



Epping Forest Schools Partnership Trust

Held on Thursday 20th June 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)	*	Tula Smith (Essex HR)
*	Brenda Jarvis	*	Elisabeth Nunn (Clerk)
*	Sue Sunderland		
*	Peter Tidmarsh (CEO)		

* indicates attendance

(The meeting started at 2.08pm.)

		<u>ACTION</u>
1	Apologies (and reasons for absence); declarations of interest in agenda; plus declaration of Business Interests/Gifts and Hospitality There were no apologies for absence or declarations.	
2	AOB requests for an end-of-meeting consideration There were none.	
3	To approve the Committee's Minutes of 13th March 2019 The Minutes of the meeting held on 13 th March 2019 were approved and signed by the Chair. <u>Matters Arising</u> a) <u>Agenda item 4c: Oak View Risk Register:</u> Trustees were reminded that at the last meeting they had wanted assurance that the new building at Oak View with its intake of pupils and young people would pose no safety risks for the rest of the school community; also, this should be highlighted as a risk on the school's Risk Register. Mr Tidmarsh reported that he was awaiting the completed termly Risk Registers from all the schools and would be able to check in advance of the Trust Board meeting in July.	Trust Board to check Risk Register on July 3 rd



		<u>ACTION</u>
	<p>b) <u>Agenda item 8d: Complaints Policy</u>: Mrs Smith and Mr Tidmarsh had been asked at the last meeting to ensure that that any accompanying paperwork to the Trust’s Complaints Policy was consistent across the MAT schools. Mrs Smith 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.</p>	
<p>4</p>	<p>Staffing Matters</p> <p>a) <u>To receive an update on Trust central staffing and the recruitment of a Trust surveyor</u>: Mr Tidmarsh reminded Trustees that the Trust is in the process of appointing a surveyor. He explained that the original purpose was to appoint a property management consultant who would be involved in the development of health and safety as well as developing the site managers into a team. However, following the initial interviews with four of the short-listed companies, carried out by Mrs Witteridge, Mr Tidmarsh, Mrs Dalby and the Site Manager at Whitebridge Primary, it was decided to issue a reduced tender document to focus on the cost of surveying the schools. Mr Tidmarsh reported that he received three quotes:</p> <ul style="list-style-type: none"> • Faithful and Gould = £68,000 • Livemore = £36,000 • Daniel Connal = £38,000 <p>A lengthy discussion was held about the noticeable difference between the highest and lowest quotes; Mr Tidmarsh reported that the preferred candidate was Daniel Connal. It was agreed that this proposal will go to the Finance and Audit Committee before any appointment is approved by the Trust Board in July.</p> <p>b) <u>CEO to report back on research into teacher accommodation</u>: It was noted that the CEO and Mrs Freeman met with two local letting companies in April to discuss the provision of teacher accommodation. However, nothing substantial arose from these meetings. Mr Tidmarsh reported that he and Rev Batson are meeting with the Portfolio Holder for Housing for Epping Forest Council on July 12th. Trustees suggested that the CEO also looks at Housing Associations and Homes England. Rev Batson is investigating the development linked to the Church in Epping which could signpost a number of flats for the Trust.</p> <p>Mr Tidmarsh reported that recruitment this year has been very good and all schools, except for Leverton (one of the Trust’s associate schools which has one vacancy), are fully staffed for September.</p> <p>c) <u>Central Staff organisation for 2019/2020</u>: A detailed and lengthy discussion was held about the central team for 2019/2020 and this appears on pink attached to these Minutes.</p>	<p>Finance and Audit Committee: June/ Trust Board: July</p>



		<u>ACTION</u>
5	<p>To discuss Senior Leadership Matters across the Trust</p> <p>a) <u>Headship Guidance</u>: Trustees reviewed the wording of the Headship Guidance agreed at the March Board meeting and made no changes. <u>Headship Guidance</u>:</p> <ol style="list-style-type: none"> 1. For every school, where it is economically viable, to have its own Headteacher. 2. To keep disruption of the Leadership team to a minimum during the first 24/36 months of operation which may involve advertising more leadership posts internally during this period. 3. To use the model of Executive Headteacher* (running more than one school) and the model of Head of School* (day-to-day operational, no finance/strategy) where sensible on an interim or permanent basis. * The titles to be determined as appropriate. <p>b) <u>To discuss the general pay scales for Head of School and Executive Headteacher</u>: A discussion was held about the roles of Executive Headteacher and Head of School. It was noted that the pay scales will generally be based on the School Teachers' Pay and Conditions document; Mr Tidmarsh will liaise closely with Mrs Smith.</p> <p>Mr Tidmarsh gave a verbal update on the schools within the Trust which will have Acting posts from September:</p> <ul style="list-style-type: none"> • Chigwell Row has appointed an Acting Head of School (with a full-time teaching commitment) with Sarah Hurwood as a mentor. It was also noted that the CEO, the Trust Finance Manager and Mrs Noden have all offered to support the school from September. Mrs Smith will also support if required. • Sharon Dalby from Alderton Infant has resigned and the Local Governing Body has proposed that an Acting Headteacher and Acting Deputy Headteacher are in place from September on a one-year contract. Mr Tidmarsh reported that a working party has been set up comprising Governors from both the Infant and Junior schools, Mr Tidmarsh and Rev Batson as well as Ian Kendal a Local Leader of Education who will facilitate sessions in the autumn. The working party will investigate the options for the two schools going forward and these will be presented to the Trust Board in December. • Buckhurst Hill Primary School is due to join the Trust in the autumn term, possibly by November 2019. Mr Tidmarsh suggested that there would be a substantive Headteacher post there rather than Head of School. <p>Governors asked: Q: What is the Trust's selection process for Executive Headteachers? A: (Mr Tidmarsh) They will be our Local Leaders of Education. We have six in the Trust: Sarah Noden, Jonathan Furness, Sarah Roffey, Sarah Hurwood, Jo Willcox and Ann Grisley.</p> <p>Q: What is the process for selecting Heads of Schools? A: (Mr Tidmarsh) They would need to have appropriate skills and experience and would be sought from within the Trust.</p>	<p>Trust Board agenda: December 2019</p>



		<u>ACTION</u>
	Trustees thanked Mr Tidmarsh for his update and were pleased to note that succession planning was being thought through carefully within the Trust.	
6	<p>To note the outcomes from the LA’s re-evaluation of support staff posts</p> <p>It was noted that the LA’s re-evaluation of support staff job descriptions has been completed for 2019/2020. Mr Tidmarsh explained the timeline for discussing this with schools:</p> <ul style="list-style-type: none"> • The Headteacher Group will look at the model job descriptions on September 27th. • There will be a moderation of the job descriptions by Headteachers on October 25th. • LGBs will look at this matter the week commencing 11th November. • The HR Committee and Finance and Audit Committee will review before they are finalised by the Trustees in December. 	<p>LGBs agendas November</p> <p>Trust agendas autumn term</p>
7	<p>To discuss the Risk Management Plan in relation to this committee</p> <p>Mr Tidmarsh reported that he is currently collating the latest Risk Registers from the schools. He explained that he would like to change the Trust Risk Register for next year so that it is more bespoke and meets the needs of the Trust.</p> <p>The HR Committee felt that one risk is to ensure that Headteachers and support staff (particularly office staff) follow the Trust’s processes appropriately.</p> <p>Mr Tidmarsh reported that next year there will be three inexperienced Headteachers working within the Trust. In order to mitigate this risk, each will have a LLE mentor. Trustees suggested that more management training is needed for the Deputy Head Teachers. Mr Tidmarsh agreed that this training could take place during the regular Deputy Head Teacher meetings.</p> <p>A discussion was also held about Governor training; Mr Tidmarsh reported that he is developing a Governor Hub which will be facilitated by Mrs Noden and himself. Trustees were pleased to note that the current collaboration between schools is being carried over to a collaboration of the LGBs.</p>	
8	<p>To receive updates on the Trust’s Steering Groups</p> <p>a) Trustees received the FaCSS steering group’s latest Minutes which were noted.</p> <p>b) Trustees approved the Terms of Reference for FaCSS.</p>	



		<u>ACTION</u>
	<p>c) Trustees discussed the performance management processes for all steering groups. The following was noted:</p> <ul style="list-style-type: none"> • <u>SCITT</u>: Mr Tidmarsh is the performance reviewer for Mrs Marbe who in turn carries out the process for the remaining SCITT staff. • <u>Teaching School</u>: Mr Tidmarsh is the performance reviewer for Angela Cass who in turn carries out the process for the remaining Teaching School staff. • <u>FaCSS</u>: Sarah Hurwood is the performance reviewer for Jackie Scott who in turn carries out the process for the remaining FaCSS staff. <p>A discussion was held about the Headteachers' PMR. Mr Tidmarsh reported that he is presented with a list of their external advisers and oversees the process. In the last round of reviews, he was involved in the process for some of the new Headteachers. He also receives all Headteachers' performance review targets to analyse.</p>	
9	<p>JCC Trustees noted that the termly JCC meeting was held in May; the Minutes were also noted.</p>	
10	<p>Policies a) The following policies were reviewed and Trustees also discussed the comments made by the JCC and the LGBs: Redundancy and Restructuring * Equality Duty Managing Serial and Unreasonable Complaints Exclusions Freedom of Information</p> <p>* Mrs Smith agreed to review the comments made by the JCC and respond to the Clerk by Tuesday June 25th.</p> <p>It was agreed that the policies will be amended by the Clerk who will circulate them to the Board for approval in July. She will also send the Trustees' comments to the LGBs via their Clerks.</p>	<p>Mrs Smith to review policy by June 25th</p> <p>Trust Board agenda: July/Clerk actions</p>
	(Mrs Smith left at this point, 4.09pm.)	
11	<p>To discuss the role of Safeguarding Trustee Trustees recommended that Mrs Duffin should be the Safeguarding Lead for the Trust. This will be approved by the Trust Board in July. She will draw up ways of monitoring compliance within the schools.</p>	Trust Board agenda: July



		<u>ACTION</u>
	Mr Tidmarsh reported that he is trying to access 'level 4' safeguarding training for himself and Mrs Duffin and that this may be via Jo Barclay from Essex.	
12	Clerk's Items There were none.	
13	AOB There was none.	
	The meeting ended at 4.40pm.	