

APPROVED:	<i>Chair</i>	DATED:
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OPEN MINUTES OF PERSONNEL COMMITTEE
Thursday 1 December 2016 at 18:30 in the Principal's Office



STANDING ITEMS

ATTENDANCE AND APOLOGIES

- Present:** Mike Boakes (Chair)
John Stebbing (Vice-chair)
Sue Adams
- In attendance:** Karen Hucker (Principal)
Linda Johnson (Vice Principal)
Debbie Vockins (Director of Human Resources)
- Minutes:** Alison Dennett (Clerk to the Corporation)
- Apologies:** Carole Shaves

NOTIFICATION OF ANY OTHER BUSINESS
There was none.

DECLARATION OF INTERESTS
No interests were declared.

MINUTES OF PREVIOUS MEETING
The open and confidential minutes of the Personnel Committee held on 8 February 2016 were agreed and signed as correct.

MATTERS ARISING FROM PREVIOUS MEETING
There were no matters arising.

MAIN AGENDA

1. POLICIES
 - 1.1 CHILD PROTECTION POLICY PG4

Changes had been made to the Policy to ensure it reflects any new duties placed on the College due to further changes in the Keeping Children Safe in Education (KCSIE) document. During consideration the following points were noted:

 - The Committee felt that the link between the Child Protection Policy and the Safeguarding Policy needed to be more explicit. It was therefore agreed that a line would be added to the Policy under the title on the first page advising users to refer to the Safeguarding Policy as well. The same cross-referencing would be added to the Safeguarding Policy.
 - Changes included amendment of LADO to Designated Officer at the Local Authority (DOTLA) and amending references from CRB to DBS.
 - An addition had been made to state that staff should not use personal phones to take photos of students; it was confirmed that there were College cameras and video cameras that were available to use.
 - Instead of just referring to the KCSIE guidance, it had been decided to include a list of safeguarding issues that staff were required to have an awareness of at Appendix 5 of the Policy.
 - Addition had been made to refer to the supervision of residential students and those responsible being provided with written guidance on the College's policies and practices for the safeguarding and promotion of their welfare.

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- Addition had also been made to state that the lead child protection officer was responsible for transferring student child protection files to schools, colleges etc.
- One final addition had been made to state that a child protection officer is contactable at all times when the College was open for teaching.

Resolved: The Committee recommended the Child Protection Policy to the Corporation for approval.

1.2 COMPLAINTS POLICY PG5

Minimal changes to tenses and language used had been made to the Policy as it had been found to work well. An annual report of complaints made to the College was presented to the Strategic Planning Committee which demonstrated its effectiveness.

Resolved: The Committee recommended the Complaints Policy PG5 to the Corporation for approval.

1.3 DISCIPLINARY POLICY PG9

The Policy had been amended following use by the College and it being found that, in practice, it contained some constraints which made the process too long to follow to reach a conclusion. The changes proposed within the policy were discussed as follows:

[Confidential note].

The Committee were happy with all other changes proposed.

Resolved: The Committee recommended the Disciplinary Policy PG9 to the Corporation for approval.

1.4 EDUCATIONAL TRIPS POLICY PG25

The changes made to the Policy were due to fact that a lot of the forms to complete and associated information were now all available online as opposed to a paper based system. Students were also asked to complete a health declaration form when they join the college and parents are asked to notify any changes with each trip authorisation as opposed to completing a new form for each trip proposed. Governors requested the following amendments:

- Page 15 of the Policy to amend Vice Principals to Vice Principal.
- Page 33 of the Policy to remove 'of' in the sentence beginning "Prior to departure" at the bottom of the page.

It was confirmed that references to the Health and Safety at Work regulations 1992 were no longer required within the Policy and deletion of reference to the Emergency Procedures Framework was due to the College Disaster Recovery Plan being the process the College would follow in the event of an emergency. The paragraph with regards to media contact had been removed although it was still specified within the Policy that media enquiries should be referred to the designated media contact.

Resolved: The Committee recommended the Educational Trips Policy PG25 to the Corporation for approval.

1.5 SAFEGUARDING POLICY PC12

Changes had been made to the Policy to ensure it reflects any new duties placed on the College due to further changes in the Keeping Children Safe in Education (KCSIE) document. During consideration the following points were noted:

- Reference to SCITT had been removed as this was no longer offered by the College.
- Addition had been made of reference to carrying out online Child Protection and PREVENT training as required.
- [Confidential note].
- Point 3.4 addition made to state that the lead child protection officer was responsible for transferring student child protection files to schools, colleges etc.
- Point 4.3 clarified that one Vice Principal was required to act as Lead Child Protection Officer.
- Point 4.4 clarified that the Lead Child Protection Officer is responsible for managing referrals and acting as a source of support to other child protection officers with appropriate training to be taken every two years.
- Point 4.9 inclusion of reference to a child protection officer being contactable at all times when the College was open for teaching. It was confirmed that in practice staff would have a contact telephone number that the child protection officer could be reached on.
- Reference had been included to all visitors to the College being accompanied at all times.
- As with the Child Protection Policy, Governors requested an addition to the Policy to cross reference with the Child Protection Policy so the two would be considered in conjunction with each other.

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Resolved: The Committee noted the amendments to the Safeguarding Policy PC12

1.6 STAFF OVERSEAS TRAVEL POLICY PG26

The Principal advised that the Policy had been introduced before the success of the International Student programme; the review was therefore timely as minor amendments were following the Policy being used in practice as follows:

- Reference to 'school' replaced with 'staff' on page 1 of the Policy.
- Rest days had not always found to be practical in terms of trip itineraries and therefore the referring paragraph had been amended to "Rest days may be programmed into schedules of more than five days away if the schedule allows for these."
- Addition had been made to refer to the fact that staff should not be putting themselves at risk by booking 'cheap' travel deals. The addition of "Bookings should be made through reputable companies" had been proposed on page 2 of the Policy and Governors agreed this should be followed by "e.g. ATOL protected." to further clarify this.
- Full itinerary was required to be submitted to both the line manager and the Principal.

Resolved: The Committee recommended the Staff Overseas Travel Policy PG26 to the Corporation for approval.

2. PERSONNEL POLICIES REVIEW PLAN

The Principal advised that the following policies would be reviewed by the Committee this year as per the cycle of business:

Spring Term Meeting Redundancy Policy PG17

A new proposed Policy for the use of contractors within the College to clarify the difference between contractors and employees

Summer Term Dignity at Work Policy PG2

Sexual Harassment PG19

3. CHILD PROTECTION AND SAFEGUARDING REPORT

The Vice Principal guided the Committee through the Child Protection and Safeguarding report which gave a record of all the child protection and safeguarding actions that had taken place in the 2015/16 academic year. Guidance from the new Child Protection training in September 2016 was also covered. [Confidential note].

One Governor questioned whether anything could be done to reach out to parents with regards to safeguarding and online safety. It was discussed whether sessions could be offered when other events were already running i.e. parents evening or open evenings.

4. STAFFING CHANGES

The Director of HR reported on staff changes since June 2016 including new staff appointed and leavers.

[Confidential Note]

The Director of HR was thanked for her update.

5. PAY AWARD UPDATE

[Confidential note]

6. EQUALITY AND DIVERSITY RECRUITMENT REPORT 2015 -16

The Director of HR presented her report which included the following key points:

Monitoring was now completed on the HR portal and was reliant on employees to complete the forms. Overall the number of staff throughout 2015/16 was 248. It was noted that completion was higher in teaching staff.

[Confidential note].

No particular concerns were highlighted from the data presented.

7. RISK REVIEW

The Principal reported that four risks were allocated to the Committee: 5a, 5b, 5c and 7d; these risks had remained unchanged at the Risk Management meeting held in September.

[Confidential note].

The Committee noted the risk register.

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8. ANY OTHER BUSINESS
There was none.

NEXT MEETING

The next meeting of the Personnel Committee is scheduled for Monday 27 February 2017.
The Agenda will close on Thursday 23 February 2017.

The meeting closed at 8.15pm.