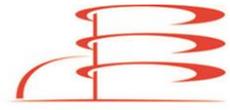


APPROVED:	<i>Chair</i>	DATED:
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OPEN MINUTES OF PERSONNEL COMMITTEE
Monday 6 June 2016 at 18:30 in the Principal's Office



Bexhill 6th Form College

STANDING ITEMS

ATTENDANCE AND APOLOGIES

- Present:** Mike Boakes (Chair)
John Stebbing (Vice-chair)
Carole Shaves
Jessica Stubbings
- In attendance:** Karen Hucker (Principal)
Debbie Vockins (Director of Human Resources)
- Minutes:** Alison Dennett (Clerk to the Corporation)
- Apologies:** None

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. **APPOINTMENT OF CHAIR & VICE-CHAIR 2016/2017**
The Committee considered the appointment of Chair and Vice-Chair for 2016-17. It was reported that the Chair and Vice-Chair were happy to continue in their current role and there had been no other expressions of interest for the roles. The Committee approved the appointments.
Resolved: The Committee resolved to approve the appointment of the Chair and Vice-Chair for 2016-17

2. **STAFFING CHANGES**
The Director of HR reported on staff changes since 8 February 2016 including new staff appointed and leavers.

[Confidential Note]

The reporting period covered the resignation deadline for teaching staff and this is therefore a busy time for staffing changes each year. The amount of activity reported within the staffing changes report was normal for this time of year as the report covered activity since February and not just the summer term.

The Director of HR was thanked for her update.

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

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details and implications of these risks were discussed by the Committee and the following points were noted:

- It had not been appropriate to change the risk level for 5b as there was no way of predicting the areas that may need to be recruited to and the impact of this remained high for the College.
- 5c remained unchanged as activity had been undertaken to ensure coverage of all areas to address this risk and this had been well documented particularly in support areas.
- 5d remained unchanged and this had not been an issue for the College this year.
- 7c remained unchanged as the potential impact on the College was high if an incident were to occur.

4. **REVIEW OF PERSONNEL COMMITTEE EFFECTIVENESS FOR 2015-16**

The Review of Effectiveness for 2015-16 was noted without comment or amendment.

The Committee discussed the effect that being unable to attend one meeting had on the overall percentage for the attendance statistics. It was however noted that, with attendance statistics for 2015-16 of 94%, Personnel had the second highest attendance rate of all Committees.

5. **ANY OTHER BUSINESS**

One Member questioned whether staffing may be affected by the outcomes of the Area Review; the Principal responded that this was not anticipated. Although not associated with the Area Review outcomes, recruitment was looking strong and any changes in recruitment patterns in terms of subject choices would be managed by the College.

The meeting closed at 7.15pm.

MEETINGS FOR 2016-17

Monday 14 November 2016, Monday 27 February 2017, Monday 15 May 2017. Remuneration Meeting scheduled for Monday 14 November 2016. All meetings at 18.30 in the Principal's Office.