



Epping Forest Schools Partnership Trust

Held on Tuesday 26th June 2018 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	*	Lisa Margetts (Trust Operations)
*	Sue Sunderland	*	Elisabeth Nunn (Interim Clerk)
*	Peter Tidmarsh (CEO)		

* indicates attendance

(The meeting started at 2.04pm.)

		<u>ACTION</u>
1	Apologies (and reasons for absence) There were no apologies for absence. Trustees welcomed Tula Smith from Essex HR to the meeting as an adviser.	
2	Appointment of the Chair Trustees were delighted to appoint Mrs Duffin as Chair of the committee for the period until August 31 st 2019.	
3	To approve the Committee's Terms of Reference The committee's Terms of Reference, previously approved in draft form by the Trustees at the 16 th April 2018 meeting, had been circulated. However, as there was some confusion over formatting, it was agreed that these will be recirculated by the Clerk and will be formally approved at the next meeting in the autumn term. Trustees highlighted a number of queries relating to points 2.7, 3.13 and 3.14 and it was agreed that these will be clarified at the autumn term meeting once the Clerk has sought advice. Trustees noted that Mrs Smith from Essex HR will attend the committee meetings in an advisory role.	Clerk to circulate Terms of Reference for adoption at autumn term meeting



		<u>ACTION</u>
<p>4</p>	<p>To recommend the Pay Policy for approval</p> <p>Version 2 of the draft Pay Policy had been previously circulated. Mr Tidmarsh reported it had been analysed by Essex HR and the Headteacher group and that no comments had been received. Trustees noted that the policy is based on the existing model policy used by Essex schools.</p> <p>Trustees suggested a number of minor amendments:</p> <ul style="list-style-type: none"> • <u>Point 3: Pay Timetable</u> To insert that applications by UPS teachers must be received by the deadline of 31st October as this is mentioned later in the document under point 7. • <u>Point 7: Movement to the Upper Pay Range</u> To insert under the second bullet point that ‘Late applications will not be accepted unless there are exceptional circumstances eg serious illness’. • <u>Appendix A: HR Committee Appeals Meeting</u> To change point 12 to read: Either both parties invited back to hear decision or the decision will be communicated in writing within two working days. <p>It was agreed that the policy, with the above amendments, will be recommended for approval at the July Trustees’ meeting. It was noted that it will need to be reviewed again in September once the new pay scales have been announced.</p> <p>A general discussion was held about the harmonisation of pay moving forward. Mrs Smith reported that she will meet with Mr Tidmarsh half termly with any case studies from the 15 schools.</p> <p>It was agreed that there needs to be a framework of policies to ensure there is consistency across the MAT. Mrs Margetts agreed to produce lists of local/school policies and Trust policies which she will circulate to schools by September. In the meantime, Mrs Margetts will produce the Trust’s policy matrix which will be discussed at the Trustees’ meeting in July.</p> <p>Trustees agreed that they will discuss what the committee needs in terms of personnel data from the 15 schools; this will be an agenda item for the next meeting.</p>	<p>Trustees to approve revised Pay Policy at July Board meeting</p> <p>Trustees to approve new Pay Policy in autumn term with new pay scales</p> <p>Mrs Margetts to circulate lists of policies to schools by September</p> <p>Trustees to discuss policy matrix at July Board meeting</p> <p>Autumn committee agenda: to discuss what school data is needed</p>



		<u>ACTION</u>
5	<p>To discuss Union Recognition Agreements</p> <p>Mr Tidmarsh reported that the Joint Consultative Committee (JCC) will meet on Tuesday 16th October 2018 to sign off the Trust's Trade Union Recognition Agreement. This document will be presented to the Trust Board at their July meeting.</p> <p>Mrs Smith reported that all schools currently contribute £1 per pupil for unions' 'facilities time' which releases officials to carry out their duties on behalf of its members from within the schools. It will now be the Trust who will pay this contribution direct from the Central Budget.</p> <p>It was noted that the JCC will meet regularly, possibly termly, and that its members will eventually be staff representatives from the schools.</p>	<p>Trustees to review Trade Union Recognition Agreement at July Board meeting</p>
6	<p>To discuss the Trust's Communications Strategy</p> <p>Mr Tidmarsh reported that his current weekly MAT round-up will continue only to the end of the summer term. He suggested that communications relating to the key issues which need addressing will be sent to schools on a regular basis to be cascaded to staff, Governors and the school community where appropriate. He added that the Trust will not be using social media.</p> <p>A discussion was held about how the Trust promotes itself externally as an employer and it was agreed that this will be a long-term focus of the HR Committee. It was also noted that Essex has its own Communications Officer who deals with media requests and Mrs Smith agreed to pass their contact number to Mr Tidmarsh and Mrs Margetts to look into this further.</p> <p>Trustees agreed to review the Trust's communications strategy further at the spring term meeting.</p>	<p>Mr Tidmarsh/Mrs Margetts to look into media service at Essex</p> <p>Spring committee agenda: review communications strategy</p>
7	<p>To discuss the EFSPT Leadership Development Programme</p> <p>Mr Tidmarsh gave a brief presentation on the Teaching School's Leadership Development Programme which has been devised by a working party from the Teaching School and Headteacher group. He explained that training programmes will be written for each of the nine areas detailed on the visual flowchart. It was noted that teachers will be encouraged to work towards:</p> <ul style="list-style-type: none"> a) Being a classroom expert. b) Moving into school leadership. c) Working within system improvement and support across the MAT. 	



		<u>ACTION</u>
	<p>Mr Tidmarsh reported that the MAT’s Special School, Oakview, is to produce a SEN briefing paper for each of the key areas, while Headteachers will be gathering data from their own schools in time for their next leadership meeting.</p> <p>Trustees noted that the MAT wants to provide its own training, which is cost-effective, with the ultimate aim of cascading this to external schools. However, Mr Tidmarsh stressed the MAT will not exclude external training providers to develop its teachers, but in the first instance will concentrate on using the expertise from within its own schools.</p>	
<p>8</p>	<p>To receive a Central Staff Overview</p> <p>Mr Tidmarsh had previously circulated details of the MAT’s Central Staffing team and that for the Teaching School and the SCITT. The following, in particular, was noted:</p> <ul style="list-style-type: none"> • The MAT’s central office team meets every week to discuss the Trust-wide tasks. Mr Tidmarsh will update Trustees at the July meeting. • Finance support has been budgeted for and this will be in the form of development opportunities throughout the MAT for existing members of the schools’ finance staff to focus on, for example, salary reconciliation or payroll. The tasks will be divided between the schools. • The Data Protection Officer role will be carried out by Digital Pathways. Mrs Margetts agreed to check the company’s Service Level Agreement to confirm if it is the company which is the Trust’s DPO or if it has to be a named person. She will report back at the next meeting. Mr Tidmarsh reported that the company has carried out a GDPR audit on all schools and that each school is now carrying out a data flow exercise. Digital Pathways will also re-audit all schools for GDPR in a year’s time. Mrs Margetts also agreed to share with the Trustees at the July meeting the precise role of the DPO. • <u>Admin support</u>: Mr Tidmarsh reported that there was no need for admin support currently and that he would rather use the budget to allocate extra hours to the Company Secretary/Clerk to the Trustee post which is currently being advertised. He added that the Company Secretary would be a member of the Central Trust team and would have a contract for 10 hours a week; this will include ensuring the website is compliant. Also, the postholder will analyse all the schools’ LGB Minutes and produce a regular report for the Trustees. <p>(Mrs Jarvis left at 3.08pm.)</p> <ul style="list-style-type: none"> • Trustees expressed concern about the heavy current workload of Mrs Freeman, but were satisfied that this will 	<p>July Trustees Board agenda: update on central staff meetings</p> <p>Autumn committee agenda: Mrs Margetts to look into SLA for DPO</p> <p>July Board agenda: Mrs Margetts to share precise DPO role with Trustees</p>



		<u>ACTION</u>
	<p>ease next term when all schools have converted.</p> <ul style="list-style-type: none"> Mr Tidmarsh gave a general overview of the SCITT and Teaching School staffing roles. It was noted that the Trust is advertising for a CPD manager and that this will be a two-day-a-week teaching post. Trustees were pleased to note that the Teaching School has submitted a bid to the DfE for Strategic School Improvement Funding of £940,000 which is centred on the improvement of maths teaching and understanding. <p>Trustees approved the MAT's Central Staffing team and agreed that it should remain as lean as possible. Mr Tidmarsh agreed to circulate an updated document outlining the roles and responsibilities.</p>	<p>Mr Tidmarsh to circulate revised central staffing document</p>
9	<p>To discuss a recruitment strategy for the Trust A discussion was held about the problems nationally, and particularly in Epping Forest, regarding teacher recruitment. Trustees agreed that the MAT's leadership development programme will be an added incentive to boost recruitment.</p> <p>In an additional bid to aid recruitment, Mr Tidmarsh proposed that the Trust's Admissions Policy is changed for 2020/2021 onwards to give preference to children of members of staff. This will have to be consulted upon during the autumn term of 2018/2019. Trustees approved this proposal which will go to the Board for full approval at its September meeting.</p> <p>A discussion was also held about ways in which the Trust could provide accommodation for teachers from other parts of the UK. Trustees felt this was worth exploring; Mr Tidmarsh will look into this further and report back at the next meeting.</p> <p>It was noted that Mr Tidmarsh is to ask schools for data regarding how many of their teachers have been recruited from the SCITT. He will report back.</p>	<p>Board agenda September: approval of change to admissions policy</p> <p>Committee autumn agenda: report on accommodation proposals</p> <p>Committee autumn agenda: report on SCITT data from schools</p>
10	<p>AOB</p> <p>a) <u>Risk Register</u>: Mrs Sunderland suggested that Trustees should discuss at the July meeting how they can ensure they keep track of matters which need to be reviewed or discussed in years or decades to come. Mrs Margetts suggested that this could be included on the Risk Register; Trustees will discuss it further at the July Board meeting.</p> <p>b) The Clerk agreed to circulate a table with the meeting dates for 2018/2019.</p>	<p>July Trustee Board agenda item</p>
	<p>The meeting ended at 3.27pm.</p>	