

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 22 November 2018 at 2.00pm

PRESENT: Mrs L Dyas, in the Chair,  
Mrs M Chorlton, Mr C 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.

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

38 APOLOGIES. No apologies for absence were received (all present).

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

40 MINUTES OF THE LAST MEETING.

RESOLVED: that the minutes of the meeting held on 7 June 2018 be confirmed as a correct record and signed by the Chair.

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

42 POLICY UPDATE.

- i) Health and safety strategy policy and guidance – the CFO reported that the policy and guidance provided a practical working tool which had harmonised practice and reporting for all schools across the Trust. The documents had been scrutinised by the Finance, Audit and Capital Assets Committee and were presented to this committee for ratification.

RESOLVED: that the health and safety strategy policy and guidance be ratified.

- ii) Safer recruitment policy – Mrs Marrow drew Directors' attention to changes in the policy, which had been highlighted red for clarity. She pointed out that amendments reflected changes to the Keeping Children Safe in Education Guidance.

Directors asked if the policy was applied consistently across the Trust. In response, Mrs Marrow explained that the principles of the policy were generic however, the policy was personalised to include areas specific to each school (badge, staff names).

The CFO commented that the policy met recruitment expectations of the DfE and the Hull Safeguarding Board.

RESOLVED: that the safer recruitment policy be approved, as presented.

- iii) Pay policy – Mrs Marrow presented the revised pay policy which had been amended to reflect pay increases in line with NJC recommendations. Local representatives of the NASUWT and NUT had been advised informally of the changes and had raised no objections; the JCC would also be advised.

Mrs Marrow drew Directors' attention to payment for TLR1.3 which had been set at £11,582, below the amount suggested by the Joint Union of Teachers, £13,288. She stated that there was no evidence to understand why this had happened and Directors had the discretion to amend the anomaly.

Directors asked if there would be a financial implication for staff by amending the amount. In response, the CEO outlined the way in which TLR's were applied adding that the award was discretionary; the amounts could be reviewed however, changes to the value would apply to three or four staff and it had not been raised as an issue.

RESOLVED: a) that the value of TLR1.3 be retained at £11,582.

Mrs Marrow reported that revised pay grades for NJC staff would be applicable from April 2019. The changes were expected to place a financial burden on the Trust and consideration was needed to establish how they would be applied. The CFO added that there was no clear interpretation regarding how the changes should be applied however, Mrs Marrow was networking with other organisations and advice would be sought from the diocese to establish how they were being applied elsewhere.

RESOLVED: b) that the 2018/19 pay policy be approved, as presented.

- 43 TRAINING AND DEVELOPMENT. The CFO tabled a report which provided an overview of training and development opportunities for staff. She advised that training was planned to the end of the year and the report demonstrated the Trust's commitment to ensuring staff received high quality, focused development opportunities.

Mrs Dyas reported that she, Mr Cuthill and Mr Davidson had recently visited three of the primary schools. During their visit staff had provided an overview of training available and had appeared very pleased with the offer. She emphasised that staff had volunteered the information and the discussion had not been contrived in any way. She added that the level of enthusiasm observed during the visits had been incredible.

In response to a question, it was confirmed that the Head of School position at St Charles continued to be an 'acting' appointment.

Directors asked if staff were instructed to attend training. In response, it was reported that the majority of staff attended voluntarily however, when necessary, staff were steered towards appropriate opportunities. It was noted that many of the courses were provided on a regular cycle and most held in response to identified need. Leaders were keen to ensure staff were not overburdened and records were maintained to evidence training attended.

Directors asked that information regarding attendance at the variety of training available be reported at the next meeting.

RESOLVED: that attendance at training be presented at the next meeting.

Directors were asked to note that 20 staff had attended the Briars retreat; feedback had been well received.


Directors asked if the Heads of School continued to meet each Wednesday morning. In response, it was confirmed that the meetings continued to be held attended by Heads of the four schools judged to require support.

Directors training - Mrs Dyas reported that she had recently attended training on excluding children.

44 DATES AND TIMES OF NEXT MEETINGS.

RESOLVED: that the dates and times of the next meetings be confirmed as follows:

14 March and 13 June 2018 at 2.00pm

  
.....  
signature of chair