

# THE SIXTH FORM COLLEGE, SOLIHULL

## Human Resources Committee

Minutes of a meeting held on Tuesday 1 November 2016 at 5.00pm

**Present:** Rona Miller (Chair), Paul Ashdown, Adill Hadi, Karen Sherwood

**In attendance:** Martin Sullivan (Vice-Principal), Mutrice Bedford (HR Officer), Julie Robinson and Caroline Sweeney (JSG members) for item 3  
Neal Clements (Safeguarding Link Governor) for item 4  
Mike Padbury (Assistant Principal) for item 5  
Sonia Wood (AP responsible for Staff Development) for part of item 8

**Clerk:** Janice Hamilton

**Secretary:** Janet Parkes

**1 Apologies** were received and accepted from Asa Walker.

### **2 Declaration of Interests, Presentation of Papers, College Mission**

The Clerk must be informed of any changes to governors' declaration of interest form as and when a change takes place. Governors must declare the nature and extent of any financial and/or 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 members 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, an Acting Clerk will be appointed for that part of the meeting.

*Resolved:* Janice Hamilton declared her interest in item 4 as she prepared the documents and will present the item in her role as Vice-Principal/Designated Safeguarding Lead: Janet Parkes will be Acting Clerk for that item.

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

### **3 Joint Staff Group Annual Report 2015/16**

Caroline Sweeney said the report is a true reflection of the work of the Group over last year. Martin Sullivan said that full minutes of meetings are available to governors on request. Martin Sullivan appreciated the ongoing dialogue with unions and JSG members, and the work carried out.

*5.05pm Julie Robinson and Caroline Sweeney left the meeting.*

### **4 Safeguarding & Prevent: Annual Report 2015/16 and Revised Policy & Procedures**

Janice Hamilton drew attention to the changes in the policy to reflect the new "Keeping Children Safe in Education: September 2016" document. The policy now incorporates the document "Promoting Resilience: Preventing Vulnerability" which had been positively received by staff last year. Janice Hamilton wished to thank Neal Clements for his support and challenge as safeguarding link governor.

*Resolved:* the Committee approved the Policy & Procedures for Safeguarding & Child Protection including Prevent.

5.20pm Neal Clements left the meeting.

## **5 Report on Employability Skills & Career Passport**

Confidential item, minuted separately.

*Resolved:* the Committee approved the employability targets for 2016/17.

5.30pm Mike Padbury left the meeting.

**6 Minutes of previous meeting held on 7 June 2016** were agreed and signed.

**7 Matters arising:** none.

## **8 Annual Reports 2015/16**

8.1 Staff Development: Sonia Wood: the Committee thanked Sonia Wood for the report. Confidential item, minuted separately.

5.35pm Sonia Wood left the meeting.

8.2 Staff Absence: Martin Sullivan presented the report. Confidential item, minuted separately.

8.3 Equality & Diversity Staff Profile: Martin Sullivan presented the report. Confidential item, minuted separately.

## **9 Appointment of Vice-Chair of Committee**

*Resolved:* to appoint Adill Hadi as Vice-Chair of the Committee; nominated by Paul Ashdown, seconded by Karen Sherwood.

## **10 Staffing Update**

Martin Sullivan presented the report. Confidential item, minuted separately.

## **11 Analysis of Staff Exit Interviews**

This item had been requested at the previous Committee meeting. Mutrice Bedford explained that staff are provided with a proforma (this will be emailed to governors). Rona Miller said it is difficult to draw any meaningful conclusions from the information provided.

## **12 Policies**

12.1 Management of Attendance & Ill-Health Policy for all staff: Mutrice Bedford drew attention to the changes in red, mainly the addition of information regarding phased return and the Fit for Work service. In response to a question from Rona Miller regarding phased return, Martin Sullivan said that the definition 'reasonable' has been added to ensure that discretion can be used in each case. In response to a question from Adill Hadi, it was confirmed that the policy had been through unions. *Post-meeting note: policy will go to JSG meeting on 7 December 2016.*

12.2 Discipline Policy & Grievance Procedures for staff other than senior postholders: Martin Sullivan said the main changes, as in red, regard links to appraisal and pay, and are as a result of national agreements. Clarification has also been added

regarding suspension. In response to a question from Rona Miller, it was confirmed that for a serious issue, the process would move straight to final warning.

*Resolved:* the Committee approved the Management of Attendance & Ill-Health Policy for all staff, and the Discipline Policy & Grievance Procedures for staff other than senior postholders.

### **13 Strategic Priorities Dashboard**

The Clerk highlighted that the milestone for 7b, Career Passport, had now been agreed (see agenda item 5).

*6.20pm Nutrice Bedford left the meeting.*

### **14 Leadership Continuity & Replacement Strategy**

Paul Ashdown presented the report. Confidential item, minuted separately.

*Resolved:* the Committee approved the leadership continuity and replacement strategy.

### **15 Review of Terms of Reference**

15.1 Human Resources Committee: no changes are proposed.

*Resolved:* the Committee recommends the terms of reference of Human Resources Committee to the Board for approval.

15.2 Special Committee: no changes are proposed.

*Resolved:* the Committee recommends the terms of reference of Special Committee to the Board for approval.

### **16 Review of Committee Meetings 2015/16**

The Committee noted the actions taken to comments made in last year's meetings.

### **17 Determination of Confidential Items**

*Resolved:* that the following items be confidential and minuted separately: item 3 JSG annual report; item 4 Safeguarding annual report; item 5 Employability report; item 8 annual reports on Staff Development, Staff Absence and Staff E&D Profile; item 10 Staffing update; item 11 Exit interviews (data report only); item 13 Strategic priorities dashboard; item 14 Leadership continuity.

### **18 Review of the Meeting**

Three out of a possible three completed forms were returned, all with positive responses. Comment: good meeting.

**19 Date of next meeting:** 7 February 2017

The meeting closed at 6.40pm.