



Epping Forest Schools Partnership Trust

Held on Tuesday 22nd January 2019 at 1.00pm
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 1.06pm.)

		<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	To approve the Committee's Minutes of 2nd October 2018 The Minutes of the meeting held on 2 nd October 2018 were approved and signed by the Chair. <u>Matters Arising</u> a) <u>Agenda item 3</u> : Trustees noted that the Committee's Terms of Reference were approved by the Board on October 11 th . b) <u>Agenda item 5b</u> : Trustees noted that the Clerk has received her contract of employment. c) <u>Agenda item 5e</u> : Trustees noted that Mr Tidmarsh's PMR was held on 31 st October 2018. d) <u>Agenda item 6a</u> : Trustees noted that Mr Tidmarsh reported on his meeting with Epping Forest Council at the Trust's December Board meeting. e) <u>Agenda item 6b</u> : Trustees noted that Mr Tidmarsh reported on the number of teachers employed by the Trust who were recruited from the SCITT at the December Board meeting.	



		<u>ACTION</u>
3	<p>Staffing Matters</p> <p>a) <u>To receive an update on Trust central staffing:</u> The following was noted:</p> <ul style="list-style-type: none"> Mr Tidmarsh reminded Trustees that the Trust had appointed Carly Ryan to the finance support role and that her initial probation interview was being held on January 23rd. There had been a re-evaluation of a post in FaCSS by Essex HR. <u>Recruitment of a Trust surveyor:</u> Mr Tidmarsh reported that the Trust has been granted an annual School Condition Allocation of approximately £500,000, which will be received in four instalments. This funding is to maintain and improve the condition of schools' estates and buildings. He added that some of this funding will be placed in contingency, but that a decision has to be made on how to allocate the remainder. <p>A discussion was held about the recruitment of a surveyor who would use their professional judgment to help decide where this funding should be spent and also, potentially, to take on other responsibilities across the Trust, for example, health and safety, legionella and asbestos monitoring as well as overseeing the schools' building projects.</p> <p>After a detailed discussion, it was agreed that the Trust should appoint a company of surveyors who would form a relationship with the MAT schools. Any contract would be reviewed after a period of two years. It was agreed that this proposal will be presented to the leadership group on 31st January 2019. In the meantime, the CEO will place a notice in the weekly bulletin requesting recommendations of suitable companies.</p> <p>b) <u>To explore the opportunities for internships and apprenticeships:</u> This item will be carried forward to the spring term meeting in 2020.</p> <p>c) <u>An update on Trust recruitment:</u> The CEO was pleased to report that the leadership team is fully staffed; the Trust is currently recruiting for the substantive Deputy Headteacher and Assistant Headteacher posts for St John's Primary.</p> <p>A discussion was held about the Trust's general recruitment strategy and the possibility of exploring accommodation options for teachers/key workers. Mr Tidmarsh reported that Mrs Slisz is looking into this further for the Trust; the CEO will report back.</p> <p>d) <u>To receive an update on the EFSPT Leadership Development Programme:</u> A document was tabled detailing the different categories of teachers across the Trust. Trustees noted that 19 teachers are NQTs, while 25 teachers have come through the SCITT (approximately 10% of the MAT's teaching force). Mr Tidmarsh reminded Trustees of the courses being run for NQTs, middle leaders and the Recently Qualified Teachers (see Minutes of the December 10th 2019 Board meeting).</p>	<p>CEO to discuss surveyor position with LT on 31/1/19; CEO to place notice in weekly bulletin</p> <p>Spring term 2020 agenda item</p> <p>CEO to report back on accommodation options</p>



		<u>ACTION</u>
	<p>Moving forward, it was noted that the Trust will be focusing on the group of 14 Aspiring Headteachers and Deputy Headteachers; the Teaching School will find out who these teachers are and ways to help them achieve their goals. It was suggested that the Trust links with other MATs to encourage external secondments. Trustees thanked Mr Tidmarsh for his update and were pleased that the Trust is committed to succession planning.</p> <p>e) A confidential item was discussed and appears on pink attached to these Minutes. f) Trustees noted that the Chair has approved the CEO's national pay award of 1.5% which is in line with the leadership group.</p>	
4	<p>To discuss the Risk Management Plan in relation to this committee There was nothing new to note. It was agreed that this item will be placed on the agenda of the first meeting of each term.</p>	Clerk to place Risk Plan on first meeting of the term agenda
5	<p>To receive updates on the Trust's Steering Groups a) <u>FaCSS</u>: It was noted that a FACSS steering group has been established; the Minutes had been previously circulated and placed on Google Space. b) Trustees noted that Mrs Jarvis has joined the FaCSS steering group and attended the recent meeting. She reported on the wide-ranging and impressive work being carried out by the group. c) <u>Terms of Reference</u>: The Terms of Reference for the steering groups of WETSA, the SCITT and the Teaching School had been circulated and were approved. It was noted that those for FaCSS will be approved at the next meeting.</p>	Approve ToR for FaCSS at March committee meeting
6	<p>Policies A detailed discussion about the MAT's policy flow process was held and the following was agreed:</p> <ol style="list-style-type: none"> 1. The Clerk will source the policies and place them in house style, checking for accuracy and typographical errors, before these are circulated to the committee members. 2. The committee members will hold an informal meeting on Wednesday 6th February at 11.30am at St John's to go through the HR policies to make amendments to the content, if necessary. Trustees will refer to Essex HR if clarification is needed. 3. The amended policies will be returned to the Clerk for distribution to the LGBs. 4. The policies to be reviewed are: Accident/Incident Reporting and Investigation Procedure Sickness Management 	HR Committee members to meet informally on 6/2/19



		<u>ACTION</u>
	<p>Performance Management Complaints Consultancy Grievance Discipline Capability</p> <p>It was hoped that a similar process will be adopted by the Finance and Audit Committee regarding any finance-related policies.</p>	
7	Clerk's Items: There were none.	
8	AOB a) <u>Staff absence insurance</u> : Trustees noted that staff absence insurance will no longer be provided by Essex after April 2019. Mr Tidmarsh is to meet with the CFO to discuss the ramifications of this for the Trust. He will report back. b) The Clerk agreed to ensure that an item regarding any other urgent business requests will be placed on the agenda as item 2.	<p>CEO to report back on changes to staff absence insurance</p> <p>Clerk to place AOB requests as agenda item 2</p>
	The meeting ended at 2.25pm.	