">Action DOL</p>
10.	Policies	<p>1. Trustees NOTED the HR policy schedule.</p> <p>2. Trustees APPROVED the following policies for ratification by the Board of Trustees:</p> <ul style="list-style-type: none"> a. Code of Conduct (including Whistleblowing) incorporating Staff Dealing with Allegations of Abuse against Teachers and other Staff b. Discipline and Dismissal c. Equality and Diversity (staff only) d. <i>Sickness Absence Management - being redrafted</i> e. Time Off in Lieu <p>RCL queried whether there were plans to review the Probation Policy.</p> <p>DOL advised that policy will be redrafted to include a further review meeting between 18 and 24 weeks to confirm or defer appointment.</p>
11.	Any Other Business	<p>2 Changes to Flexible Working legislation from 6 April 2024</p> <p>Trustees NOTED that the policy will be updated with new statutory legislation and submitted for review at the next meeting. The new legislation allowed for applications for flexible working being made from the first day of employment and there can be up to two requests per year.</p> <p style="text-align: right;">Action DOL</p> <p>3 Safeguarding: YouTube incident</p> <p>Trustees NOTED that the ECC Safeguarding Team, police and impacted families had been advised of recent highly offensive and abusive language added by an anti-trans activist to a video created by students at the academy following a Stonewall School Champion Gold Award in 2022.</p> <p>RCL advised that she had referred the incident to Association of School and College Leaders (ASCL) and the Stone King Dispute Resolution Team and was awaiting advice. The academy was endeavouring to have the video removed or blocked as the person did not have permission to use it. TBA has prepared a press statement should it be needed.</p>
12.	Confirmation of confidential items for the minutes	Items 4.1, 9.3, 9.4a, 11.1
13.	Date of next meetings	15 May 2024

Meeting closed at 7.25 pm

Actions

Date of Meeting/ Item number	Topic	Minute
28.02.24 – item 9.4c	Wellbeing	TES Staff Pulse survey benchmark report to be provided after a cycle of eight surveys.
28.02.24 – item 11.2	Changes to Flexible Working legislation from 6 April 2024	Flexible Working policy to be updated with new statutory legislation and submitted for review at the next meeting.