

# **THE SIXTH FORM COLLEGE, SOLIHULL**

## **Human Resources Committee**

Minutes of a meeting held on 7 June 2016 at 5.10pm.

**Present:** Rona Miller (Chair), Paul Ashdown, Karen Sherwood, Asa Walker

**Clerk:** Janice Hamilton

**Secretary:** Janet Parkes

**In attendance:** Martin Sullivan [Vice-Principal i/c HR], Mutrice Bedford [HR Officer]  
Trevor Irving and Mike Padbury [Assistant Principals] for item 3

**1 Apologies** were received and accepted from Adill Hadi and Tracie Padro.

### **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 Update on SP7 Secure positive destinations for all students**

Confidential item and minuted separately.

*Resolved:* the Committee approved the baseline data and targets for the proportion of students achieving positive and appropriate destinations for 2017, and the consolidated targets for 2020.

*5.30pm Trevor Irving and Mike Padbury left the meeting.*

**4 Minutes of previous meeting** held on 1 March 2016 were agreed and signed.

### **5 Matters arising**

Item 8, Recruitment & Selection Policy: this year the College has paid out £200 in interview expenses, and last year £60, from the annual budget of £700. Martin Sullivan said that for overseas applicants he would initially interview over Skype in order to shortlist. The Sixth Form Colleges Association said it is up to individual colleges to determine procedures. The Clerk had checked with other Cenbase colleges: Colchester pays travel expenses and one night's accommodation if necessary, and for those coming from abroad it pays for travel from the UK entry point; Luton does not pay travel expenses; QE Leicester pays if applicants ask. It was agreed that as the costs are not large there is no need to change the policy.

Item 10, Strike action: there was a strike by one union on 15 March 2016. Whilst the number of teachers on strike was significant, it was manageable. *Post-meeting note: 27 teachers went on strike.*

Item 13, Request for further information: interview claims are for second class rail fare or mileage if it is lower; £60 paid per night for accommodation and food (accommodation must be agreed in advance).

## **6 Leadership Development Programme**

Confidential item and minuted separately.

## **7 Appraisal and Pay Progression**

In response to a question from Rona Miller, Martin Sullivan confirmed that the Capability policy and procedures, and Disciplinary policy and procedures, will be reviewed and come to the meeting of this Committee next term. Also see below.

*Resolved:* the Committee approved the pay progression policy and appraisal documentation.

Paul Ashdown wished to formally thank Martin Sullivan for his work.

## **8 Costs associated with New Pay Structure**

See below.

## **9 Staffing Update**

Confidential item and minuted separately.

## **10 Outcome of Staff Survey 2016**

Confidential item and minuted separately.

## **11 Implications of Academisation and joining a MAT**

The Clerk reminded governors that at the Awayday governors had asked that each committee consider the implications. Confidential discussion, minuted separately.

## **12 Generic Job Description for Support Staff**

Martin Sullivan highlighted the additional point regarding the promotion of safeguarding, British values and Prevent. Unison had agreed the amended document.

*Resolved:* the Committee approved the generic job description for support staff.

## **13 Strategic Priorities Dashboard**

The Clerk presented the dashboard. The Committee had received presentations on progress regarding SP7a (HE upgrade) and 7b (Career Passport) at the beginning of the meeting and milestones had been agreed, and information on 2c Leadership development programme at agenda item 6. Rona Miller said that progress was impressive.

## **14 Determination of Confidential Items**

*Resolved:* that the following items be confidential and minuted separately: item 3 Update on SP7 Secure positive destinations; item 6 Leadership development programme; item 7 Appraisal and pay progression; item 8 Costs associated with new pay structure; item 9 Staffing update; item 10 Outcome of staff survey; item 11 Implications of academisation and joining a MAT; item 13 Strategic priorities dashboard (document only).

## **15 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. Two out of a possible three completed proformas were received, both with positive responses.

**16 Date of next meeting:** to be determined in calendar of meetings for 2016/17.

The meeting closed at 6.45pm.

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

### **7 Appraisal and Pay Progression**

Martin Sullivan reported that the pay progression policy has been approved by unions. Unless there are disciplinary or capability issues, teachers will automatically move up the pay scale.

### **8 Costs associated with New Pay Structure**

Martin Sullivan reported that the total cost is £28,456 of which £21,350 is for increasing the top of the scale of mainscale teachers. A decision had been made earlier this year to pay all the increase this year rather than spread the cost over three years. Paul Ashdown drew attention to the note that staff are not able to apply for PSP this year as this has been incorporated into the new pay structure. A few colleges have paid this, therefore our NUT members feel we should do the same. As this is not part of the national framework, the College will not pay PSP this year. In response to a question from Rona Miller regarding any new appointments, Martin Sullivan said pay would be worked out on years worked and thresholds.