



MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE

Tuesday 5 June 2018 at 6.00 pm

Venue: Conference Room, Plume School

Present:

Mrs J Binder	(JB)	Trustee, Chair of Trustees
Mrs J McKinnell	(JM)	Trustee, Vice-Chair of Trustees, Chair of Personnel Committee
Mrs D Thomas	(DT)	Trustee
Mr C Wakefield	(CW)	Principal
Mrs C Whitaker	(CDW)	Trustee

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</i>
Mrs K Redmond	(KRE)	Clerk to Trustees

Apologies:

Mr J Everard	(JE)	Trustee, Vice-Chair of Trustees, Chair of Pay Committee
Mrs R Morcombe	(RM)	Trustee
Mr P Nagle	(PN)	Trustee, Co-Chair of Trustees

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.
3.	Minutes of the meeting held on 20 February 2018	The Minutes of the meeting held on 20 February 2018 were APPROVED.
4.	Matters Arising	None.
9.	Policies for approval	The following policies were discussed and APPROVED subject to a final quality assurance, consistent wording regarding appeals, summary of process and terminology eg Board of Trustees Appeals Panel: a) Career Break

		<p>b) Flexible Working c) Recruitment d) Social Media.</p> <p>PGI advised that there was no legal requirement to have these policies but it was good practice to have them and a two year review period is standard.</p>
9.	Middle Leaders: to receive a synopsis from the Principal	<p>CWA advised that the Middle Leaders programme was the most exciting and impacting programmes since he has been at the academy and was developed following the recent Ofsted report led driven by Mrs Crang.</p> <p>The Ofsted report stated the Senior Leadership Team (SLT) are driving through change but the capacity and potential at middle leadership is phenomenal. This programme will help to move the academy forward massively by building on quality teachers, strategic review of support staff and budget scrutiny which will lead the academy to be more typically outstanding than good.</p> <p>The academy has held its first internal TRIAD for self-review and shared best practice of internal processes which went very well. The overriding aims are to improve student outcomes and to enhance the succession plan of the academy to progress staff through to SLT or be upskilled to go to another good quality school and shine at interview.</p> <p>CWA is really excited by it and the professional association representatives are in agreement. Programmes such as this enhance the well-being within the academy; staff know that their efforts will be recognised and they will be looked after hence the low turnover of staff.</p>
11	Any Other Business	There were no matters raised.
12.	Confirmation of confidential items for the Minutes.	Agenda items 5,6,7,10.
13.	Date of next meetings	To be confirmed.

Meeting closed at 7.15 pm

Actions

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