

THE SIXTH FORM COLLEGE, SOLIHULL

Human Resources Committee

Minutes of a meeting held on 1 March 2016 at 5.00pm.

Present: Rona Miller (Chair), Tracie Padro (Vice-Chair), Paul Ashdown, Adill Hadi, Karen Sherwood

Clerk: Janice Hamilton

Secretary: Janet Parkes

In attendance: Mutrice Bedford [HR Officer]

1 Apologies were received and accepted from Asa Walker, new member to the Committee. Apologies were also received from Martin Sullivan.

2 Declaration of Interests

The Clerk must be informed of any changes to members' declaration of interest form as and when a change takes place. Governors must declare the nature and extent of any financial and personal interest in any agenda item and must take no part in the consideration of that item or vote on any question with respect to that item, or form part of the quorum. Governors must withdraw where requested to do so by a majority of the members of the Board present at the meeting.

The Chair informed the meeting that the Clerk attends all Board and Committee meetings. If she is requested or required to answer questions or to present a paper in her role as Vice-Principal, a Temporary Clerk will be appointed for that part of the meeting.

Resolved: there were no declarations of interest.

Governors noted the College Mission and guidance on presentation of papers.

3 Minutes of previous meeting held on 3 November 2015 were agreed and signed.

4 Matters arising

Item 9, Health & Social Care: there has been no appeal from staff.

Item 10.1 Pay Policy: a working group has been set up, also see agenda item 10.

Item 10.2 Procedure for Managing Potential Conflict of Interest: section B.1.5 had been amended and agreed by the Chair via email.

Item 11, Prevent online training: for in-year support and teaching staff and governors, we are using the Prevent online training packages on www.foundationonline.org.uk.

Item 12, Red Book: the information was emailed to members and is available in the Governor Folder. Staffing matters will be covered at agenda item 10.

Item 14 Staff Equality & Diversity Profile and Item 18 Review of the Meeting: data on the ethnicity profile of applicants for 2015/16 had been emailed to members and is also available in the Governor Folder. Data for 2014/15 is available in the Governor Folder.

5 Staff Absence Report

Confidential item, minuted separately.

6 Strategic Priority 2c: Sustain strong governance and leadership

See below.

7 Dashboard for monitoring progress of Strategic Priorities

The Clerk highlighted that 2c had been discussed at the previous agenda item. Progress with 7a and 7b relating to positive destinations for all students will come to the next Committee meeting.

8 Policies & Procedures: Recruitment & Selection

The policy has been re-written to take account of legislative change and our improved approach to shortlisting. Rona Miller asked if we have any call for international recruitment. Paul Ashdown said we are coming close to advertising in Ireland for the first time, probably for Maths teachers. Local schools and other colleges are recruiting in the EU. In response to a question from Rona Miller, Paul Ashdown said we would expect the highest level of English competence.

Rona Miller asked why the College pays interview expenses. Paul Ashdown said this is the general position in schools and colleges. Governors all said that expenses are not paid in their workplaces which include a council and commercial companies. Paul Ashdown said he would carry out some research with the SFCA, Ninestiles Academy Trust and the local authority.

Rona Miller asked what would happen if an applicant had a criminal conviction. Paul Ashdown said we have a policy on employment of ex-offenders (included in the Criminal Disclosure Policy). It was agreed that this should be referred to in section G.3 of the Recruitment & Selection Policy, and the section will be amended. The Criminal Disclosure Policy will be emailed to members for information. *Post-meeting note: emailed on 2 March 2016.*

Resolved: the Committee approved the Recruitment & Selection Policy.

9 Process for determining Staffing for 2016/17

Paul Ashdown said that staffing is the biggest single line in the College budget. We have to ensure the right mix of staffing for students who enrol and, due to course choice, this is a complex process. The process begins with the timetable structure and there has to be a 'best guess' on conversion from applications and offers to actual enrolments. Also see below.

10 Staffing Update

Confidential item, minuted separately.

11 Review of Confidential Minutes 2014/15

The Clerk highlighted the two sets of minutes which could now be released into the public domain.

Resolved: the Committee approved the release of item 6 Pay Scales & Appraisals Scheme for Teachers and item 10 Staffing 2015/16 of minutes of the HR Committee meeting held on 9 June 2015.

12 Determination of Confidential Items

Resolved: that the following items be confidential and minuted separately: item 5 Staff absence report; item 6 Strategic priority 2c Sustain strong governance and leadership; item 10 Staffing update; item 11 Minutes deemed to remain confidential.

Resolved: that the documents for item 7 SP dashboard for item 9 Process for determining staff be confidential.

13 Review of the Meeting

The Chair asked all members to complete the proforma provided and hand to the Clerk at the end of the meeting. All four completed proformas were received, all with positive responses.

Comments: information on agenda and papers was very clear and informative; meeting was well chaired; good meeting and timing was also good.

Request for further information: interview expenses (Adill Hadi will research what happens at Birmingham City Council).

14 Date of next meeting: 7 June 2016

The meeting closed at 6.15pm.

Released into public domain at HR Committee on 7 February 2017

6 Strategic Priority 2c: Sustain strong governance and leadership

Paul Ashdown explained the four-point strategy to develop our middle leaders. The Leadership for Change programme has been developed with Cenbase colleges and will be run by ASCL. The first cohort is likely to be six staff from four Cenbase colleges. Costs have been kept to a reasonable level due to the number of colleges working together. Leadership Seminars are open to all middle leaders. The Leadership Experience Programme includes cooption of a Curriculum Leader to the College Leadership Team for a two-year period, and the opportunity for a middle leader to gain experience of student management. In response to a question from Karen Sherwood, Paul Ashdown explained that the student management role would have responsibility for an Academic coach and a group of students, for a two-year period. In response to questions from Adill Hadi, Paul Ashdown said that names of interested staff are put in a hat, and teaching time is reduced to allow for the seconded position. Martin Sullivan is currently working on a development plan for Assistant Principals.

Rona Miller said the initiatives are really positive and managed at little cost. She asked if the document had been provided to unions. Paul Ashdown said the cooptions have been in place for two years and unions were positive about these, and this document will be taken to a meeting of the Joint Staff Group.

Adill Hadi asked if there had been much interest in the initiatives. Paul Ashdown said there was a good level of interest for the secondments, and over time all middle leaders should have the opportunity to participate. The general feeling in College is that it invests in its staff. The aim is to ensure a strong cohort of internal applicants for leadership posts in the College.

9 Process for determining Staffing for 2016/17

Adverts are currently out for the new childcare course and for teachers of Psychology, Politics and Computing. In response to a question from Karen Sherwood, Janice Hamilton said there are currently 12 student offers for the Childcare course. *Post-meeting note: 16 offers have now been made.*