

## **THE SIXTH FORM COLLEGE, SOLIHULL**

### **Human Resources Committee**

Minutes of a meeting held on 3 November 2015 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:** Martin Sullivan [Vice-Principal with responsibility for HR]  
Mutrice Bedford [HR Officer]  
Paul Browning, Duncan Bryson, Julie Robinson (JSG members) – item 1  
Neal Clements (Governor with responsibility for Safeguarding) – item 2  
Trevor Irving (Assistant Principal) – item 3  
Elizabeth Baker (Assistant Principal) – item 4

#### **1 Joint Staff Group Annual Report 2014/15**

Martin Sullivan introduced the report and said it shows healthy dialogue between management and unions. Julie Robinson pointed out that an amendment had been agreed to section B.4 as the situation is ongoing, and it was agreed that the amendment had been made since the distribution of this copy. Duncan Bryson said that there are a few important outstanding issues, and highlighted E.3 “to draft a College union recognition agreement”. Whilst there are informal arrangements which work well, Duncan Bryson said that arrangements should be formalised to avoid difficulties in the future. In response to a question from Paul Ashdown, JSG members confirmed that there have always been good relations between the College and JSG but it was acknowledged that there will be some difficult issues ahead to deal with.

Adill Hadi asked if there is a timeline for completion of the outstanding issues. Martin Sullivan said these are likely to be finalised by Christmas. Adill Hadi further queried E.1 regarding organisation of further briefing sessions for staff on dealing with social media. Paul Ashdown confirmed that JSG had reviewed the staff Code of Conduct and it was felt that staff should receive a training update on social media, following on from a briefing sheet which had been provided at the end of last year from Bev Bishop.

Rona Miller thanked JSG members for their contributions. JSG members wished to thank the College for the provision of admin support for the meetings.

*5.15pm JSG members left the meeting.*

#### **6 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:* Janice Hamilton declared an interest in item 2, Safeguarding, as she presented the item in her role as Designated Safeguarding Lead (DSL); Janet Parkes will be acting clerk for this item.

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

*Resolved:* that Janet Parkes be acting clerk for item 2.

## **2 Safeguarding Annual Report 2014/15**

Janice Hamilton, in her role as DMS, thanked Neal Clements for his support during the year. The revised policy includes Prevent, as discussed last year.

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

*5.20pm Neal Clements left the meeting.*

## **3 Strategic Priority 7: Secure positive destinations for all students**

*Resolved:* the Committee approved the single strategic annual milestone for 2015/16 and the consolidated strategic objective for 2020.

*5.30pm Trevor Irving left the meeting.*

## **4 Staff Development Annual Report 2014/15**

Elizabeth Baker invited questions on the report.

*5.40pm Elizabeth Baker left the meeting.*

**5 Apologies:** none received for the meeting, however Karen Sherwood would be late arriving due to escorting a student to hospital.

Karen Sherwood, new member of the Committee, was welcomed.

**7 Minutes of previous meeting** held on 9 June 2015 were agreed and signed.

## **8 Matters arising**

Item 11, Prevent: Adill Hadi had offered to assist Janice Hamilton with training for our staff this year. The WRAP3 training for staff on 19 October 2015 had to be presented according to Home Office requirements. Janice Hamilton is thinking about a short online training package for governors and will discuss this with Adill Hadi in due course.

Item 13, Review of the Meeting: responses noted. The Red Book terms and conditions for teachers is now available. As it is a lengthy document, it will be emailed to members and made available in the Governor Folder.

## **9 Health & Social Care Report**

Confidential item, minuted separately.

## **10 Policies & Procedures**

- 10.1 Pay Policy: the revisions bring the policy into line with the new pay framework (see item 11). In response to a question from Rona Miller, it was confirmed that the policy had been discussed at a meeting of the Joint Staff Group and no objections had been raised. Martin Sullivan said further discussion needs to take place regarding the term “acceptable performance”, and a working group will be set up to agree on this.

*Resolved:* the Committee approved the Pay Policy.

- 10.2 Procedure for Managing Potential Conflict of Interest: this new procedure is felt to be a straightforward way of registering any conflict of interest, and leads to a risk assessment to ensure the College or an individual is not compromised. The document has been approved by JSG. Rona Miller asked for clarification of B.1.5, and following some discussion it was agreed that the wording and punctuation would be reviewed to provide clarity.

*Resolved:* the Committee approved the Procedure for Managing Potential Conflict of Interest subject to clarification of section B.1.5; the revised section will be emailed to Rona Miller for her agreement on behalf of the Committee.

## **11 New Pay Framework for Teaching Staff: Transition Guidance**

See below.

## **12 Staffing Matters**

Martin Sullivan presented a verbal update.

## **13 Staff Absence Annual Report 2014/15**

Confidential item, minuted separately.

## **14 Staff Equality & Diversity Profile**

Confidential item, minuted separately.

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

The Clerk highlighted the proposed change to the number of members.

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

## **16 Review of Committee Meetings 2014/15**

The Clerk drew attention to the actions arising from completion of the proforma.

## **17 Determination of Confidential Items**

*Resolved:* that the following items be confidential and minuted separately: item 2 Safeguarding annual report; item 3 Strategic priorities; item 4 Staff development annual report; item 9 Health & Social Care report; item 11 New pay framework for teaching staff; item 12 Staffing matters; item 13 Staff absence annual report, item 14 Staff equality & diversity profile.

## **18 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: meeting was chaired very well by Rona; Rona handled the meeting very well.

Request for further information: ethnicity profile of applicants.

## **19 Date of next meeting: 1 March 2016**

The meeting closed at 6.40pm.

## **Released into public domain at HR Committee on 7 February 2017**

### **2 Safeguarding Annual Report 2014/15**

Rona Miller noted the increase in the number of referrals. Janice Hamilton said that many of the referrals are around vulnerabilities rather than safeguarding. Neal Clements explained that a new checklist is being produced to ensure that we achieve outstanding at an inspection, which is fully deserved. He is due to attend the SMBC safeguarding conference on 12 November 2015. Adill Hadi said there are continual changes in this area, particularly now there is a central hub (MASH), and there is constant scrutiny. Paul Ashdown wished to formally acknowledge the DSL team for the work put in to the emotionally demanding role, and thanked Neal Clements for his support. Rona Miller appreciated that the area is challenging.

### **3 Strategic Priority 7: Secure positive destinations for all students**

Trevor Irving said that whilst the College prides itself on HE destinations, until recently this has not been fully celebrated. Most of our students achieve positive destinations and the current project is to monitor these and celebrate for marketing purposes. UCAS information is provided for HE destinations but we need to gain a better understanding of success for those students who leave the College for employment. Tracie Padro queried what the baseline for success would be. Trevor Irving said the number of students going on to HE would be measured, and this could be drilled down to Russell Group universities or the top 30 universities in any one year. Paul Ashdown said it is difficult to capture employment data in terms of the type of employment, specifically that our students should be moving into employment applicable to Level 3. We need to define the categories of employment. Ofsted will take more account of this data in future, and we have to ensure our students are prepared for the world of work. Rona Miller commented that even if a student only required Level 2 education for a specific employment, having studied at the College would make a student more employable. She thanked members for the interesting discussion.

### **4 Staff Development Annual Report 2014/15**

Rona Miller referred to section 2, and asked if staff are chased if they do not attend courses, and if training needs arising from appraisals are monitored. Elizabeth Baker said staff are followed up for non-attendance at compulsory whole-College training events.

5.30pm Karen Sherwood joined the meeting.

Paul Ashdown explained that line managers would discuss training needs at appraisals, and this need not necessarily lead to an external course. Elizabeth Baker highlighted that the Cenbase agreement has enabled more staff to attend exam based training events (section 3). Paul Ashdown said that up to now the staff development budget has been protected.

#### **11 New Pay Framework for Teaching Staff: Transition Guidance**

Martin Sullivan explained that until the College's funding for next year is known it is difficult to determine if the payment should be made in the first year or phased over three years. The difference between the two is £26,000. Paul Ashdown feels that it would be a potential hit on staff morale to pay over three years, and that if the College can afford the one payment next year, it should be paid in one year. In response to a question from Rona Miller, Paul Ashdown confirmed that payment over three years is included in the current budget.

*Resolved:* to accept the transition arrangements for teaching staff on all scales except 6P3 as per the National Joint Committee guidelines.

*Resolved:* to reconsider the phasing in or payment in one year once the final funding agreement has been received in March 2016.

*Resolved:* that staff new to the College follow the same system as existing staff.

#### **14 Staff Equality & Diversity Profile**

Martin Sullivan said that due to the change in payroll provider, the usual disability analysis is not available as the reporting is not commensurate with the previous provider. Adill Hadi highlighted the high number of White British staff compared to other ethnicities, and asked if people from ethnic minorities are applying for vacant posts. Paul Ashdown said there is relatively low staff turnover here, and also a shrinking number of staff. However, Martin Sullivan offered to provide ethnicity data for recent appointments.

Tracie Padro noted that the number of part-time teachers is greater than full-time. She was pleased to hear that a number of part-time teachers are male and that the College embraces flexible working for males as well as females.