

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 7 June 2018 at 2.00pm

PRESENT: Mrs L Dyas, in the Chair,  
Mr Cuthill, Reverend W Massie

IN ATTENDANCE: Mr G Fitzpatrick, Chief Executive Officer  
Mrs N Marrow, HR Advisor  
Mrs S Teasdale, Chief Finance Officer

CLERK TO THE DIRECTORS: Mrs M Gibson,  
Independent Professional Clerking Services.

21 OPENING PRAYER. Reverend Massie opened the meeting with a prayer.

22 APOLOGIES. Apologies for absence were received from Mrs Chorlton.

The Clerk advised that Mrs Ward, Director link for safeguarding, had been invited to attend to consider safeguarding policies (minute 27) however, she was unable to attend and had provided comments for submission.

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

24 MINUTES OF THE LAST MEETING.

RESOLVED: that the minutes of the meeting held on 22 February 2018 be confirmed as a correct record and signed by the Chair.

25 MATTERS ARISING FROM THE MINUTES. There were no matters arising.

26 TRAINING AND DEVELOPMENT. Directors were informed that Mr Bowden, Mr Howarth and Mr Perry were working to develop a CPD plan. This would be secondary focused to meet Teaching School requirements however, would meet the needs of all staff across the Trust.

27 POLICY UPDATE. It was reported that the child protection and e-safety policies, circulated with the agenda, had been withdrawn for further update. The policies would be presented for approval later in the term.

Directors were asked to approve the anti-bullying and looked after children policies which had been reviewed by Ms Wilson (Safeguarding Lead) and updated to reflect statutory changes.

In response to a question, the CFO confirmed that the policies would be applied consistently across all schools within the trust.

It was reported that Mrs Ward had asked that all acronyms used in the policies be explained in full at the first point of use.

Mrs Marrow joined the meeting.

In response to a question, the Clerk clarified that the policies had been circulated electronically. It was suggested that they be recirculated as they had not been received by all members of the committee.

- RESOLVED:
- i) that the Clerk recirculate the policies.
  - ii) that the anti-bullying and looked after children policies be approved, in principle, subject to comments to be received by 15 June 2018.

Probationary procedure and policy – the HR Advisor tabled the document and advised this was a new policy which provided clarification to new employees regarding the expectations of employer and employee.

Induction procedure and policy – the HR Advisor tabled the document and outlined changes.

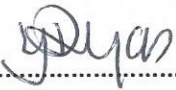
The HR Advisor apologised for tabling the documents; she asked that comments be received prior to the JCC meeting on 15 June 2018, to allow the final version to be presented to the professional organisations.

In response to a question, the HR Advisor reported that the policies were not contentious and no adverse comments were expected to be received at the JCC meeting.

- RESOLVED:
- iii) that the probationary procedure and policy and the induction procedure and policy be approved, in principle, subject to comments to be received by 15 June 2018.

28 DATES AND TIMES OF NEXT MEETINGS.

- RESOLVED: that the dates and times of the next meetings be set at the summer term Board meeting.

  
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signature of chair