



MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE

Monday 4 February 2019 at 6.00 pm

Venue: Conference Room, Plume School

Present:

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
Mr P Nagle	(PN)	Trustee, Co-Chair of Trustees
Mrs D Thomas	(DT)	Trustee
Mr C Wakefield	(CW)	Principal

In attendance:

Mr N Brunt	(NBR)	Vice-Principal – <i>for the item on teaching staff</i>
Ms P Gibson	(PGI)	Director of HR – <i>for the item on support staff and policies</i>
Mrs K Redmond	(KRE)	Clerk to Trustees

Apologies:

Mrs C Whitaker	(CDW)	Trustee, Vice-Chair of Personnel Committee
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This group was quorate for the purpose of resolutions

Item	Topic	Minute
1.	Welcome and apologies for absence	Noted.
2.	Declaration of Business Interests	There were no new declarations of business interests and no Trustee recorded any conflict of interest with the items on the agenda or the receipt or giving of any gifts or hospitality since the last meeting. DT advised that the Museum of Power has appointed Ingleton Wood as architects - subject to contracts.
3.	Minutes of the meeting held on 24 September 2018	The Minutes of the meeting held on 24 September 2018 were APPROVED.
4.	Matters Arising	There were no matters arising.
8	Policy for approval	JM advised that this policy has arisen as this is now a nationally recognised issue with links to Health & Safety legislation and management standards. Trustees have a responsibility to monitor the management of the welfare of staff and need to review how data could be recorded more effectively.

		<p>PN enquired about stress-related absence trends and was it a growing problem within the academy. PGI advised that it is a growing issue but we do not have suitable analytic tools to evaluate whether this is because of reporting becoming more accurate or is a growing trend.</p> <p>NBR advised that the number of staff it affects is not high at the academy but can often be triggered by outside influences such as medical issues or family relationships which can have a major impact on their work.</p> <p>CWA advised that there is a national culture, which is not academy culture, but it is about natural resilience. It is about individuals and we should stretch and challenge staff. We have to be careful to manage them appropriately.</p> <p>The Stress at Work policy was APPROVED for ratification by the Board of Trustees. The policy should initially be subject to an annual review.</p>
9	Any Other Business	None.
10	Confirmation of confidential items for the Minutes.	Agenda items 5, 6 and 7.
11	Date of next meetings	3 June 2019

Meeting closed at 7.00 pm

Actions

Date of Meeting/ Item number	Topic	Minute	Completed
n/a			