



AYLSHAM LEARNING FEDERATION

MINUTES of the Human Resources and Performance Development Committee meeting held on Tuesday 2nd February at 6.30pm virtually via zoom.

Present:

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| Seamus Elliott (Chair) | Lilie Ferrari (LF) | Jamie Olney (JO) |
| Peter Roberts (PR) | Duncan Spalding (DS) | Judy Taylor (JT) |
| Clare Toplis (CT) | Jenny Youngs (JY) | |

In attendance:

Mrs J Tuttle (JTU) (Director of Business and Community Strategy)
Mrs K Arnold (Clerk)

Governor comments in bold italic. Governor support in Blue. Actions in Red.

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| 1. Welcome and apologies for absence 1.1 Apologies received and accepted from Derrol Waller (DW). | |
| 2. Declaration of conflict of interest 2.1 Pertinent to this agenda – None. | |
| 3. Chair's authorisation of other urgent business 3.1 Confidential Item to be discussed in Item 11. | |
| 4. Minutes of the meeting held on 6th October 2019 4.1 Minutes of the meeting held on 6th October 2020 agreed as an accurate record of the meeting and agreed for signature by Chair. | |
| 5. Matters arising and review of action points 5.1 Matters arising: <i>Have all support staff now had their performance management at BVS?</i> There are a few remaining but we are on schedule to complete during February. <i>Is pay back-dated?</i> Teaching staff receive payment backdated to September, but support staff receive automatic increments from July. 5.2 Items requiring further action: <ul style="list-style-type: none"> Diversity summary report - Head to assist organising a virtual meeting with diversity group. Chair suggested deferred to Summer Term, agreed by all. Safeguarding training to be completed by DW. | Head DW |
| 6. Staffing Update <u>JoG</u> 6.1.1 Main school - HLTA appointed before Christmas. One staff member off sick since Summer holidays, who is now on half pay, another is not in due to being clinically vulnerable. 6.1.2 Nursery - Restructure completed enabled some bank staff to apply for contracts, and one vacancy has been covered internally. One staff member is not in due to being clinically vulnerable. Two adverts currently out: one for role recently vacated; and one for additional bank staff to ensure a 1-8 ratio can be maintained. Pregnant TA is on Maternity Leave. One member of staff has had COVID but there has been no impact on Nursery as they were already isolating due to a family | |



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| <p>members positive test. <i>Can the person off long-term sick not work from home?</i> No as they have been signed off by their doctor. They are a teaching assistant. Additional training will be needed once they return as they have missed everything on maths mastery.</p> <p><u>BVS</u></p> <p>6.2.1 NQT is flourishing, despite the difficult circumstances. UEA PGC student has joined us this term and is working both in school with their mentors and providing remote learning also. We are aiming to give him as much experience as possible. Two staff members shielding as either clinically vulnerable or supporting a clinically vulnerable person. Two staff members have recently lost a family member to COVID. Two staff members are off long-term sick.</p> <p>6.2.2 Breakfast and Tea club remains suspended. <i>Has a survey been done to understand ongoing requirements for this club?</i> There have been low numbers, even when able to offer full provision, so a feasibility review will be done once able to open again. Staff have been furloughed from the Breakfast and Tea club at no cost to them.</p> <p>6.2.3 One staff member has advised they are pregnant, and we are planning cover for the Summer Term.</p> <p>6.2.4 Staff performance and development – hope to have completed the cycle of mid-year review soon.</p> <p><u>AHS</u></p> <p>6.3 New staff member in Drama. No teaching staff resignations received but two site team members have resigned, one through retirement. One LSA has retired. New Assistant Sports Hub Manager appointed. Current challenges faced are due to staff members on long-term sick and we are working with Heads of Department to support them where required.</p> <p>6.4 <i>It seems all three schools are on top of any staffing issues and it is pleasing there is such a low level of disruption. Pleased to hear the NQT's are doing well. Do you have any NQT's at JoG?</i> No. We have a non-salaried trainee joining in September.</p> | |
| <p>7. Performance Development and staff CPD</p> <p>7.1 Staff training continues, providing a good opportunity for staff to come together virtually outside their normal day to day bubbles.</p> <p>7.2 All teaching staff and support staff have had their performance management completed and mid-year reviews are underway.</p> | |
| <p>8 Staff Wellbeing</p> <p>8.1 Proposed survey questions circulated prior to the meeting. Staff wellbeing committee have agreed it is not a suitable time to do a full survey but that it would be useful to capture staff opinion during this lockdown. This has led to the suggested questions being targeted to identify any issues between work and home balance plus identify if staff feel supported by the schools. Once responses have been received they will be circulated to governors, the wellbeing committee and the SLT</p> | |



in all three schools so actions can be put in place. Plan to issue full survey in September with responses compared to those from the last survey in 2017 and to this one. Survey is to be issued electronically. **Why do they all have question marks when some are statements?** We are asking whether they agree or disagree with the statements. **Can you compare whether responses are from staff or support staff?** That information is voluntary. **Has this survey been taken from any other source?** There is a public sector survey which, if used, we could benchmark against, but it isn't appropriate for school use. We can benchmark against previous surveys and a mental health survey we have completed also. There is not a similar survey from other schools to benchmark against. **How will you present the results?** Last time we assessed in terms of percentages. Each question has a comment box which we will summarise and publish for governors to review, question, and identify any necessary actions. **It is useful to do a survey now when staff must be finding things so difficult.** The comments box will enable context regarding the responses which will be particularly useful at this time. **What sort of response rate do you expect?** We had approximately 65% response rate last time but anticipate a higher response this time as staff are likely to be more anxious.

8.2 What impact is the current COVID situation having on staffing?

BVS

There have been pinch points of high stress levels due to rapid change and uncertainty, but staff have adapted brilliantly and there is a sense of unity which should show in the results we receive. Patterns of work have had to evolve and there has been an increase in workload due to new technologies needing to be mastered. At BVS we are taking that into account and are adapting our expectations accordingly. Wellbeing week for staff and families is being hosted this week.

JoG

Each individual team is working fantastically but staff may be finding it difficult as previously such a strong full team. Staff had adapted, and continue to adapt, brilliantly but are extremely tired. Many have enjoyed the skills they have learnt due to the need to teach differently and relationships with parents have changed as they have greater understanding of what we do.

AHS

Staff are enjoying the challenge but there is an increase to workload due to the change in working and greater difficulty providing effective learning, particularly in terms of live lessons and engaging pupils. The challenge is in trying to keep a level of cohesiveness with such a large number of staff. Head has lobbied around the flow testing being done at home by both staff and students. Atmosphere in school is very positive. Whatever date schools are fully reopened we are ready to go. COVID has had more of an impact on us during this isolation than previously but people are looking out for, and looking after, each other.

We may need to think about what needs to be considered longer term. We need to challenge the economic and infection control rhetoric regarding the impact of lockdown on learning as it can be counter-productive and cause anxiety to both our staff and students. There is a big challenge for current Y11 in terms of next steps but there is a lot of work in schools around both pastoral care and the academic.

Thank you to all three schools. The enthusiasm and commitment of the staff is amazing and well recognised by governors.

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| <p>9. Annual Workplan</p> <p>9.1 Learning Walks – Deferred until the Summer Term.</p> <p>9.2 Governor CPD</p> <ul style="list-style-type: none"> • LF advised she attended a SEND Forum last week. The SENCO at BVS also attended and a meeting has been booked via zoom to identify new information which will be reported back at FGB. • PR has completed safer recruitment. | |
| <p>10. Policies for review</p> <p>10.1 Policies reviewed</p> <ul style="list-style-type: none"> • Grievance Policy – <i>It is unclear who can deal with grievance matters – is it an ‘and’ or ‘or’?</i> It is an ‘either/or’. JTu will ensure it is clarified on this policy and any others where similarly worded. ‘Covert recordings’ is replicated on Pg. 4 and Pg. 8? This is because the policy details the procedure. On Pg. 7, 2.2, how do you define necessary skills? It is open to interpretation and could be bespoke to the situation requiring mediation. Who would decide which skills were required? The decision would likely be made by JTU, CT or JO as to who is best suited. Can the policy wording be tidied up? Staffing policies are agreed by the unions and we try not to divert too far from them unless absolutely necessary. • Bullying and Harassment Policy – These are in a separate document but have an overlap to the Grievance Policy. Is ‘covert recordings’ something from the LA or an issue locally? It has been inserted in a lot of staffing policy rewrites to ensure staff do not record meetings without permission. On Pg. 6, 7.7, it states Headteachers are required to manage employee performance, is it only them or heads of department also? This covers when final decisions can only be made by the Headteacher. • Complaints Policy – It has been amended to include Chair of Governors to respond as an additional step after Headteachers response but prior to going to Governor Panel. Secretary of State referred to as ‘her’ on pg. 7 but it is a male? JTu to amend reference to Secretary of State. • Pay Policy – Specific LA policy with union agreement for the two new inserts. • Teacher Capability Procedure – 4.4 where it states a copy can be sent by email does this mean the initial invitation can be sent in this way? It has to be sent hand delivered or by recorded delivery, but email can be used first if there is insufficient time. Is ‘companion’ defined anywhere? No as it will depend on the individual and the context. Discussion as to definition would be made at the time of the invitation to the meeting. The letter is specific about who can be brought with them. • Support Staff Capability Procedure <p>Acceptance of policies proposed by PR, seconded by LF, and unanimously agreed.</p> <p>10.2 Whistleblowing procedure – The template has changed completely requiring a rewrite. To be carried forward to next meeting for review.</p> | <p>JTu</p> <p>JTu</p> |



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| <p>10.3 As agreed prior to this meeting the following are carried forward to next meeting;</p> <ul style="list-style-type: none"> • Performance Development Policy Support Staff • Performance Development Policy Teaching Staff | |
| <p>11. AOB agreed at 3</p> <p>11.1 CONFIDENTIAL ITEM – refer to separate minutes.</p> | |
| <p>12. Dates for future meetings</p> <p>8th June 2021</p> | |

With no further business discussed the meeting finished at 8.25pm

Signed by the Chair as a true record of the meeting:

Date:

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Summary of Key Actions

| Item No | Action | Responsible | Deadline |
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| 5.1 | Diversity summary report - Head to assist organising a virtual meeting with diversity group. | Chair/Head | Summer Term |
| 9.2 | Safeguarding training to be completed. | DW | ASAP |
| 10.1 | JTu will ensure it is clarified on Grievance policy and any others where similarly worded. | JTu | ASAP |
| 10.1 | JTu to amend reference to Secretary of State within Complaints Policy. | JTu | ASAP |