



ManorAcademy

Excellence Through Innovation

The Manor Academy
Minutes of the Governors' Spring Term HR Committee
Held in the Board Room on Monday 10th March 2014 at 3.15pm

To be quorate the meeting required three members to be present. The meeting was quorate with three members attending.

Present

Victoria Rees	Governor – Chair of HR committee
Margaret Lovell	Chair of Governors
Jeffrey Sale	Governor

In Attendance

Michael Davis	HR Manager (Professional Advisor)
Donna Trusler	Principal
Hazel Robinson	Clerk to the Governing Body (minutes)
Gary Hillyard	Deputy Principal (until 4pm)
Steve Singleton	Director of Business (until 4.30pm)

1. Apologies

The following apologies were accepted:

Rob Gladwin	Work
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2. Declaration of Interest

None

3. Minutes of the Previous Meeting (10 November 2014)

Agreed and signed as an accurate record

4. CPD Presentation

The Deputy Principal gave a presentation to the governors on the CPD (Continual Professional Development) the academy had put into place for staff up to this point.

Start of Year the Principal wanted a conference style training event for all staff. On Day 1 teaching staff started in their strand areas to set out their vision for the academic year, whilst the support staff did their basic iPad training. In the afternoon all staff participated in teambuilding after the Senior Leadership Team had cooked lunch (they were qualified in food hygiene). The event was positively received and the support staff were fully integrated. The 2nd day there was a series of briefings in the morning and in the afternoon the teaching staff did iPad training whilst the business

and flourish strands shared their vision. Feedback was positive and it will be reviewed next year to ensure it is fit for purpose.

Teaching Staff CPD

Autumn term was mostly dedicated to iPad training. There were weekly teaching and teach groups who found new apps to use. Currently 76% of staff are using iPad on a weekly basis to support teaching and learning. The intention is that the impact on student learning will be analysed in the future. Closing the gap has been a particular focus and the CPD has enabled staff to open their minds to use iPad to increase resilience in PP students. There is more work to be done on the Stage 1 assessment using the iPad.

The Academy hosted a Redhill Alliance teacher meet where 60 teachers attended. There has been a stretch and challenge carousel through the strands there is more work to be done because of staff changes in the summer term. There has also been an introduction to the Work Related Learning programme of support – 826 students are currently registered on Passportfolio creating action plans and CVs. All CPD was as a direct result of recommendations from the Ofsted

Spring term is focusing on what teachers are doing to improve the learning of the student. There are different types of marking training including for practical subjects and peer assessment which can help reduce workload whilst still imbedding quality written feedback and student reflection. There has been training related to behaviour for learning using a 'write on line' app which helps with literacy levels. Evaluation is taking place to see if this has impact on attainment particularly with disengaged learners.

Currently CPD is allocated for collaborative planning in the strands which facilitates the strand to work with the weakest member.

Support staff this is an area of biggest development in CPD for support staff. The Principal has the ethos supported by the Senior Leadership Team that CPD should include all support staff.

Teach assistants – The Strand Leader for Flourish asked for Learning Assistants to come out of the Strand TLCs (Teaching and Learning Community) and form their own. Four staff are completing an online course for learning assistant skills. The data team have been doing SISRA training to enable them to analyse the academy performance data.

In Spring Term there was a substantial Sims package which 15 to 20 have been on plus some bespoke package. There are some support staff studying Level 2 teamleader and Level 3 business management courses and four learning assistants are studying formal level 2 and 3 qualifications all of these are fully funded by RightTrack.

Looking forward to the Inset on 26 June the Learning Assistants are going to a conference, Flourish are doing de-escalation training and business strand are having a 'How to be brilliant' motivational speaker.

The Deputy Principal continued regarding the use of Blue Wave Swift and the move to align the support staff career expectations with that of teaching staff. The HR manager has been working on the financial implications which would appear to be negligible. The support staff will be introduced to Blue Wave Swift next week and a consultation process will begin.

The HR manager added that as there is a diverse workforce how does it cater for everyone there are two support staff who do not access CPD because of their hours. The Deputy Principal confirmed that the coaching sessions were being arranged for them plus all the training was available on a training website.

The Deputy Principal confirmed that the feedback on the whole from support staff is that the CPD is well received and the next development will be a career pathway for staff to be able to see what they need to do to progress.

Staff induction process. The Deputy Principal outlined the new induction process. The governor asked if this was for all new staff. The Deputy Principal confirmed it was. There will be a separate CPD programme for 4 weeks. The induction process will take place in summer, at Christmas and at Easter. Each member of staff will receive a memory stick with policies and procedures.

The HR Manager added that he had started having 6 monthly meetings with new staff – the impact is positive so it allows the academy to support them and if necessary convert from probationary to permanent.

The HR Manager confirmed that the conference day was excellent and that support staff feel far more recognised. The senior staff involved in this work have been outstanding.

5. Environment Team Update

The Director of Business presented the rationale for the restructure of the Environment Team It had already been considered by the Business Committee.

The structure would consist of:-

Environment Manager

2 Environment Supervisors

1 part time Environment Assistant

2 Environment Apprentices

The apprentices will do more of the routine tasks. This frees up the supervisors so they would be able to do higher skilled tasks like PAT testing and cladding cleaning saving us paying a contractor to do this. The money recycled from the restructure would facilitate the employment of a Risk and Compliance Manager.

The Chair of the Committee asked when the appointments would be made. The Director of Business indicated that the Risk and Compliance Manager would be recruited straight away and the apprentice posts would be offered to Year 13's initially so would be later in the year after their examinations. The company the academy use for Apprentice training is Positive Outcomes and they would use a company called positive outcomes. The Director of Business presented the financial case for the restructure and additional posts. The cost will be £133,000 and there is already £120,000 from re-cycling current posts. With the additional capacity in the future it is planned that the grounds maintenance and cleaning services will become in-house. There is a potential saving of £25,000 however once the TUPE arrangements have been finalised he will come back to the Committee for approval of the next stage.

The governors asked if the apprentices would be subject to the £7.80 minimum wage. The Director of Business confirmed that Apprentices were on a different pay structure.

The Chair recommended approval of the Environment Team Structure.

AGREED

6. Matters Arising

- Item 4 Minimum Wage – The HR Manager updated the committee in that the academy are still paying some people the minimum wage mainly in the sports centre. He advised that the academy are currently meeting statutory requirements however many establishments are introducing the living wage which he may have to bring back to the Committee however there will be a cost to the academy. The Governors were concerned regarding the morality of paying minimum wages to zero contract staff. There was a discussion regarding this and its impact on poverty and retention of staff and the financial implications for the academy.

Action Minimum/Living Wage Agenda item for next meeting

7. HR Report– Spring Term 2015

The HR Manager summarised sections from his report

- Staff Recruitment– On the 27th February the Academy hosted a Recruitment Fayre which was successful. There was interest shown by 15 people 3 teachers and the rest support staff or some people with degrees some wishing to qualify as teachers and some teachers. This cost £300 as opposed to £1000 in advertising. There will be another one on 23rd March later in the evening targeted for teaching staff. The aim is to attract primarily new graduates and those teachers wishing to gain a different teaching experience earlier than the Academy has previously engaged in. Support staff interest has been evident. In addition the use of social media such as LinkedIn and a 'Work for Us' section on the website containing application forms, information about the benefits of working for the academy and policy information. This change in focus may help to sell our product better.

Staff Induction and Probation – The HR Manager reported that several staff were coming to the end of their probation. He had only concerns about 2 members of staff who may have to have their probation extended.

- Review of Employee Attendance – The HR Manager reported that staff absence had increased to 8.3 FTE. 236 days lost is due unfortunately to cancer and other major illnesses. There has been a significant increase in Occupational Health Referrals due to relationship breakdowns and family circumstances. The governors asked if there was stress illness at the academy. The HR Manager confirmed that the stress was generally around home circumstances although there was some due to marking requirements.

The governors questioned whether it was feasible to make adjustments for those having operations so that they could be working in some form. The HR Manager confirmed that this had been done where possible for example a employee had a knee operation and adjustments had been made to get them back into work, for example ground floor working and wearing a brace.

There was currently 6 staff under the informal process of the staff absence procedure with a further two approaching. There wasn't any staff in Stage 2 however 2 were approaching.

No staff in stage 3.

The current wellbeing programme is due for review and the HR Manager believes it can be sourced cheaper elsewhere.

- The HR Manager continued that in autumn term he is considering 'Antibac' which statistically has been proven to reduce cold and stomach problems by 50%. A discussion took place regarding the possibility of having them placed outside the toilets.
- Staff Conduct, Capability, Grievance and Pay.

The HR Manager updated the committee that two Investigations had moved to a stage 3 and one investigation a settlement has been made.

8. Policy Updates

- Nothing to report

9. Governor Visits

The Chair of Governors advised the Committee that the monitoring visits were linked with Blue Wave Swift. She had recently completed a monitoring visit to the Maths department. The teaching showed improvement. The DFE visited the school and the report was positive. The next monitoring visit to Mathematics she will be for 4 levels progress. The Chair of the Committee queried what the position was regarding monitoring visits and the Chair of Governors confirmed that the reconstitution had delayed the process however governor monitoring would be developed over the next few months.

The Chair of Governors also joined the offsite visit to Kenilworth castle.

9. Monitoring Progress Against the Academy Development Plan

(Objective 2 relating to training for improving teachers and Objective 4 relating to Performance Management and developing leaders)

The HR Manager reported that the Principal had employed more staff to English and Maths. Teaching had improved. The HR Manager advised that he had a strategic target for recruiting the right people and not taking second best. The advertising had changed to include range of PST and the wording of the post was for 'lead teacher' in a subject. There had been two successful appointments in Sociology and Science.

10. Confidentiality Check

None.

11. Date of Next Meeting

2 June 2015

The meeting closed at 5pm

Signed.....

Date.....