

**Meeting of Human Resources Committee
4th February 2014
Library
4.30pm**

MINUTES

Governor Members Present: Richard Bradford, Emma Farrell, Jenny Poore (Chair), Elaine Stoner

Officers Present: Richard Baker, Teresa Carter (Clerk), Ros Stephen

In Attendance: Derek Swndells, Mark Wood

<u>Agenda item</u>	<u>Action</u>
1	
<p>1 Introductions</p> <p>a) Apologies for Absence Apologies for absence received from Vanessa Hollingworth and Rosamond Lomax.</p> <p>b) Review of Agenda and Requests for Any Other Business Agenda reviewed.</p>	
2	
<p>2 Last meeting Dated 23rd October 2013</p> <p>a) Approval of Minutes The Human Resources Committee reviewed and approved four pages of minutes from the meeting held on 23rd October. The Chair signed them as confirmation of their accuracy.</p> <p>b) Matters Arising Not Included Elsewhere on Agenda</p> <ul style="list-style-type: none"> • The amended pay policy had been passed to unions and they had raised no issues. • Statutory policies including model policies from the Local Authority on a schedule for regular committee review. 	
3	
<p>3 Main Strategic Items</p> <p>a) Committee Strategic Plan The Chair presented an action plan using the strategic priorities that had been identified as being relevant to the committee at the last meeting. It was noted that there were three main areas within which the actions fell being, class observation, training, forums and sharing good practice, equalities and communication. In response to governors' questions the following information was provided:</p> <ul style="list-style-type: none"> • 93% of teaching currently judged as good or better using a combination of observations and data analysis. Formal class observations scheduled to be completed during the spring term. Ofsted had agreed with the judgements made by senior leadership team on class observations made during the inspection. • A number of forums for sharing good practice were already in place as was pastoral work on creating positive attitudes to learning. • Administration staff involved in the development of the whole person due to their regular day to day contact with students and as such would have inset training to support them. 	

ACTION - Human Resources Committee strategic plan actions to be populated with the actions and progress taken to date. RBaker

4 Other Governance and Regular Items

a) Staff Absence Data

The committee were presented with tabled staff absence data for September to December 2013 including comparative data for the previous two years. In response to a question from the previous committee meeting governors were advised that there was no identifiable pattern to the absences due to neurological conditions. The committee discussed the procedures for absence management and the financial implications for covering of absences. The Chair confirmed that following her evaluation visits she was able to confirm that the agreed processes were being implemented and absences carefully managed.

b) Staff Survey

The Human Resources Committee were presented with the results from the staff survey that had just been completed and noted that many of the responses had moved to a more positive outcome on the previous year. There were a few areas that revealed a small dip in positive responses and were a concern. The senior leadership team would discuss these areas the following day to identify any underlying issues for addressing. Governors requested further information on the survey including the actual comments made by staff.

ACTION - Leadership team to investigate the responses that had dipped and report to committee on findings. RBr

c) Caterlink TUPE

It was reported that the statutory requirements and timescales for the transferring of the catering staff contracts had been met and that the staff concerned seemed to be happy with the arrangements. The practical planning involved with providing in house catering was also progressing well with representation of the catering manager and staff in the task groups.

5 Policies and Other Documents for Review

a) Capability of Staff

The committee considered the model school capability procedure from the local authority and were keen for it to be accepted formally.

ACTION - Model school capability procedure to be adopted by the school with the final version with the school's logo and branding being presented to the Full Governing Body for approval. TC

b) Dealing with Allegations of Abuse Against Staff

The document presented for review consisted of a flowchart referring to full guidance. The committee were unable to review the procedure document on what was available.

ACTION - Full procedural document for dealing with allegations of abuse against staff to be made available for committee to review at its next meeting. RS

6 Consent Agenda

a) Inset Activity Report

A verbal report on inset day activities was provided.

- The joint schools inset day had taken place which had enables partnership working to be strengthened.
- Due to technical problems the launch of the use of I Pads was

adapted to a less interactive session.

- There was positive feedback from a visit to Patcham High School to see the “Drop everything and read” project in action which had a calming effect across the whole school.
- Sessions on developing a positive growth mindset had been provided to support the objectives for attitudes to learning.
- Activities for the internal inset days are chosen based on the outcomes from staff appraisal meetings and the staff survey.

7 Any Other Business

a) Shadow Leadership

The committee discussed the progress with the shadow leadership programme and heard of the benefits to both those on the programme and the leadership team.

Meeting ended at 6.15pm

Date of next meeting - 2nd June 2014

Actions from Human Resources Committee Meeting 4th February 2104

Actions Agreed	By Who	By When
Human Resources Committee strategic plan actions to be populated with the actions and progress taken to date.	Richard Baker	Next HR Meeting
Model school capability procedure to be adopted by the school with the final version with the school's logo and branding being presented to the Full Governing Body for approval.	Clerk	By FGB Meeting
Full procedural document for dealing with allegations of abuse against staff to be made available for committee to review at its next meeting.	RS	Next HR Meeting
Leadership team to investigate the responses that had dipped and report to committee on findings.	RBr	Next HR Meeting