

INDEPENDENT PROFESSIONAL CLERKING SERVICES

St Cuthbert's Roman Catholic Academy Trust

Minutes of a meeting of the Human Resources Committee
held at St Mary's College on 18 November 2021 at 1.30pm

PRESENT: Mrs L Dyas (remotely), Mr G Fitzpatrick, Mr M Gallagher, Mrs A Ward

IN ATTENDANCE: Mrs N Marrow, HR Manager
Mrs K Siedle, Chief Operating Officer, Primary
Mrs S Teasdale, Chief Finance Officer

GOVERNANCE PROFESSIONAL: Mrs M Gibson,
Independent Professional Clerking Services.

175 OPENING PRAYER. Mrs Siedle opened the meeting with a prayer.

176 APOLOGIES. Apologies for absence were received from Mr Cuthill and Reverend Massie.

177 DECLARATIONS OF INTEREST. No declarations of interest were presented, in addition to those already submitted.

178 ELECTION OF CHAIR. A nomination was received and seconded for Mrs Dyas.

RESOLVED: that Mrs Dyas be elected Chair for the academic year.

179 MINUTES OF THE LAST MEETING.

RESOLVED: that the minutes of the meeting held on 1 July 2021 be confirmed as a correct record and signed by the Chair.

180 MATTERS ARISING FROM THE MINUTES. It was noted that all actions from the previous meeting had been completed or would be dealt with at the meeting.

181 WORKFORCE PLANNING.

The HR Manager reported that the plan to recruit site apprentices had been halted as they had been unable to commission a suitable training provider. One interested provider had been unable to deliver the accreditation due to low numbers; other organisations would be approached to seek expressions of interest in the hope numbers could be increased. In the meantime, apprentice information submitted to the DfE had been amended accordingly.

Directors' attention was drawn to the detailed staffing structures, copies of which had been circulated in advance of the meeting. **Directors commended the quality of the documents and suggested dates of issue be added.** In response, the CFO advised that the structures would be updated by the Communications Team as changes were made; dates would be added to ensure current versions were referred to.

Directors asked that an updated copy be circulated at the end of each term to ensure they were kept informed of staffing changes; this was agreed.

182 RECRUITMENT AND RETENTION.

Directors were informed that Mrs Bentley had been appointed as Interim Head of School at Endsleigh Holy Child Primary School; this had been a very good appointment especially in terms of increasing the number of Catholic leaders across the Trust. In addition, a Designated Safeguarding Lead (DSL) would be recruited to allow Mrs Bentley to focus on school leadership issues.

Two DSLs had been appointed for St Charles and St Mary Queen of Martyrs Primary Schools; these had been high quality appointees who had excellent background and knowledge.

Directors asked if DSLs held other roles within the schools. In response, it was explained that these were key roles which required staff to be dedicated and focused, so they did not hold other responsibilities. **Directors commended this approach stating that it demonstrated the Trust's commitment to safeguarding across the organisation.** The COO (P) explained that although the DSLs did not have a teaching commitment, they would oversee the ELSA provision which supported pupil well-being and mental health.

The HR Manager agreed to circulate the role specification for the post-holders.

The CFO pointed out that the challenge to the current structure was sustainability in terms of cost; this would be closely monitored by the Finance and Capital Assets Committee.

RESOLVED: that the role specification for the Designated Safeguarding Lead be circulated.

183 COMPLAINTS.

St Mary Queen of Martyrs – one complaint which had been responded to. The Governance Professional advised that she had emailed the complainant three times to establish if he wished to proceed the complaint to the formal stage; no response had been received and the complaint had been closed.

St Vincent's – two complaints had been received. One had been submitted to the ESFA as a safeguarding concern; assurance had been sought and there had been involvement of external agencies; the LA had also submitted a response to the ESFA who had subsequently reported their satisfaction with the action taken. The second complaint had been received in relation to an alleged bullying incident; the COO(P) had met with the parent and she had been satisfied with the outcome of the investigation. The COO(P) would meet with the parent again next week to seek an update.

St Mary's College – a complaint had been received in relation to a managed move; this had been resolved. A Year 9 parent had submitted a complaint regarding treatment of their son; the student had subsequently left the college. Two parental queries had been received seeking clarification on the process for admission under the sporting aptitude criteria. The CFO advised that 174 applications had been received and for many, it was the only chance for admission. Only 50 students could be admitted, and the disappointment of parents was understandable.

184 POLICY UPDATE. Directors were asked to review a number of policies, copies of which had been circulated electronically in advance of the meeting.

Disciplinary policy – The HR Manager reported that the policy had been reviewed however, further work was needed to ensure it aligned with the CES policy.

The CFO commended the work the HR Manager had undertaken to produce a policy which provided clear guidance for situations which were often complex. The revised policy was too far removed from the CES policy, which lacked clarity and coherence. Directors were reminded that in

line with the Articles of Association, CES policies needed to be applied and any adaptations required approval of the CES.

The CEO advised that he would raise issues identified in the policy with the CES. In the meantime, the CES policy would remain in place.

Disability and Equality Policy, First Aid Policy, Pay Policy and Safer Recruitment Procedure –

The HR Manager reported that all policies had been updated to reflect statutory changes. She confirmed there were no areas of controversy and were all in line with other organisations.

- RESOLVED:
- i) that the disciplinary policy be reviewed at a later date.
 - ii) that the policies be approved as presented.

185 COMMUNICATION INCLUDING WEBSITES.

Details of the range of communications circulated to parents and the community was presented for information. **Directors commended the quality and variety of the information which included the updated website.**

The CFO reported that trust-wide communication was being led by the Communications Team who were circulating information in an organised and structured manner.

Directors asked that thanks be conveyed to the team for the quality of the work produced.

186 JOINT CONSULTATIVE COUNCIL (JCC).

The HR Manager reported that a meeting of the JCC had been held on 22 October 2021, at which the revised pay policy had been discussed. Comments received had been challenging; these had been considered and resulted in the development of a health policy.

Career stage expectations had been shared; these were a useful tool for leaders and staff to understand expectations in line with Teacher Standards.

The CFO advised that health and safety was a standard agenda item for the meetings. Trade Union representatives had commended the way in which health and safety, particularly Covid, had been managed.

The HR Manager concluded that the meetings provided an opportunity to hold formal discussions with the Trade Unions and provide a healthy balance to address issues raised by staff.

Mrs Teasdale was thanked for her attendance and left the meeting.

187 TRAINING AND DEVELOPMENT. Directors' attention was drawn to a report which outlined the trust wide CPD offer for staff.

In response to a question, Directors were informed that Ofsted would want to see this information; they would question arrangements to protect staff well-being and the diversity of the training offer.

The CEO advised that staff development was an area of strength of the Trust particularly for those who were in the early stage of their career and those who wished to pursue national courses.

Directors asked if details of take-up of the opportunities provided be presented at the next meeting.

RESOLVED: that CPD take-up information be presented at the next meeting.

188 DATES AND TIMES OF NEXT MEETINGS.

RESOLVED: that the dates and times of the next meetings be confirmed as follows:

10 March and 30 June 2022 at 1.30pm

Directors acknowledged this would be Mrs Ward's last meeting; they conveyed thanks to her for her long association, dedication and commitment to the Trust.

.....
signature of chair

Action

Minute No	Action	By Who	By When
182	Circulate DSL role specification	HR Manager	30.12.21
187	CPD take up information to be presented at the spring term meeting	HR Manager – report Governance Professional - agenda	01.03.22

St Cuthbert's Roman Catholic Academy Trust

Minutes of a meeting of the Human Resources Committee
held at St Mary's College on 18 November 2021 at 1.30pm

PART B – NOT FOR PUBLICATION

Confidential items covered by the Articles of Association

.....
Signature of Chair