



Epping Forest Schools Partnership Trust

Held on Tuesday 1st October 2019 at 2.00pm
at St John's Primary School

MINUTES of the HR COMMITTEE MEETING

	<u>Trustees</u>		<u>Observers/Advisers</u>
*	Lesley Duffin (Chair)	*	Elisabeth Nunn (Clerk)
*	Brenda Jarvis		
*	Sue Sunderland		
*	Peter Tidmarsh (CEO)		

* indicates attendance

(The meeting started at 2.02pm.)

		<u>ACTION</u>
1	Apologies (and reasons for absence); declarations of interest in agenda; plus declaration of Business Interests/Gifts and Hospitality There was an apology for absence from Mrs Smith (work commitments). There were no declarations.	
2	To appoint a Chair for 2019/2020 Mrs Duffin was appointed as Chair for 2019/2020.	
3	AOB requests for an end-of-meeting consideration a) Buckhurst Hill Primary. b) To arrange a date for the CEO's PMR.	
4	To review and approve the committee's Terms of Reference Trustees reviewed and approved the committee's Terms of Reference which will be adopted by the Trust Board on October 17 th .	Board agenda item 17/10



		<u>ACTION</u>
5	<p>To approve the Committee’s Minutes of 20th June 2019 The Minutes of the meeting held on 20th June 2019 were approved and signed by the Chair.</p> <p>Matters Arising</p> <p>a) <u>Agenda item 3a: To confirm that Oak View has highlighted as a risk its new building and additional intake of pupils and young children:</u> The CEO reported that the new building is in fact an extension of the existing school and there is no risk to the existing school community.</p> <p>b) <u>Agenda item 11: Safeguarding: An update on the level 4 Safeguarding training to be undertaken by Mrs Duffin and the CEO:</u> Mr Tidmarsh reported that Level 4 safeguarding training does not exist. However, it was noted that Mr Tidmarsh and Mrs Duffin will meet with Jo Barclay to go through what a safeguarding audit looks like in a school.</p> <p>c) <u>Agenda item 3b: Complaints:</u> It was noted that a discussion had been held at the last meeting about ensuring accompanying paperwork to the Trust’s Complaints Policy was consistent across the MAT schools. Mrs Smith had agreed to look for guidance, particularly in relation to SEND/Legal Services, and also agreed to produce a checklist of advice for schools which could sit as a toolkit behind the policy. As Mrs Smith was absent, and so unable to report back on this, Mr Tidmarsh agreed to ask her for this information when he meets her on October 3rd.</p>	<p>CEO to meet with Mrs Smith re: complaints paperwork</p>
6	<p>To discuss Senior Leadership Matters across the Trust Confidential items were discussed and appear on pink attached to these Minutes.</p>	
7	<p>Staffing Matters</p> <p>a) <u>To discuss and review Central Staffing structure:</u> Confidential matters were discussed and appear on pink attached to these Minutes.</p> <p>b) <u>Appointment of Trust surveyors:</u> Trustees were pleased to note the appointment of Daniel Connal Partnership as Trust surveyors. Mr Tidmarsh reported that he hopes to have received the surveyors’ consolidated report of all the schools’ surveys by the end of November. He also added that he has made contact with the surveyors’ health and safety department in a bid to make progress in this area within the Trust. He will report back on any updates.</p> <p>c) <u>CEO to report back on research into teacher accommodation following his meeting with the Portfolio Holder for Housing for Epping Forest Council on July 12th:</u> Mr Tidmarsh informed Trustees that despite having a very helpful meeting in July, there was nothing to new to report. A general discussion was held about the possibility of looking more closely into the better use of current caretaker accommodation</p>	<p>CEO to report on H & S discussions: spring term agenda</p>



		<u>ACTION</u>
	<p>throughout the Trust.</p> <p>d) <u>To receive an update on Performance Reviews, including the CEO's</u>: Mr Tidmarsh reported that he is carrying out the Central Team's performance reviews. He has also requested copies of all the Headteachers' PMRs. It was noted that most schools use external advisers for this task, although Mr Tidmarsh is the facilitator for two of the Trust schools. After discussion, Trustees felt that the Trust should work towards there being consistency within the MAT. This will be monitored and discussed again in the autumn term 2020.</p> <p>e) <u>Other staffing matters</u>: Confidential items were discussed and appear on pink attached to these Minutes.</p>	<p>Autumn 2020 agenda item</p>
8	<p>To receive updates on the Trust's Steering Groups It was agreed that for future agendas, this item will appear on the second agenda of the term.</p>	<p>Clerk: future agendas</p>
9	<p>JCC</p> <p>a) It was noted that the termly JCC meeting will be held on 6th November.</p> <p>b) <u>To discuss publication on the Trust website details of the amount of time taken off by staff who are union officials</u>: It was agreed that Mr Tidmarsh will liaise with the Headteachers about this matter and report back to Trustees at the next committee meeting in the spring.</p> <p>c) <u>Health and Safety Committee</u>: Trustees were reminded that there Trust must have a Health and Safety Committee. Mr Tidmarsh reported that once the committee has been formed, it will be supported by the Trust surveyors. This will be discussed further at the November JCC meeting and an update will be available for Trustees in the spring term.</p>	<p>CEO to liaise with HTs about union officials Spring 2020 agenda item</p> <p>JCC agenda item November</p> <p>Spring term agenda</p>
10	<p>Policies</p> <p>a) <u>To discuss the committee's review of the following policies</u>: The following was noted:</p> <ul style="list-style-type: none"> • <u>Pay Policy</u>: This will be reviewed once it has become available from Essex. • <u>Governor Mentor/Buddy Policy</u>: This will be reviewed by the committee at an additional informal meeting on October 7th. • <u>Managing Complaints against Governors and Trustees</u>: It was agreed that this policy should be renamed, 'How to manage breaches of the Code of Conduct Policy by Governors and Trustees'. It will be reviewed by the committee at an additional informal meeting on October 7th. 	<p>Policy review: Trustees to meet on October 7</p>



		<u>ACTION</u>
	<ul style="list-style-type: none"> • <u>Child Protection Policy</u>: This policy was approved and will be sent to all Trustees via email by the Clerk for approval and circulation to schools. • <u>Staff Probation Procedures</u>: This will be reviewed by the committee at an additional informal meeting on October 7th. • <u>Flexible Working Policy</u>: This will be reviewed by the committee at an additional informal meeting on October 7th. <p>** Following the meeting, the Clerk produced an additional policy which will be reviewed by the committee on October 7th: Allegations Against Staff: Statement of Procedure.</p> <p>b) <u>To discuss and recommend for approval the annual teachers' pay award 2019/2020</u>: Mr Tidmarsh reported that the DfE-recommended teachers' pay award of 2.75% across the board has been approved by the Headteachers despite a 1% shortfall. It was noted that the Trust has budgeted for 1% while the DfE has agreed to fund 0.75% of the award.</p>	<p>Clerk to ask Trustees for approval via email and circulate to schools</p>
11	<p>Clerk's Items</p> <p>A discussion was held about the use of Chair's Action at LGB level. The following was noted: Chairs of LGBs by default do not have the right to use Chair's Action as it isn't written into the Articles of Association. Trusts need to consider whether they wish the Chairs of Governors and Chairs of any LGBs to have this power, and if so ensure that there is a formally agreed procedure in place with defined limits on the use of the power.</p> <p>After discussion, it was agreed that Chair's Action at LGB level will be continued within its reasonable remit (as defined in the approved LGB Standing Orders). However, the Trust will monitor its use via the LGB Minutes as it is a grey area in governance structures. This monitoring will be with a view to developing a firmer policy. A discussion on Chair's Action at Trust Board level will be held at the Trust Board meeting on October 17th.</p>	<p>Trustees to monitor Chair's Action via LGB Minutes Trust Board agenda item 17/10</p>
12	<p>AOB</p> <p>a) <u>Buckhurst Hill Primary</u>: Mr Tidmarsh reminded Trustees that Buckhurst Hill Primary is on track to convert to an academy and join the Trust on 1st November. The existing Interim Executive Board will be dissolved on that date and a new LGB will be set up. Mr Tidmarsh intends to attend the first LGB meeting to aid transition. He is to meet with the Acting Headteacher and the potential new Governors before half term. Once a skills audit has been completed by the new LGB members, the school aims to hold parent governor elections at the start of the spring term.</p>	



		<u>ACTION</u>
	It was also noted that Mr Tidmarsh attends the Alderton Junior School's LGB meetings and will continue to do so until the school comes out of its Requires Improvement judgment. b) It was agreed that Mr Tidmarsh's PMR will be held on Monday October 7 th .	
	The meeting ended at 3.55pm.	