



## MINUTES OF THE MEETING OF THE HR COMMITTEE

Wednesday 26 February 2022 at 6.00 pm

Venue: Canteen, Farnbridge Road

Present:

|                |       |                                    |
|----------------|-------|------------------------------------|
| Mr E Judge     | (EJ)  | Trustee, Safeguarding Trustee Link |
| Mr P Nagle     | (PN)  | Chair of Trustees                  |
| Ms L Smart     | (LS)  | Trustee                            |
| Mr C Wakefield | (CWA) | Executive Principal                |
| Mrs C Whitaker | (CDW) | Chair, HR Committee                |

In attendance

|               |       |                   |
|---------------|-------|-------------------|
| Mrs S Freeman | (SFR) | Director of HR    |
| Mrs K Redmond | (KRE) | Clerk to Trustees |

Apologies:

|              |      |                                 |
|--------------|------|---------------------------------|
| Mr J Everard | (JE) | Trustee, Vice-Chair of Trustees |
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*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.   | Notification of Any Other Business                 | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 4.   | Minutes of the previous meeting                    | The Minutes of the previous meeting held on 29 September 2021 were APPROVED unanimously.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 5.   | Matters Arising                                    | There were no matters arising not covered by the agenda.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 6.   | Watching briefs/action points from the autumn term | <p>1. Safeguarding update</p> <p>As reported by EJ to the Board of Trustees at their meeting in December. A date will be arranged for reviewing the Single Central Record.</p> <p>2. Impact of Teacher absence from lessons and use of cover supervisors</p> <p>SFR advised that she had received the data by subject and will circulate a report once it has been analysed which will be updated for each meeting. Trustees NOTED that the majority of cover was supplied in-house by qualified teachers or cover supervisors and there were very few external agency covers.</p> |

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|    |                          | <p>3. Catch-Up Tutoring Programme</p> <p>SFR confirmed that tutoring is in place for English, mathematics and science.</p> <p>PN asked if the catch-up funding will continue. SFR advised that the government funding was due in November but has yet to be received. CWA advised that the most up to date document is on the website and tutoring has been kept in-house to ensure quality of provision. SFR advised that it is going well and a number of teaching staff had offered their services to support students and were paid on an hourly basis.</p> <p>4. Pulse Wellbeing Survey results</p> <p>SFR advised that the external survey provider was found to be unsuitable and therefore the academy has devised its own survey which will be circulated during this half-term to capture data on six week rolling programme with different questions posed to staff. Mrs Ollett will put together a student survey as well as a parent and carer survey to shape the holistic approach to wellbeing. Tangible results will be reported at the next meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 7. | Safeguarding – Wellbeing | <p>Trustees NOTED the Wellbeing Charter provided by the Department for Education and the academy's aim to align with the 11 priorities along as well an assessment of where the academy was against each point.</p> <p>SFR advised that:</p> <ul style="list-style-type: none"> <li>a) there are five mental health first aiders now in place and two have already been approached for support; staff are being signposted to them in the first instance. Both SFR and Mrs Ollett have completed Level 4 Mental Health Leaders training which gives access to the Essex County Council InfoLink toolkits with external contacts for support</li> <li>b) the academy is building capacity within the Senior Leadership Team (SLT) to help to reduce workload and ensure time away from academy duties. EJ reiterated the concern of the impact on senior staff of being constantly on call and external agencies being held to account. CWA gave examples of the unreasonable expectations and demands on academy staff to support students and their families. CWA endeavours to model and administer expectations but it is a considerable challenge and continues to concern him. As referred to previously, the professional representatives appreciate the support of senior staff but are concerned about the longevity and sustainability of that support. Building capacity will be a key focus for senior leaders</li> <li>c) there will be management training sessions to discuss absence management and phased return to work giving tools to</li> </ul> |

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|    |                                                    | <p>managers to feel empowered to bring staff back into work and give any support they need</p> <p>d) looking at communication for staff, parents/carers and students and producing cards with contact details for external support.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 9  | Policies                                           | <p>Trustees REVIEWED the following policies noting that there were no changes:</p> <ol style="list-style-type: none"> <li>1. Code of Conduct including Whistleblowing</li> <li>2. Discipline and Dismissal</li> <li>3. Mental Health and Wellbeing</li> <li>4. Performance Management Support Staff</li> <li>5. Sickness Absence Management</li> <li>6. Staff Equality &amp; Diversity</li> <li>7. Time Off in Lieu</li> </ol> <p>SFR advised that the Probationary Review for Support Staff policy is being considered to incorporate teaching staff too for probationary reviews for constructive dialogue and will be submitted for the next meeting. Probationary reviews are mentioned in teachers' terms of conditions for employment but are not currently documented.</p> <p>Trustees APPROVED the policies for ratification by the Board of Trustees.</p> |
| 10 | Key Indicator of Performance (KIP) Report for HR   | NOTED.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 11 | Any Other Business                                 | EJ AGREED to become the Wellbeing Trustee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 12 | Confirmation of confidential items for the minutes | Agenda items 6.5 and 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 13 | Date of next meetings                              | 29 June 2022 – joint meeting with Finance & Premises Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

*Meeting closed at 7.45 pm*

#### **Actions**

| <b>Date of Meeting/<br/>Item number</b>       | <b>Topic</b>                            | <b>Minute</b>                                                                                                   |
|-----------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| 29.09.21 – item 6c<br><i>Updated 26.01.22</i> | Impact of teacher absence from lessons. | SFR to provide a report on the impact on teaching due to absence from lessons and the use of cover supervisors. |
| 29.09.21 – item 6e<br><i>Updated 26.01.22</i> | Pulse survey results                    | SFR to provide a report on the staff 'Pulse' anonymous wellbeing survey results.                                |
| 26.01.22 – item 9                             | Probationary Policy                     | SFR to submit a policy including both teaching and support staff at the next meeting.                           |