



**Meeting of Human Resources Committee  
23<sup>rd</sup> October 2013  
Headteacher's Office  
4.30pm**

**MINUTES**

**Governor Members Present:** Richard Bradford, Rosamond Lomax, Jenny Poore (Chair), Elaine Stoner

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

**In Attendance:** Derek Swindells

<u>Agenda item</u>	<u>ACTION</u>
<p>1 <b>Introductions</b></p> <p>a) <b>Apologies for Absence</b> Apologies for absence received from Emma Farrell and Vanessa Hollingworth.</p> <p>b) <b>Appointment of Chair of Committee</b></p> <p><b>AGREEMENT -Jenny Poore was appointed as Chair of the Human Resources Committee for one year.</b></p> <p>c) <b>Appointment of Vice Chair of Committee</b></p> <p><b>AGREEMENT -Emma Farrell (subject to her acceptance) was appointed as Vice Chair of the Human Resources Committee for one year.</b></p> <p>d) <b>Declarations of Interest</b> There were no declarations of interest.</p> <p>e) <b>Review of Agenda and Requests for Any Other Business.</b> The order of the agenda was changed with item 3b taken immediately after item 1e. The minutes are recorded in the original agenda order.</p>	
<p>2 <b>Last meeting Dated 18<sup>th</sup> June 2013</b></p> <p>a) <b>Approval of Minutes</b> The Human Resources Committee reviewed and approved four pages of minutes from the meeting held on 18<sup>th</sup> June 2013.</p> <p>b) <b>Matters Arising Not Included Elsewhere on Agenda</b> All agreed actions in hand or included within the agenda.</p>	
<p>3 <b>Main Strategic Items</b></p> <p>a) <b>Strategic Priorities 2013/16</b> The Human Resources had a detailed examination of the school's strategic priorities 2013/16 document and identified the areas of particular interest for the committee as follows:</p> <ul style="list-style-type: none"><li>• Ensuring that an infrastructure in place for professional development to support excellence and aspiration and to achieve targets of 95% of teaching judged as "good" or "outstanding" and 90% of staff rating their training programme as at least good.</li><li>• Ensure that pastoral support is the right people place with the right skills to support in developing the whole young person.</li></ul>	

- Encouraging innovation and creativity to be measured by student feedback and class observations.
- Ensuring staff comfortable with use of technology.

5.13pm - Richard Bradford left the meeting

- Assist with the development of partnerships with other organisations concerned with environmental responsibility and sustainability.
- Activities in four areas within the strategic plan on caring for the individual and celebrating diversity.
- Evaluation and continued development of communication with staff and development of a training programme for staff in the use of communication technologies.

A discussion followed about the vehicles in place for staff to communicate with the leadership team. Governors heard about the open door policy and the staff meeting arrangements for staff.

Further discussion took place on the literacy lessons for staff and the potential to roll this out to parents along with other workshops and the development of a governor visits policy.

**ACTION - Chair to develop a committee strategic plan incorporating the highlighted areas from the main school plan to feed into the committee agendas.**

JP

**b) Pay Policy Changes and Impact on Governors Responsibilities**

The Chair reported that a pay policy for 2013/14 was required at the start of the year and that the Full Governing Body had delegated her to review and agree a pay policy. This involved a series of meetings some with union representation to develop a policy to suit the school and based on the Local Authority model policy. The Full Governing Body approved the final pay policy in September 2013.

The Committee considered governor involvement in the pay review process with particular reference to appendix 1 and appendix 2 of the pay policy. Several points requiring clarification were discussed with agreement reached regarding the responsibilities of the Headteacher and Human Resources Committee and Pay Appeal Committees.

**AGREEMENT - The Human Resources Committee agreed the following:**

- Headteacher to be delegated with authority to make decisions on the teachers pay recommendations made by members of the leadership team and that the Human Resources Committee would review the pay determination process.
- Recommendations on senior leadership pay progression to be made by the Headteacher and approved by a panel of three Governors.
- Headteacher's performance review and pay progression to be approved by Chair of Governors, Chair of Human Resources with advice from an independent consultant.

**ACTION - Chair of Human Resources Committee to make changes to appendices 1 and 2 of the pay policy in line with agreements and following reference to the Headteacher and Unions propose to the Full Governing Body for approval.**

JP

**c) Schools Equality Duty Commitment**

- Governors were provided with a tabled document of summary data of the workforce profile in terms of ethnicity, disability, age, gender and sexual orientation. Schools had a duty to publish this equality data and the intention was for it to be available on the school's website.
- Governors noted a high number of "don't knows" recorded and

were advised that staff members provided information voluntarily and where this was not provided it was out into the “don’t know” category.

- The data also included comparison with all Brighton & Hove secondary schools figures, which had been subject to a review by an external company.
- The use of the data was considered and it was advised that equality objectives were a statutory requirement. A matching of the staff profile with that for the pupil profile was considered as an appropriate activity.
- Disability access around the school was noted as a difficult issue, which required moving of classes due to restraints of the existing building. Some low cost solutions to assist those with sight or hearing impairments had been identified.

4 **Other Governance and Regular Items**

a) **Inset Activity for 2013/14**

- Governors were advised of the completed and planned activity over the five in service training (inset) days. The key areas were noted as raising standards in literacy and professional development.

**ACTION - Governors requested a written summary of the Inset activities.**

RBa

- In response to questions Governors were advised that the content of inset days was decided by the senior leadership team based on ideas from the teams, the raising attainment plan and self evaluation and that exit questionnaires were used to evaluate the effectiveness.

b) **Staff Absence Data**

Summary staff absence data was tabled and provided Governors with good comparisons with national figures and trends over four years. Detailed verbal reporting supplemented the summary data.

Governors were interested in the reasons for absence and a relatively high level of sickness due to neurological conditions prompted a request for further analysis of the data to identify whether staff working in any particular area of the school were being affected more with this type of condition.

There was discussion about staff absence management and Governors were reassured that the process was supportive for staff members.

**ACTION - Human Resources Committee to receive summary staff absence data of a termly basis.**

ES

5 **Policies and Other Documents for Review**

a) **List of Employment Policies and Documents**

A list of employment policies recommended by the Local Authority was considered.

**ACTION - Clerk to check that all statutory employment policies in place and that time scale for review included within the Committee’s work plan.**

TC

b) **Committee Terms of Reference**

The committee reviewed its terms of reference and noted the recommendations made regards some procedural changes.

**AGREEMENT - The Human Resources Committee approved its terms of reference with the proposed changes.**

6 **Consent Agenda**

No consent agenda items.

7 **Any Other Business**

a) **Governor Visits**

The Chair clarified the purpose of her visits to school were to review and evaluate procedures and emphasised that she was not acting in an advisory role as this was available through the Human Resources department at the Local Authority.

Meeting ended at 6.28pm

Date of next meeting - 4<sup>th</sup> February 2014

<b>Action Agreed</b>	<b>By Who</b>	<b>By When</b>
Chair of Human Resources Committee to make changes to appendices 1 and 2 of the pay policy in line with agreements and following reference to the Headteacher and Unions propose to the Full Governing Body for approval	JP	December 2013
Chair to develop a committee strategic plan incorporating the highlighted areas from the main school plan to feed into the committee agendas.	JP	Next Meeting
Governors requested a written summary of the Inset activities.	RBa	Next meeting
Human Resources Committee to receive summary staff absence data of a termly basis.	ES	Termly
Clerk to check that all statutory employment policies in place and that time scale for review included within the Committee's work plan	TC	Next meeting