



# Minutes

<b>Remuneration &amp; HR Committee Meeting</b>	
<b>Date and Time:</b> 11.01.11 at 12pm	<b>Venue:</b> Practical HR
<b>Attendees</b>	Paula Fisher Sandra Roberts Amanda Keech Frances Neil Practical HR Southend Education Trust Bournes Green Infant School St Mary's CofE Primary School
<b>Note taker</b>	Christie Hartshorn
<b>1. Welcome and Apologies</b>	
Apologies were noted from Bob Knight, Frances Neil took the Chair's role for this meeting.	
Action Items	Person Responsible
<b>2. Notes of Previous Meeting</b>	
The notes of the previous meeting dated 10 <sup>th</sup> September 2010 were agreed and signed by the acting Chair.	
Action Items	Person Responsible
Signed and file.	<b>CH</b>
<b>3. Matters Arising</b>	
None.	
Action Items	Person Responsible
<b>4. CEO Performance Objectives &amp; Remuneration 2010/11</b>	
<p><b>Performance Objectives</b>            It was noted that BK/AE/FH will be meeting to discuss and set Performance Objectives for the CEO Performance Objectives on 21<sup>st</sup> January 2010.</p> <p><b>Remuneration of CEO</b>            BK/AE and FH will also review the Remuneration of the CEO. The Committee would like this to be benchmarked against similar posts and get professional advice from Practical HR before making any recommendations. The Committee will receive and review the recommendations from BK/AE and FH as soon as they are ready and are prepared to call an extraordinary meeting to do this.</p>	
Action Items	Person Responsible
CH to contact BK/AE/FH to alert them of this minute.	<b>CH</b>



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## 5. Board Performance Evaluation 2010/11

The Committee believe that Board Performance Evaluation is crucial. Therefore the need for an external Peer Review seems essential. SR will approach the 'peers' to come and help us review the Board and report back to the Remuneration & HR Committee.

The deadline for completion will be by the end of June but a report to be tabled at the next meeting.

Action Items	Person Responsible
SR to approach appropriate 'peers'.	<b>SR</b>

## 6. Quarterly Report for Trustees

The Committee agreed that SR will summarise a report of this meeting and present to the next Board of Trustees Meeting.

Action Items	Person Responsible
SR to produce and present a report for the next Board of Trustees Meeting.	<b>SR</b>

## 7. Review Polices

The Policy statement on the Recruitment of Ex-offenders and Bad Weather Policy was tabled and **agreed** by the Committee.

Action Items	Person Responsible
Policies to be put on HR website.	<b>CH</b>

## 8. Review of Trustees & Staff Induction

Trustees Induction packs and inductions were updated given to the new Trustees recently appointed. Staff Induction packs still to be updated and agreed. The Committee decided to defer this item to the next meeting for feedback.

Action Items	Person Responsible
Staff Induction packs to be updated and all new policies to be included.	<b>SR/CH</b>

## 9. Any other business

None.

Action Items	Person Responsible

## 10. Date, time and place of next meeting

Tuesday 3<sup>rd</sup> May 2010 at 12pm – Practical HR.

Agreed \_\_\_\_\_

Date \_\_\_\_\_



# Minutes

## Remuneration & HR Committee Meeting

**Date and Time:** 11.01.11 at 12pm

**Venue:** Practical HR

### Actions to complete before next meeting

Action	Person Responsible	Comments
Item 4 CH to contact BK/AE/FH to alert them of the minute.	<b>CH</b>	✓
Item 5 SR to approach appropriate 'peers' for an evaluation of the board performance.	<b>SR</b>	✓
Item 6 SR to produce and present a report for the next Board of Trustees Meeting.	<b>SR</b>	✓
Item 7 Policies to be put on HR website	<b>CH</b>	✓
Item 8 Staff induction packs to be updated and all new policies to be included.	<b>SR/CH</b>	<b>Still to do</b>