

HR & Employment Law in Education

Remain compliant with the GDPR and effectively manage absence
and staff performance

oego.co/HR18

Expert speakers include:

Dai Durbridge

Partner, Browne Jacobson LLP

Naseem Nabi

Partner, Veale Wasbrough Vizards

Peter Woodhouse

Partner, Stone King

KEY BENEFITS

GDPR

Ensure your HR procedures
and policies are compliant

ABSENCE

Manage the impact of short
and long-term absence

RECRUITMENT

Recruit and retain
high quality staff

Supported by:

brownejacobson
education advisors

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STONE KING

HR & Employment Law in Education

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Back for its 17th year, *Optimus Education's HR & Employment Law in Education* conference is your opportunity to hear from the UK's leading educational law firms.

The unmissable event will ensure you are fully up-to-date with the latest guidance around employment and staffing in your school and return to school confident that you have the knowledge to legally deal with any employment law challenges you could face in the coming year.

Why attend this event?

- **GDPR:** know what impact the GDPR will have on record-keeping and ensure HR procedures remain compliant
- **Recruitment:** learn new methods to market your school and find, recruit and retain high quality staff
- **Sickness & Absence:** know how to manage long-term and short-term absence and reduce absence costs
- **Disciplinary:** attend an interactive mock disciplinary and gain clear guidance on preparing and leading a disciplinary procedure

Who should attend?

- HR Managers
- SBMs & FDs
- Headteachers
- Executive Headteachers & CEOs
- Deputy & Assistant Headteachers

“Optimus is the only provider of CPD conferences that I will recommend to our staff”

Deputy Head, Kirkham Grammar School

Optimus Education offers a wealth of expertise to support your whole-school improvement. From non-curricular awards, timely and informative conferences, packaged and bespoke consultancy, to in-house training and membership, Optimus is your one-stop-shop for your school or academy.

Head to oego.co/HR18 to find out more.

This year's speakers include...



Dai Durbridge
Partner, Browne Jacobson LLP

Dai is a Partner in the award winning education team at Browne Jacobson solicitors. Browne Jacobson advises over 800 schools and academies on a full range of issues, including collaboration, governance, employment law and HR.



Naseem Nabi
Partner, Veale Wasbrough Vizards

Naseem advises the firm's education clients on all issues including academy conversions, TUPE, trade union recognition and collective bargaining agreements.



Peter Woodhouse
Partner, Stone King

Over the years Peter has acted for numerous education clients in the maintained and independent sectors, both as advocate in the employment tribunal and as adviser in non-contentious matters.



Emma Hughes
Head of HR Services, Browne Jacobson LLP

Emma manages the team responsible for providing HR consultancy services to a range of clients. Emma has extensive experience of the education sector, having previously been HR Director for a large Academy Trust.



Victoria Blake
Principal HR Consultant, Stone King

Joining the firm in 2010, Victoria has over 25 years' experience working in HR in both private and public sectors and over nine years as a school's HR specialist.



Richard Hewitt
Senior Associate, Veale Wasbrough Vizards

Richard has worked exclusively with schools and education charities, both locally and nationally, for several years and advises on a wide range of employment law issues.



Heather Mitchell
Associate, Browne Jacobson LLP

Heather regularly supports schools with complex staffing issues including protracted discrimination claims brought against employers, TUPE transfers and negotiating the exit of staff when relationships have broken down.

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3 May 2018 – London

09:00 – 09:40	Registration and refreshments		
09:40 – 09:55	Introduction and welcome: what's on the horizon for employment law in education? Dai Durbridge, Partner, Browne Jacobson LLP		
09:55 – 10:35 GDPR	Understand the impact the GDPR will have on HR record-keeping and the data you hold and ensure your HR procedures and policies are compliant. Naseem Nabi, Partner, Veale Wasbrough Vizards		
10:35 – 11:15 Mock Disciplinary	Interactive mock disciplinary: gain clear guidance and advice when preparing for a disciplinary and know how to run an effective disciplinary procedure. Dai Durbridge, Partner, Browne Jacobson LLP		
11:15 – 11:25	Q&A		
11:25 – 11:55	Morning refreshments		
11:55 – 12:45	Streamed Sessions 1		
1A: Sickness & Absence Gain new strategies to manage long and short-term sickness & absence to reduce absence costs. <i>Take away our adaptable absence management policy and procedure.</i> Tom Wallace, HR Consultant, Browne Jacobson LLP	1B: Managing Allegations Ensure you are compliant when managing allegations against staff and understand how to make referrals to DBS and NCTL. <i>Gain access to our template for documenting allegation of abuse against staff.</i> Naseem Nabi, Partner, Veale Wasbrough Vizards	1C: Harassment Know what policies and procedures should be in place to manage harassment from staff and parents and understand the common legal pitfalls. Richard Hewitt, Senior Associate, Veale Wasbrough Vizards	1D: Staff Wellbeing New, proven and adaptable methods to create a culture of wellbeing that has a positive impact on staff retention. Emma Hughes, Head of HR Services, Browne Jacobson LLP
12:45 – 13:35	Lunch		
13:35 – 14:05 Recruitment	Ensure your recruitment procedures are robust and gain new, proven and adaptable methods to market your school and find, recruit and retain high quality staff.		
14:05 – 14:35 Managing Employment Risk	Is an employee for life? Consider eight ways to reduce risk in employee recruitment, management and exit and understand the risks of taking action, as well as not taking action in relation to staff. Peter Woodhouse, Partner, Stone King		
14:35 – 15:25	Streamed Sessions 2		
2A: Restructures Hear three case studies on the common pitfalls to avoid when restructuring and know how to carry out an effective restructure. Heather Mitchell, Associate, Browne Jacobson LLP	2B: Capabilities Learn how to manage capabilities with teachers who are coasting or underperforming and ensure you follow the correct procedures. Peter Woodhouse, Partner, Stone King	2C: Term Time & Part Time Staff Learn how to manage holiday pay for term time & part time staff and understand what can and cannot be asked of them. Naseem Nabi, Partner, Veale Wasbrough Vizards	2D: Sickness & Absence (Repeat) Gain new strategies to manage long and short-term sickness & absence and reduce absence costs. <i>Take away our adaptable absence management policy and procedure.</i> Tom Wallace, HR Consultant, Browne Jacobson LLP
15:25 – 15:45	Afternoon refreshments		
15:45 – 16:35	Streamed Sessions 3		
3A: T&Cs Ensure you know the process to follow when harmonising T&Cs, understand the impact of TUPE and the common legal pitfalls. Richard Hewitt, Senior Associate, Veale Wasbrough Vizards	3B: Termination Know how to have difficult conversations around termination and understand how to structure termination payments moving forward. <i>Plus, gain access to our nine top tips for having difficult conversations.</i> Peter Woodhouse, Partner, Stone King	3C: Safer Recruitment Ensure your safer recruitment policy and procedures are robust and compliant with the latest statutory guidance. Victoria Blake, Principal HR Consultant, Stone King	3D: HR in a MAT Know what HR freedoms you have in a MAT and to what extent you can move away from traditional models. Heather Mitchell, Associate & Emma Hughes, Head of HR Services, Browne Jacobson LLP
16:35	Conference close		

One Day National Conference

3 May 2018, London
HR & Employment Law in Education

Easy Ways to Register:

1. Book online and receive instant confirmation
oego.co/HR18
2. Email: conference.bookings@optimus-education.com
3. Questions? Call us on 0845 450 6404

Pricing:

Prices	Book before 13/04/2018	Book after 13/04/2018
Primary/Special	■ £269 + VAT	■ £299 + VAT
Secondary	■ £349 + VAT	■ £379 + VAT
LA	■ £399 + VAT	■ £429 + VAT
Lawyers and Advisors	■ £429 + VAT	■ £459 + VAT
Premium Plus	You could attend this conference as part of your Premium Plus package. For further information, please contact your Account Manager.	

If you do not fit into one of the above categories, please contact us on 0845 450 6404 or email oe.conferences@optimus-education.com

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steps to

Make the most of your day
and take action back at school.

1

Before
the day

Create your account at oego.co/ELUResources and gain access to pre-event reading and resources.

PLUS

- Gain access to our adaptable absence management policy and procedure
- Read our nine top tips for having difficult conversations

2

During
the day

Have your burning questions answered by our panel of leading employment and education lawyers.

PLUS

- Discuss challenges with peers and build up a network of support
- Select targeted workshops to suit your specific needs

3

After
the day

Log in to oego.co/ELUResources and download the speaker presentations and share these with colleagues.

PLUS

- Gain access to our template for documenting allegation of abuse against staff
- Read our article on reducing the cost of staff absence

4

Share
across your school

Learn how to take a more assertive, directing approach when carrying out the 'courageous conversation'*

PLUS

- Ensure consistency across teams by using the 'monitoring your team' training unit with middle leaders
- Download our capability meeting checklist

Start accessing these resources today by creating a free delegate account on oego.co/ELUResources

Become an Optimus Premium Plus member and gain resources to aid your external CPD delivery.

*Don't have an account? Create one at oego.co.com/Delegate