



## Epping Forest Schools Partnership Trust

Held on Tuesday 2<sup>nd</sup> October 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 (Clerk)
*	Peter Tidmarsh (CEO)		

\* indicates attendance

(The meeting started at 2.00pm.)

		<u>ACTION</u>
<b>1 Apologies (and reasons for absence)</b>	There were no apologies for absence or declarations. Trustees agreed to send their business interests forms to the Clerk electronically; Mrs Jarvis, Mrs Duffin and Mrs Sunderland's were received.	Mr Tidmarsh to send business interest form to the Clerk electronically
<b>2 Appointment of the Chair</b>	It was noted that Mrs Duffin was appointed Chair of the committee for 2018/2019 at the June meeting.	
<b>3 To approve the Committee's Terms of Reference</b>	The committee's Terms of Reference were approved by the committee. At the previous meeting, there had been queries relating to points 2.7, 3.13 and 3.14. The Clerk had sought advice from Philip Cranwell, and these were reported: <u>Point 2.7:</u> 'The Committee shall review and respond to a LGB's recommendations for compensation payments up to £50,000 having consulted with the Finance and Audit Committee on the financial implications of the proposals.' Trustees had queried the process for payments over £50,000. Mr Cranwell had responded that the Trust needs ESFA/DfE permission to agree such awards as they would be highly unusual and that reference should be made to the Academies Financial Handbook. <u>Point 3.1.3:</u> 'The composition of the committee shall be: Persons with relevant knowledge, skills and expertise in human	



		<b>ACTION</b>
	<p>resources and personnel who will be appointed by the Trust Board.’ Trustees had asked if these would be in an advisory role. Mr Cranwell responded that advisors can attend meetings, but should not be members of committees to avoid conflict of interest.</p> <p><u>Point 3.1.4:</u> ‘The composition of the committee shall be: Further Trust Trustees such that the committee has a majority of Trustees.’ Trustees had questioned the meaning of this and Mr Cranwell reported that each committee should have consistent membership and make every effort to be quorate. The point of each committee having different people is so that they build up expertise in their area and also can consider the same issue from different perspectives.</p> <p>The Terms of Reference were approved and signed by the Chair before they are adopted formally at the Trust Board meeting on October 11<sup>th</sup> 2018.</p>	<p>Board to adopt HR Committee’s ToR</p>
<p><b>4</b></p>	<p><b>To approve the Committee’s Minutes of 26<sup>th</sup> June 2018</b> The Minutes from 26<sup>th</sup> June 2018 were approved and signed by the Chair.</p> <p><b>Matters Arising</b> (those which do not appear elsewhere on the agenda)</p> <p>a) <u>Agenda item 8: DPO:</u> Mrs Margetts reported that the Trust’s DPO is Digital Pathways and that a Service Level Agreement is in the process of being approved and signed by the company.</p>	
<p><b>5</b></p>	<p><b>Staffing Matters</b></p> <p>a) <u>To receive an update on Trust central staffing; plus an update on the LDG staff:</u> Mr Tidmarsh tabled updated details of the MAT’s central staff which was discussed. The following, in particular, was noted:</p> <ul style="list-style-type: none"> <li>• Trustees noted the funding stream for each group/team.</li> <li>• <u>MAT team: Finance Support:</u> Mr Tidmarsh explained that an advert had been placed across the MAT for the Finance Support post; a few existing business managers have already expressed an interest.</li> </ul> <p><u>School-based Support:</u> The CEO reported that the MAT is to recruit an additional person on Band 4 for 25 hours a week to support the schools for approximately two ½ days a month each. This post had been agreed under Chair’s Action by Rev Batson. The role will focus on training and supporting business managers and ensuring schools are compliant with the MAT’s financial regulations. The post will be funded from the existing Trust budget. Trustees were reminded that the Trust received £42,700 from the DfE and this has allowed for extra manoeuvrability within the budget. Trustees agreed that it should be a one-year contract as the MAT’s finances must be able to sustain it going forward.</p>	



		<b><u>ACTION</u></b>
	<p>Trustees asked:            Q: How was the job description/job spec drawn up for this new post?            A: (Mr Tidmarsh) We liaised with Mrs Smith from Essex HR. We amended a standard job description with our requirements.</p> <p>Trustees approved the new post and stressed the importance of appointing the right person with the requisite IT skills and understanding of the schools' financial processes. They felt that it was very important that Mrs Freeman is released to carry out her strategic role. It was noted that the vacancy has been advertised in JobScene and that Headteachers have been asked to circulate the advert to their parent bodies.</p> <p><u>School meals service</u>: It was noted that Mr Walmsley had been approached for this post, but had declined. Consequently, the Trust's contract with Essex has been extended until September and will be reviewed in a year's time.</p> <p><u>Property Development</u>: M Tidmarsh reported that he would like the Trust to arrange for a surveyor to visit schools and consolidate the previous LA sustainability studies. It was agreed that the Trust should go out to tender for this role and look outside of the local area to ensure best value. Mr Tidmarsh added that the Trust also wants to engage with its site staff so they can work as a team; an analysis of their skills will take place.</p> <p>(Confidential personnel items were discussed and appear on pink attached to these Minutes.)</p> <p>It was noted that there are steering groups for the SCITT and Teaching School and that Mrs Sunderland, as Trustee, will sit on both. It was agreed that there should be a steering group set up for the Family and Children's Support Services group (FACSS, formerly the LDG). Mr Tidmarsh will discuss this with the team. A Trustee will join this group.</p> <p>It was also noted that each steering group needs to produce Terms of Reference and this will be looked at by the Trust in the spring term.</p> <p>b) <u>To receive an update on Trust Central Staff Contracts</u>: It was noted that all contracts for the central staff have been issued. Mrs Margetts agreed to issue the Clerk with hers.</p> <p>c) <u>To explore the opportunities for internships and apprenticeships</u>: This item will be carried forward to the next meeting.</p> <p>d) <u>Personnel data: To discuss the ways of reporting to the committee the number of staff and staff contracts across the Trust; and what information is required</u>: Mr Tidmarsh had previously circulated a template document for comparing schools</p>	<p>Mr Tidmarsh to arrange for a FACSS steering group to be set up</p> <p>Trustee to join FACSS steering group</p> <p>Trust to produce ToR for the three steering groups: spring term agenda</p> <p>Mrs Margetts to issue Clerk with contract            HR agenda spring meeting</p>



		<b>ACTION</b>
	<p>within the MAT which included a staff profile. However, it was noted that once this information has been received, the Trust will need to decide what to do with it. Mr Tidmarsh reported that he has asked schools to collate data to detail where teachers are on their career paths and this will be discussed at the Trust's Inset day on October 19<sup>th</sup>.</p> <p>Mr Tidmarsh reported that schools have been asked to complete the safeguarding, health and safety and website compliance surveys on The Key.</p> <p>e) <u>An update on Performance Management Reviews</u>: A discussion was held about the performance management of members of the MAT central teams. It was agreed that Terms of Reference need to be produced to show the structure for carrying out these PMRs; these Terms of Reference will be produced when the Trust reviews its PMR policy in the second half of the autumn term.</p> <p><u>Performance Management of Headteachers</u>: Mr Tidmarsh reported that existing arrangements will continue, although Headteachers have been encouraged to use their leadership colleagues as advisers rather than paying for external advisers. The Headteachers' PMR targets will be sent to the CEO who will match them against the schools' SDPs.</p> <p>Mr Tidmarsh's PMR will be held on Wednesday 31<sup>st</sup> October at 2.00pm; Mr Tidmarsh will confirm the venue. On the panel are: Mrs Jarvis, Mrs Sunderland and Mrs Duffin. It was agreed that, in future, the CEO's PMR will be held at the end of the October HR Committee meeting.</p> <p><u>Alderton Junior School and St John's Primary Headteacher interviews</u>: Trustees were reminded that both schools have Acting Headteachers. Interviews for the substantive roles are being held before half term. The Chair and a Governor from each LGB will join the CEO for the interview process. The panel for St John's will be joined by Carrie Prior, a Schools Adviser from the Diocese. Mr Tidmarsh reported that the adverts, job specs and job descriptions had been agreed with Essex HR and have been circulated internally within the Trust. Mr Tidmarsh has met with Ms Woolf who has provided him with some pertinent interview questions.</p> <p>Trustees agreed to recommend to the Trust Board that the Chair of the Trustees has delegated responsibility to agree the appointment of the Headteachers on the recommendation of the interview panels and that this can be done by email. This will be approved by the Trust Board at its October meeting.</p>	<p>PMR Terms of Reference to be produced within PMR Policy</p> <p>CEO to confirm venue for his PMR</p> <p>Trust Board to approve Chair's delegated powers for HT appointment</p>
6	<p><b>To discuss the Trust's recruitment strategy</b></p> <p>a) <u>Mr Tidmarsh to report back on suggested accommodation for teachers</u>: Mr Tidmarsh reported that he meets regularly</p>	



		<b><u>ACTION</u></b>
	<p>with the Chair of Trustees, Rev Batson, and has discussed this matter. They have approached the leader of the Epping Forest Council to arrange a meeting to discuss land/property which could provide teacher accommodation. He is awaiting a response and will report back.</p> <p>b) <u>To receive data on the number of teachers employed by the Trust who were recruited from the SCITT</u>: Mr Tidmarsh reported that the schools are currently gathering this data. He will report back at the next meeting.</p>	<p>CEO to report back on teacher accommodation proposals</p> <p>CEO to report on personnel data at next meeting</p>
<b>7</b>	<p><b>To discuss the Risk Management Plan in relation to this committee</b></p> <p>Trustees noted that the central staff team has updated the risk document and will present it to the committee at each meeting for analysis and review. The team will also liaise with Mrs Smith regarding personnel case studies. The Trust Board will review the collated plan at its December meeting, although Trustees were reminded that it is a live document.</p>	
<b>8</b>	<p><b>To discuss the revised EFSPT Leadership Development Programme</b></p> <p>Mr Tidmarsh reported that the revised EFSPT Leadership Development Programme has been circulated to Headteachers with comments to be sent to the CEO by 12<sup>th</sup> October.</p>	
<b>9</b>	<p><b>To receive and discuss the Trade Union Recognition Agreement</b></p> <p>Mrs Smith had previously circulated the Trust's Information, Consultation and Facilities Agreement which will be signed off at the Joint Consultative Committee (JCC) meeting on Tuesday 16<sup>th</sup> October 2018. It was noted that the Trust's Pay Policy will also be shared with the union representatives at the meeting.</p> <p>Trustees approved the Agreement and the JCC's Terms of Reference which will be reviewed in a year's time. It was agreed that the Clerk will circulate the paperwork for the JCC meeting to the relevant parties and produce Minutes of the meeting. The HR Committee will be routinely updated on any actions.</p>	<p>October 2019 HR committee agenda</p>
<b>10</b>	<p><b>Policies</b></p> <p>a) Trustees recommended the Pay Policy for approval at Trust Board level. There had been a query from Hereward Primary regarding the deadline for movement to or within the Upper Pay Scale. Mr Tidmarsh confirmed this would be standardised across the MAT at 31<sup>st</sup> October.</p> <p>b) Trustees noted that the Headteachers had approved the national pay awards of 3.5% for main scale, 2% for upper pay</p>	



		<b>ACTION</b>
	<p>scale and 1.5% for the leadership scales across the board. Trustees expressed concern that Headteachers have agreed to ‘across the board’ awards when the report from the School Teachers Review Body (STRB) suggested these percentages be applied just to the minima and maxima of the pay ranges.</p> <p>It was noted that the DfE will give schools £16.90 per pupil to help cover these additional costs, with £21 from April. Mr Tidmarsh reported that schools will be facing a shortfall in the financing of this pay award, but that it is not overbearing.</p> <p>After discussion, Trustees approved the recommendations in principle because they felt they encourage staff retention and show goodwill; however, they agreed that this must be discussed by the Finance Committee and the Trust Board. Trustees also stressed that in future years the MAT may not be able to offer over the STRB recommendations.</p> <p>It was also noted that there will be financial repercussions across the MAT schools with the increase in teacher pension contributions. Trustees agreed that plans should be put in place to anticipate budgetary deficits in future years.</p> <p>c) It was noted that a list of school policies and Trust policies has been circulated to schools.</p> <p>d) Trustees agreed that the following policies will be reviewed by the committee for the autumn term:            Sickness            Performance Management            Grievance            Discipline            Capability            Whistleblowing</p> <p>Mrs Smith will send the policies to the CEO and the Clerk for circulation.</p>	<p>Mrs Smith to circulate HR policies to CEO and Clerk</p>
<p><b>11</b></p>	<p><b>Clerk’s Items</b>            a) Governors noted the employment status of the LGBs’ Clerks as produced by the Trust Clerk.</p>	
<p><b>12</b></p>	<p><b>AOB</b>            a) <u>To discuss the MAT’s disciplinary processes from SoD 4.14-4.18:</u> A general discussion was held about the Trust’s disciplinary appeals process and whether this would be at school level or at MAT level. Mrs Smith reported that the HR policies will stipulate where any appeals should be heard with reference to the Scheme of Delegation. Mrs Smith also</p>	



		<b><u>ACTION</u></b>
	reported that she would be available to help schools upskill their Governors in any of these processes, if required.	
	b) <u>Additional HR meeting</u> : It was noted that there is not another HR meeting until March 2019. Trustees felt this was a long gap between meetings and agreed to discuss this further at the Trust Board meeting on October 10 <sup>th</sup> .	Board to discuss an additional HR Committee meeting
	The meeting ended at 4.10pm.	