

THE SIXTH FORM COLLEGE, SOLIHULL

Human Resources Committee

Minutes of a meeting held on Tuesday 6 June 2017 at 5.00pm

Present: Rona Miller (Chair), Martin Sullivan, Karen Sherwood

In attendance: Sonia Wood (Interim Vice-Principal), Mutrice Bedford (HR Officer),
Zoe Bereza (Assistant Principal) for item 3

Acting Clerk & Secretary: Janet Parkes

1 Apologies were received and accepted from Adill Hadi, Asa Walker and Janice Hamilton.

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.

3 SP7b Update on Career Passport

Confidential item, minuted separately.

5.15pm Zoe Bereza left the meeting.

4 Minutes of previous meeting held on 7 February 2017 were agreed and signed.

5 Matters arising

Item 6, Leadership Continuity & Replacement Strategy: Sonia Wood was appointed as Interim Vice-Principal; Zoe Bereza (internal) and Jamie Staddon (external) were appointed as permanent Assistant Principals; Tim Goss and Anisa Lokat-Fanning (both internal) were appointed as temporary Assistant Principals.

6 Update on Leadership Development Programme

Confidential item, minuted separately.

7 Outcome of Staff Survey

Confidential item, minuted separately.

8 Staff Absence Report

Confidential item, minuted separately.

9 Update on TUPE prior to Merger

Martin Sullivan reported that the timeline is on track. The letter had been sent to all staff informing them of the transfer, and as there are no measures there will be a limited requirement for meetings with unions. There are no changes to pensions either.

10 Staffing Report

Martin Sullivan wished to add to the report that the supreme court has ruled that in relation to deduction from teachers' pay for strike action, this will be 1/365 instead of 1/260, with back pay for three and up to six years. In response to a question from Rona Miller, this will apply to all teaching staff. This ruling will also affect overtime pay for teachers, as this will now reduce to 1/365.

Martin Sullivan presented some updates to the report in respect of additional resignations, and an appointee who has since withdrawn.

11 Policies & Procedures

Martin Sullivan reported that all documents had been approved by the Joint Staff Group, and highlighted the changes.

- 11.1 Managing Stress at Work Policy: inclusion of 'managing' in the title; how to access the employee assistance programme has been moved from the actual policy to an appendix.

Resolved: the Committee approved the Managing Stress at Work Policy.

- 11.2 Mediation Procedure: new paragraph added regarding team mediation.

Resolved: the Committee approved the Mediation Procedure.

- 11.3 Staff References Policy: addition at C.3 to include reference to the Data Protection Officer, and subsequent deletion of following sections regarding confidentiality and data protection. Rona Miller asked requested that Martin Sullivan make an amendment to wording at A.2 regarding references written in a personal capacity.

Resolved: subject to a minor amendment at A.2, the Committee approved the Staff References Policy.

- 11.4 Conditions of Service for all Staff: minor amendment regarding the current practice for time off in lieu for staff on management range C1 to C5. Rona Miller queried if the minimum number of days annual leave was correct. Mutrice Bedford was asked to check the SFCA guidelines.

Resolved: subject to checking the number of days annual leave at B.4, the Committee approved the Conditions of Service for all Staff.

- 11.5 Support Staff Additional Working Guidelines: inclusion of pay rate for interview evenings.

Resolved: the Committee approved the Support Staff Additional Working Guidelines.

- 11.6 Leave Policy: addition of 'grandparent' to leave of absence with pay for death and marriage; information on access to form for leave of absence for fertility treatment added.

Resolved: the Committee approved the Leave Policy.

- 11.7 Collective Disputes Policy: extension to the number of days in the procedures for responses and to allow more time for meetings to take place with unions.

Resolved: the Committee approved the Collective Disputes Policy.

5.55pm Mutrice Bedford left the meeting.

12 Strategic Priorities Dashboard

Progress against milestones was noted. *Confidential item, minuted separately.*

13 Determination of Confidential Items

Resolved: that the following items be confidential and minuted separately: item 3 Career Passport; item 5 Matter arising regarding staffing update; item 6 Leadership development programme; item 7 Staff survey; item 8 Staff absence report; item 12 Strategic priorities dashboard.

Resolved: that the following documents be confidential; item 9 TUPE prior to merger; item 10 Staffing report.

14 Review of the Meeting

Two out of a possible two completed forms were returned, both with positive responses.

- 15 Date of next meeting:** to be determined.

Martin Sullivan thanked governors for their support to the Committee this year.

The meeting closed at 6.00pm.