



MINUTES OF THE MEETING OF THE HR COMMITTEE

Wednesday 29 September 2021 at 6.00 pm

Venue: Canteen, Farnbridge Road

Present:

Mr J Everard	(JE)	Trustee, Vice-Chair of Trustees
Mr E Judge	(EJ)	Trustee, Safeguarding Trustee Link
Mr P Nagle	(PN)	Chair of Trustees
Ms L Smart	(LS)	Trustee
Mr C Wakefield	(CW)	Executive Principal <i>left the meeting at 6.20 pm</i>
Mr S Watterston	(SW)	Trustee
Mrs C Whitaker	(CDW)	Chair, HR Committee

In attendance

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

Apologies:

n/a

This group was quorate for the purpose of resolutions

Item	Topic	Minute
1.	Welcome and apologies for absence	NOTED.
2.	Election of Chair and Vice-Chair	Trustees AGREED to appoint CDW as Chair and LS as Vice-Chair of the HR Committee. JE proposed CDW, seconded by PN and AGREED unanimously. CDW proposed LS, seconded by JE and AGREED unanimously.
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.	Minutes of the previous meeting	The Minutes of the previous meeting held on 23 June 2021 were APPROVED unanimously.
5.	Matters Arising	There were no matters arising not covered by the agenda.
6.	Watching briefs/action points from the summer term	b) Update on Trustee Safeguarding Training Trustees NOTED the requirement to complete the training modules. c) Absence Management Analysis Report

		Trustees NOTED the data reports on staff absence from September 2018 to July 2021 and SFR explained each category in detail. SW requested a report on the impact on teaching due to absence from lessons and the use of cover supervisors. SFR advised that the academy is currently advertising for cover supervisors. PN referred to the number of personal/compassionate absences and questioned whether the policy was being applied in each case. SFR confirmed that the policy was followed and that she would liaise with staff should a long term issue arise. d) Catch-up Tutoring Programme SFR referred to the government funding for catch-up tutoring. The funding will be received in November and will backfill the expenses already incurred. A SLT working party assessed the quality of the tutoring offered through the government scheme and concluded that it would be of higher quality if delivered in-house. SFR explained the process for appointing tutors and that a working party had been set up to manage the tutoring programme. The academy had appointed ex-Year 13 students through an interview process which had been very successful last term and for the autumn term had retained six out of the original 15. The academy has advertised for two different types of tutors; one being for current staff to tutor outside of directed time at the teaching rate and the second for tutors who are current Year 13 students to provide intervention during the day in the classroom. The academy is considering rolling out tutoring to Year 11 students over the next three terms. The working party is also looking at whether agency staff will be required to support through the initial plans. CDW questioned who was helping Year 13 students to catch up. SFR will revert to the working party and advise. SW requested that confirmation is received that the funding will be received in November and is not dependent on the government autumn spending review which will be announced in October. e) General HR update SFR referred to her circulated report and highlighted her main focus has been on the wellbeing of staff particularly following the return to school following Covid-19 measures. Five members of staff have been trained as mental health first aiders to support SFR with wellbeing matters. The academy
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		will also be promoting the Educational Support Partnership through Plume Wave. A 'Pulse' anonymous survey for staff will begin and will be repeated every two weeks. SFR will provide a report to Trustees on the outcomes. PN questioned what support SFR has to manage complex cases. SFR advised that she has the support of CWA, TBA and RCL to support any difficult matters and also has access to Stone King if required for HR legal matters.
9	Policies	Trustees NOTED that there were no policies for review at this point.
10	Investors in People	SFR advised that, following support from Trustees and SLT, the academy had embarked on the Investors in People (IIP) project. Trustees were pleased that the academy had been awarded Silver accreditation and NOTED that the academy is in the process of putting together an action plan in conjunction with IIP to move towards Gold accreditation at the end of next year when the academy shall be reassessed. SFR advised that feedback will be provided for staff on what actions are being taken and areas of concern will have focussed support. Plume is the second academy in Essex to receive this prestigious award and this will be communicated to staff in the next few weeks.
11	Key Indicator of Performance (KIP) Report for HR	To follow on.
12	Any Other Business	There were no matters of any other business.
13	Confirmation of confidential items for the minutes	Agenda items 6a, 7 and 8
14	Date of next meetings	26 January 2022 29 June 2022 – joint meeting with Finance & Premises Committee

Meeting closed at 7.50 pm

Actions

Date of Meeting/ Item number	Topic	Minute
29.09.21 – item 6a iii	Safeguarding - Wellbeing	SFR to discuss with CWA the request by Trustees to receive a report demonstrating SLT had considered its statutory responsibilities regarding in loco parentis and the increasing demand by stakeholders outside of school hours and also the wellbeing of staff which could be impacted by cultural expectations and behaviours.

29.09.21 – item 6c	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 6d	Catch Up tutoring programme	SFR to revert to working party on how Year 13 were being helped to catch up.
29.09.21 – item 6e	Pulse survey results	SFR to provide a report on the staff 'Pulse' anonymous wellbeing survey results.