

OPEN MINUTES OF PERSONNEL COMMITTEE
 Monday 12 October 2015 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)

Apologies: Carole Shaves

In attendance: Karen Hucker (Principal)
 Debbie Vockins (Director of Human Resources)
 Linda Johnson (Vice Principal)

Minutes:

NOTIFICATION OF ANY OTHER BUSINESS

There was none.

DECLARATION OF INTERESTS

There was none.

MINUTES OF PREVIOUS MEETING

The minutes of the Personnel Committee held on 18th May 2015 were agreed and signed as correct.

MATTERS ARISING FROM PREVIOUS MEETING

The Principal reported that the College is trialing the new approach to appraisal and pay progression to assess impact. This includes assessing how the new requirement of not having to produce a portfolio for progression up the spine to be assessed will work. Appraisals are due to be completed by the early December.

MAIN AGENDA

1. POLICIES

A number of policies were presented for review.

1.1 EQUALITY & DIVERSITY POLICY PG8

- E and D policy was presented for review. The policy is updated every three years.
- There are minor updates needed since last update in November
- Added transgender section outlining equality, diversity and supports available.

Resolved: The Committee recommended to approve the Equality and Diversity Policy to the Corporation

APPROVED:	<i>Chair</i>	DATED:
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1.2 DISCIPLINARY PROCEDURE (SENIOR POST HOLDER) PG9(b)

- One disciplinary process was presented for all Senior Post Holders
- Modelled on the Sixth Form Colleges disciplinary procedure for SPH and therefore agreed with unions already
- Noted that the policy needs to have consistency with upper and lower cases.

Resolved: The Committee recommended to approve the Disciplinary Procedure for SPH Policy to the Corporation

1.3 EDUCATIONAL TRIPS POLICY PG25

- Updated policy was presented to the committee for approval
- Generally minor changes such as changes of title
- Trip paperwork is now on line so staff are able to access the documents easily
- 'The Vice Principal' changes to 'A Vice Principal' throughout as both can authorise trips
- Trip rules include use of drugs and alcohol on College trips. Need to be aware of legal highs – needs to be included as unacceptable on trips.
- Procedure for organising – add mobile phone in finance office 'to be used by staff'.
- Full disaster recovery plan in place in case of emergency
- College holds a full medical form for each student which is then updated for each trip with the parental reply slip.
- Trips work very effectively

Resolved: The Committee recommended to approve the Educational Trips Policy

1.4 ILL HEALTH RETIREMENT PROCEDURE PG13

- Last updated in 2010.
- Teaching staff referred to the Teachers' Pension Scheme. The policy helps staff to get their pension early if they retire early due to ill health. There are different levels of rewards available. Recipients can receive part or all the benefits depending on circumstances i.e. unable to teach or able to do other work or unfit to work at all.
- Decision for ill health retirement has to be agreed by both parties - the teacher and the College.

Resolved: The Committee recommended to approve the Ill Health Retirement Procedure to the Corporation

1.5 CHILD PROTECTION POLICY PG12

The child protection policy was presented for review. Minor changes made where reference was made to the most recent Keeping Children Safe in Education requirements. Policy was approved by the committee.

Resolved: The Committee recommended to approve the Child Protection Policy to the Corporation

1.6 SAFEGUARDING POLICY PC12

The safeguarding policy was also reviewed. Changes proposed due to the Keeping Children Safe in Education requirements. Policy was approved.

Resolved: The Committee recommended to approve the Safeguarding Policy to the Corporation

2. PERSONNEL POLICIES REVIEW PLAN

The DoHR and Principal proposed the following policies for review this year as per the cycle of business:

Spring Term Meeting PG1 Age Equality in Employment
 PG 15 Probationary Period Policy

Summer Term No policies due for review

3. CHILD PROTECTION AND SAFEGUARDING REPORT

The VP presented the Child Protection and Safeguarding Report for 2014-15. The main points included:

- The Vice Principal attended the Child Protection update run by Optimus Education
- A new Keeping Children Safe in education guidance was released in July 2015 which requires the College to ensure all staff have read and understood part one of the document; SLT and Governors parts 1, 2 and 3. Staff have been trained on this and have been asked to return a slip to confirm this has been completed.
- The Safeguarding committee have been active in ensuring Safeguarding and Child protection issues have a high profile within the college.
- The Child Protection Officers now have a termly meeting to discuss key issues.
- The College has actively addressed the PREVENT agenda this year and have adapted policies accordingly as well as providing training for staff
- The Single Central record is monitored at each meeting
- Student Services covered many issues related to child protection through the tutorial process including drugs, health & fitness and cyber bullying. This included guest speakers for FGM, aids & HIV, stop and search, policing and a student talking about eating disorders.
- There is effective coordination of work experience to ensure these are operated effectively and with safety in mind.
- Students with high needs are well supported and monitored by student services.
- All staff undergo relevant training as part of induction

4. STAFFING CHANGES

Confidential note

APPROVED:

Chair

DATED:

5. EQUALITY AND DIVERSITY RECRUITMENT REPORT 2014 -15

The DoHR presented her report which included the following key points:

- All staff are asked to complete the Equality and Diversity data on portal
- 98.3% of teaching staff and 63% of support staff completed the data.
- Mean ages of staff is 41-42 years of age
- Percentage of staff from different ethnic backgrounds is higher than that of the local community
- The College collects Equality and Diversity data as part of the recruitment process. This has to be submitted as part of the application form.
- Recruitment statistics show a range of application levels for different jobs. There are more applications from females for part time roles.
- No particular concerns were highlighted from the data presented

6. RISK REVIEW

A new risk register is currently being developed and will be ready for the next meeting.

The meeting closed at 8.10pm.

NEXT MEETINGS

Monday 8 February 2016

Monday 16 May 2016