



MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE

CONFIDENTIAL

Tuesday 20 February 2018 at 6.00 pm

Venue: Conference Room, Plume School

Present:

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| Mrs J Binder | (JB) | Trustee, Chair of Trustees |
| Mr J Everard | (JE) | Trustee, Vice-Chair of Trustees, Chair of Pay Committee |
| Mrs J McKinnell | (JM) | Trustee, Vice-Chair of Trustees, Chair of Personnel Committee |
| Mrs R Morcombe | (RM) | Trustee |
| Mr P Nagle | (PN) | Trustee, Co-Chair of Trustees |
| Mrs D Thomas | (DT) | Trustee |

In attendance:

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| Mr N Brunt | (NB) | Vice-Principal – <i>for the item on teaching staff</i> |
| Ms P Gibson | (PG) | Director of HR – <i>for the item on support staff</i> |
| Mrs K Redmond | (KR) | Clerk to Trustees |
| Mr R Scott | (RS) | Director of Finance & Estates – <i>for the item on GDPR</i> |

Apologies:

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| Mr C Wakefield | (CW) | Principal |
| Mrs C Whitaker | (CDW) | Trustee, observer at this Committee |

This group was quorate for the purpose of resolutions

| Item | Topic | Minute |
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| 5. | Watching briefs/action points from the autumn term meeting | <p>a) Support Staff pay proposals for 2018 and 2019</p> <p>JM explained that it is a two year proposal, effective from April 2018, with the more significant changes being at the bottom of the scale with the introduction of the National Living Wage. Pay rises for staff in Year 1 are between 2 and 8% and affects the majority of support staff. The minimum rate in April 2018 will be £8.50 per hour rising to £9.00 in April 2019. This will have quite an impact on staffing costs with an estimated 6% rise to the support staff salary bill.</p> <p>RSC explained he has looked at the first year of implementation, as it will affect this year's budget too, and the estimated increased cost is £140,000. This figure is based on current staffing numbers. Year 2 will</p> |

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| | | <p>be even more of an impact but this has not yet been costed. There is also the impact of the National Minimum Wage.</p> <p>PGI explained that the increase effectively erodes Pay Band Scales 1 and 2 pay and there will be a knock on effect up the pay scales. PGI stated that we have to follow the implementation of the National Living Wage as we currently follow the Local Government Pay Scales.</p> <p>JM stated that, with regard to teachers' pay, it was felt best to follow national scales but that it was not guaranteed that in future the recommendations could be met due to financial constraints and may affect pay awards. This may also apply to support staff.</p> <p>Trustees discussed the effect on recruitment if national awards were not followed. PN stated that, with regard to support staff, this a strong a reason to implement the pay awards as well as for teaching staff. Teaching Assistants can be more difficult to recruit from the local area. DT questioned whether the support staff structure is being reviewed. PGI advised that the academy is continually looking at the delivery of service whilst looking to reduce costs.</p> <p>b) Safeguarding update</p> <p>PGI advised that Saint FM issues have been resolved and there are no further issues to raise.</p> <p>JM stated that this area did well under the recent Ofsted inspection and would like to offer many thanks on behalf of Trustees. PGI advised that it was a rigorous review of safeguarding by the Inspectors; they were pleased with the inclusion of safeguarding training, particularly Prevent training, in the Single Central Record, as this is not a requirement and regular reviews by Trustees.</p> <p>c) GDPR</p> <p>RSC referred to his circulated summary guidance and highlighted:</p> <ol style="list-style-type: none"> 1) that the implementation of GDPR means that the academy has to have freely given consent and permission from each and every individual to use data relating to them and they can withdraw their permission at any time. Consent for children has yet to be confirmed at either 12 or 13 years of age. Permissions for Year 7 students will come from parents and carers; Permissions from Year 8 onwards will need to come from students |
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| | | <p>2) the academy has to be specific on what it intends using the data for. There are two caveats:</p> <ul style="list-style-type: none"> i. you should not ask for consent for gathering any statutory requirement data eg student names, addresses, parental information ii. any data deemed as being in the public interest ie next of kin information can be gathered without permission as long as we have a strong argument to do so and it is made clear before we gather the data. <p>Cannot hold any other data which is not statutory, public interest or by consent.</p> <p>3) NBR explained that the exam bodies are stating that anyone under 18 must have parental consent for, for example, a photography course for all the people a student has taken images of before it can be used. It has to be retrospective if the course is over two years.</p> <p>4) all photos around the academy will have to be removed if we do not have permission to display them</p> <p>5) based on the advice by Stone King, the Data Protection Policy has been redrafted, a staff privacy notice and a student privacy notice have been drafted as well as a draft photography policy</p> <p>6) it is the responsibility of the academy to report any breach</p> <p>7) by 25 May, the academy will be compliant with the essence of the GDPR</p> <p>8) the academy is carrying out a data audit to prepare for implementation; effectively carrying out a data protection impact assessment for all areas. This will be built up over time</p> <p>RSC to provide draft policies and procedures for the next meeting of Executive Group on 22 March. RSC advised that he has been appointed as the Data Protection Officer (DPO) for Plume Academy and has attended a briefing delivered by Essex County Council and practical training from Stone King which informed him well. Further training will be required once qualifications for DPO are published.</p> |
| 6. | Maternity leave and flexible working patterns | <p>JM advised this was raised as part of the Key Indicator of Performance Quality of Teaching, Learning & Assessment review meeting.</p> <p>NBR explained that requests for flexible working or part-time working are usually made verbally in the first instance before a formal request is made; at that stage NBR would discuss the request with the Principal to determine whether the requirements of the academy can be fulfilled.</p> |

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| | | <p>The practice at Plume has been to allow reasonable adjustments with up to 10% flexibility; cannot go below 80% for staff and 70% for subject leaders. PGI advised that this process needs to be formalised and a draft flexible working policy is being considered. Staff are advised they cannot automatically revert to full-time hours if they do not wish to continue with part-time hours.</p> <p>There are cost implications to part-time working. There are currently 41 part-time teachers ie 23 full-time equivalents. NBR stated that often the best option is to allow flexible working rather than lose a good member of staff from the academy.</p> |
| 7. | Staffing report (teaching) | <p>NBR referred to his circulated report and advised that if there are no further leavers, the academy will be fully staffed in September 2018 in Science.</p> <p>Recruitment of teachers remains difficult.</p> |
| 8. | Staffing report (support staff) | <p>PGI referred to her circulated report and provided additional updates with regard to long term sickness absence. PGI advised:</p> <ul style="list-style-type: none"> a) two new Teaching Assistant appointments have been made this week and six examination invigilators have been appointed b) salary statements have now been circulated to all staff; support staff in December and teaching staff before the February half-term. This means that SIMS is accurate and RSC and PGI share an encrypted salary sheet which is reviewed regularly c) Performance Management commences for support staff on 1 April d) with regard to Well-Being, PGI met with the Professional Association representatives in the academy and has put together a staff questionnaire with the aim of asking staff of what they think, want and how they feel about Well-Being to enable a policy to be drafted e) new policies are being drafted for flexible working, social media (covered in code of conduct but advice is to have a separate policy) and career breaks. They have been quality assured by Stone King and are now with CWA for review before being submitted to Trustees for ratification f) the Recruitment policy is due for review in March which will include a pre-employment check procedure g) employers are being advised to know what they should do if a claim is submitted for workplace harassment. There does not have to be a policy but employers have |

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| | | <p>to demonstrate they took reasonable steps to deal with such conduct. It is covered under existing policies and PGI will draft a statement to demonstrate how the academy has addressed it.</p> <p>Trustees thanked PGI for all her efforts.</p> |
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