

APPROVED:  
*Chair*

DATED:

## OPEN MINUTES OF PERSONNEL COMMITTEE

Monday 18 May 2015 at 18:30 in the Principal's Office

### STANDING ITEMS

#### ATTENDANCE AND APOLOGIES

**Present:** Mike Boakes (Chair)  
John Stebbing (Vice-chair)  
Carole Shaves

**In attendance:** Karen Hucker (Principal)  
Debbie Vockins (Director of Human Resources)  
Dave Brown (Vice Principal)

**Minutes:** Claire Carpenter (Clerk to the Corporation)

#### NOTIFICATION OF ANY OTHER BUSINESS

There was none.

#### DECLARATION OF INTERESTS

There was none.

#### MINUTES OF PREVIOUS MEETING

The Minutes of the Personnel Committee meeting held on 9 February 2015 were agreed and signed as correct.

#### MATTERS ARISING FROM PREVIOUS MEETING

The Principal reported that the Property Manager will continue to investigate different safeguarding options regarding entry to the College. There does not appear to be any advantage of using swipe cards over the current system.

The Principal tabled a comparison of the results of the staff survey from January this year and the results from two years ago.

[Confidential note].

### MAIN AGENDA

#### 1. APPOINTMENT OF CHAIR & VICE CHAIR 2015/2016

The Committee considered the appointment of Chair and Vice-Chair for 2015-16. It was reported that the Chair and Vice Chair were happy to continue in their current role and the Clerk reported that there had been no expressions of interest for the roles and the Committee approved the appointments.

**Resolved: The Committee resolved to approve the appointment of the Chair and Vice-Chair for 2015-16.**

#### 2. STAFFING CHANGES

The DoHR delivered a verbal report on staff changes since the last Committee meeting, as follows:

[Confidential note]

31<sup>st</sup> May 2015 is the final resignation date for teachers.

The Chair thanked the DoHR for her report.

#### 3. POLICIES

The Committee considered the following policies:

##### 3a Child Protection Policy (PG 4)

The DoHR reported that the policy has been updated in line with the Counter Terrorism and Security Act 2015 which states that institutions have responsibility for educating students and staff on potential terrorism risk. The amendments to the policy have been reviewed by SLT. The Committee asked whether a student would be aware that they were being monitored by the Prevent team and the Principal confirmed that they would as the external Prevent team speak to the student's parents.

There followed a discussion about the amendments made and several further minor amendments were made by the Committee.

**Resolved: The Committee recommended to approve the Child Protection Policy to the Corporation, subject to the amendments suggested.**

##### 3b Safeguarding Policy (OC20)

This policy is for noting by the Committee only. The policy has also been amended in line with the Counter Terrorism Act. The Committee noted the amendments.

##### 3c Absence Management Procedure PG24(a), and

##### 3d Absence Management Procedure – Long Term Absence PG24(b)

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The DoHR reported that these policies have been updated to include a section on Sick Pay, to update job titles, and clarify procedures. There followed a short discussion and the Committee suggested several minor amendments.

**Resolved: The Committee recommended to approve the Absence Management Procedure PG24(a), and the Absence Management Procedure – Long Term Absence PG24(b) subject to the amendments suggested.**

3e Data Protection Policy PG7

The policy has been refreshed and clarified, with job titles updated, and an advice for staff sheet added in appendix 2.

There followed a brief discussion and several minor amendments were suggested by the Committee. The Vice-Chair noted that it is important that all staff are aware of who the data protection officer is.

**Resolved: The Committee recommended to approve the Data Protection Policy PG7, subject to the suggested amendments.**

3f Staff Code of Conduct PG21

The Principal noted that although this policy was not on the agenda, it has been updated in light of the new Counter Terrorism and Securities Act and therefore needs to be reviewed and approved by the Committee and Corporation.

**Resolved: The Committee recommended to approve the Staff Code of Conduct PG21.**

Action: The DoHR to make the amendments to all the policies and return the policy to the Clerk.

The Committee asked that all amended policies to be reviewed by the Committee have the changes printed in red so they are easier to spot.

#### 4. NEW SFCA PAY STRUCTURE

The Principal and the DoHR have attended a training session on the new SFCA pay structure and updated the Committee on the changes.

[Confidential note].

The Chair thanked the Principal for her report.

#### ITEMS FOR NOTING:

#### 5. RISK REVIEW

The Committee noted the risk register, and that there are no changes to the risks relevant to this Committee. The Principal reported that the risk register is changing for 2015-16 to incorporate board assurance and the changes have been approved by the Audit Committee.

#### 6. REVIEW OF PERSONNEL COMMITTEE EFFECTIVENESS FOR 2014-15

The Committee noted the review and that attendance statistics for 2014-15 were excellent at 93%.

#### 7. EDUCATIONAL TRIPS (UPDATE)

The Committee noted the report is available at [http://www.bexhillcollege.ac.uk/docs/governor\\_info/index.shtml](http://www.bexhillcollege.ac.uk/docs/governor_info/index.shtml)

#### 8. ANY OTHER NOTIFIED BUSINESS

There was none.

The meeting closed at 19.45pm.

#### NEXT MEETINGS

Monday 12 October 2015, Monday 8 February 2016, Monday 16 May 2016.

Remuneration Meeting scheduled for Monday 12 October 2015.

All meetings at 18.30 in the Principal's Office.