

THE SIXTH FORM COLLEGE, SOLIHULL

Human Resources Committee

Minutes of a meeting held on Tuesday 7 February 2017 at 5.00pm

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

In attendance: Martin Sullivan (Vice-Principal), Mutrice Bedford (HR Officer),
Anisa Lokat-Fanning & Amy Reiner for item 3
Trevor Irving for item 4

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: there were no declarations of interest.

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

It was agreed to bring forward agenda item 4.

4 SP7: Secure positive destinations for all students

Confidential item, minuted separately.

3 SP2c: Leadership Development Programme

Anisa Lokat-Fanning and Amy Reiner reported on their experience of the Cenbase leadership development programme. There are six members of staff from this College participating in the programme, which includes sessions in Luton and 1:1 coaching sessions in the College. Anisa Lokat-Fanning spoke of the benefit of sharing good practice, and said she particularly enjoys the coaching sessions. Amy Reiner said the programme is providing challenge but is supportive, and is having a positive impact on her work in the College.

In response to a question from Rona Miller, Paul Ashdown said there are 24 staff taking part in the programme, drawn from teaching and support staff in the six Cenbase colleges. Karen Sherwood asked if there will be opportunities for other staff to participate. Paul Ashdown said six places are available annually to each college, and recruitment will begin shortly for next year's cycle. In response to a question from Rona Miller, Paul Ashdown said there is formal recognition at the end of the 18-

month programme, however at the moment the course is not accredited. Rona Miller said it is pleasing to receive such positive feedback.

5.35pm Anisa Lokat-Fanning and Amy Reiner left the meeting.

Resolved: the Committee noted progress against the milestone.

5 Minutes of previous meeting held on 1 November 2016 were agreed and signed.

6 Matters arising

Item 14, Leadership Continuity & Replacement Strategy: Martin Sullivan has been appointed as Interim Principal. The vacancy for Interim Vice-Principal will be advertised internally on 13 February 2017. Two-day interviews for two permanent Assistant Principals have been completed today and the College is in a position to make offers to two candidates. Over 70 applications had been received, with 14 long-listed candidates being interviewed on 6 February 2017 and five short-listed candidates on 7 February 2017. Interviews for the two fixed term posts will be held on 15 February 2017.

7 Staff Absence Report

Confidential item, minuted separately.

8 Staffing Update

Confidential item, minuted separately.

9 HR Tasks Leading up to Merger

Martin Sullivan went through the list of tasks to be completed leading up to merger. A decision will need to be taken by the Trust on whether the College can remain with the SFCA, and whether the SFCA can continue to carry out national negotiations on pay and conditions on behalf of the College.

10 Human Resources Internal Audit Report

Martin Sullivan said that management actions arising from the RSM audit of human resources in November 2016 had been agreed by the College and are in progress.

11 Review of Confidential Minutes 2015/16

The Committee considered the suggestions for releasing minutes in to the public domain.

Resolved: the Committee agreed the minutes to be released into the public domain.

12 Strategic Priorities Dashboard

Progress against milestones was noted. The milestone for 7b, Career Passport, is challenging and progress will be reported to the next HR Committee meeting.

13 Determination of Confidential Items

Resolved: that the following items be confidential and minuted separately: item 4 Secure positive destinations for all students; item 7 Staff absence report; item 8 Staffing update.

Resolved: that the following documents be confidential; item 9 HR tasks leading up to merger; item 10 HR internal audit report; item 11 Confidential minutes deemed to remain confidential; item 12 Strategic priorities dashboard.

14 Review of the Meeting

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

15 Date of next meeting: 6 June 2017

The meeting closed at 6.10pm.