



## MINUTES OF THE MEETING OF THE HR COMMITTEE

Wednesday 5 June 2024 at 7.30 pm

Venue: Large Conference Room, Fambridge Road

### Present:

Mr T Bailey	(TB)	Chair of Trustees
Ms L Marshall	(LM)	Trustee, Vice-Chair of HR Committee
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
Mrs K Mehrtens	(KM)	Trustee

*This group was quorate for the purpose of resolutions*

Item	Topic	Minute
1.	Welcome and apologies for absence	Apologies for absence were ACCEPTED.
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.	Notification of Any Other Business	There were no matters of Any Other Business.
4.	Minutes of the previous meeting	Minutes of the previous HR Committee meeting held on 28 February 2024 were APPROVED unanimously.
5.	Matters Arising	All Matters Arising had been completed or covered by the agenda.
6.	Chair's Action	Trustees APPROVED the Chair's Action taken for the Minimum Wage Uplift on 24 April 2024 to ensure all staff received at least the minimum wage.  LS queried how many staff were affected by the rise in Minimum Wage.  TBA advised that a number of support staff were affected by the increase and a benchmark review will be undertaken of job descriptions and roles for identified groups of staff.

7.	Watching briefs/ action points from the spring term	<p>Trustees NOTED:</p> <p>1. Safeguarding Report</p> <p>The next monitoring visit was scheduled for 6 June 2024.</p> <p>2 General HR update including:</p> <p>b. Staff Absence Management including reports from September 2021 to March 2024</p> <p>Trustees NOTED the impact of absence management strategies and interventions with a significant drop in total numbers of days lost since last year. The new HR system will be able to provide a more detailed analysis for the autumn term; school-related absences will listed on SIMS for cover purposes.</p> <p>c. Staff Continual Professional Development (CPD)</p> <p>Staff had notified of the additional all staff development day on 28 November 2024 which had been well received. The information will now be shared with all stakeholders.</p> <p>d. Senior Leadership Team</p> <p>Staff had been informed of the change in titles from September:</p> <table border="1" data-bbox="683 1167 1449 1977"> <thead> <tr> <th>Staff Member</th> <th>Role at Plume Academy</th> </tr> </thead> <tbody> <tr> <td>Mr Tom Baster</td> <td>Joint Head of Academy</td> </tr> <tr> <td>Mrs Ruth Clark</td> <td>Joint Head of Academy</td> </tr> <tr> <td>Mr Ash Stoneman</td> <td>Deputy Headteacher and Designated Safeguarding Lead (DSL)</td> </tr> <tr> <td>Mrs Claire Pretty</td> <td>Deputy Headteacher</td> </tr> <tr> <td>Mr John Hallam</td> <td>Head of College – Assistant Headteacher</td> </tr> <tr> <td>Mr Simon Meadows</td> <td>Fambridge Road Campus Lead – Assistant Headteacher</td> </tr> <tr> <td>Mr Matt Owen</td> <td>Mill Road Campus Lead – Assistant Headteacher</td> </tr> <tr> <td>Mr Clive Cambridge</td> <td>Whole Academy Inclusion Lead / SENDCO</td> </tr> <tr> <td>Mr Peter Carlsson</td> <td>Associate Assistant Headteacher Faculty Leader for Social Science</td> </tr> <tr> <td>Mrs Gemma Wills</td> <td>Associate Assistant Headteacher Faculty Leader for English</td> </tr> <tr> <td>Mr Richard Scott</td> <td>Director of Finance and Premises</td> </tr> <tr> <td>Mrs Dorcas Ologunde</td> <td>Director of Human Resources</td> </tr> <tr> <td>Mr Mark Beckett</td> <td>Director of ICT Systems</td> </tr> </tbody> </table>	Staff Member	Role at Plume Academy	Mr Tom Baster	Joint Head of Academy	Mrs Ruth Clark	Joint Head of Academy	Mr Ash Stoneman	Deputy Headteacher and Designated Safeguarding Lead (DSL)	Mrs Claire Pretty	Deputy Headteacher	Mr John Hallam	Head of College – Assistant Headteacher	Mr Simon Meadows	Fambridge Road Campus Lead – Assistant Headteacher	Mr Matt Owen	Mill Road Campus Lead – Assistant Headteacher	Mr Clive Cambridge	Whole Academy Inclusion Lead / SENDCO	Mr Peter Carlsson	Associate Assistant Headteacher Faculty Leader for Social Science	Mrs Gemma Wills	Associate Assistant Headteacher Faculty Leader for English	Mr Richard Scott	Director of Finance and Premises	Mrs Dorcas Ologunde	Director of Human Resources	Mr Mark Beckett	Director of ICT Systems
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		<p>e. Performance Management</p> <p>The third objective for teaching staff will be changed from Cultural Capital to be refocused on participation in a research group.</p> <p>Support staff reviews were taking place with a deadline of 7 June 2024.</p> <p>f. Wellbeing: including new initiatives and future projects.</p> <p>The Maldon Mud Race had been a positive school event and there had been positive community feedback.</p> <p>Trustees NOTED the anonymous TES Pulse Survey results from the start of its use in the autumn term to December 2023. The survey will gradually be reduced from its four weekly cycles to once a term.</p> <p>LM queried whether staff were aware of how the results were considered.</p> <p>RCL advised that two members of staff were responsible for responding to comments and any strategic matters were referred to the Senior Leadership Team. There were also staff forums led by different members of staff to collectively deal with issues such as behaviour and uniform.</p> <p>g. Essex Healthy Schools</p> <p>The academy was researching partnering with Essex Healthy Schools to focus on implementing wellbeing strategies. LM AGREED to be the Link Trustee for Wellbeing.</p>
8.	Policies	<p>Trustees APPROVED the following policies for ratification by the Board of Trustees:</p> <ul style="list-style-type: none"> <li>a. Flexible Working to reflect change in legislation on 6 April 2024</li> <li>b. Sickness Absence Management</li> <li>c. Performance Management – Support Staff and Form</li> <li>d. Early Careers Teachers</li> </ul> <p>TBA agreed to share a template with staff responsible for reviewing policies summarising changes in policies for Trustees' attention.</p>
9.	Any Other Business	There were no matters of Any Other Business.
10.	Confirmation of confidential items for the minutes	Item 7.2 – Staffing Update
11.	Date of next meetings	To be confirmed

*Meeting closed at 8.40 pm*

**Actions**

<b>Date of Meeting/ Item number</b>	<b>Topic</b>	<b>Minute</b>
05.06.24 – item 8	Template for summarising changes in policies	TBA to circulate a template to staff responsible for reviewing policies.