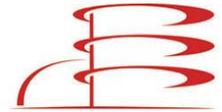


APPROVED: <i>Chair</i>	DATED:
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MINUTES OF PERSONNEL COMMITTEE MEETING

Monday 19 February 2018



Bexhill 6th Form College

Present:

Sue Adams
Michael Boakes (Chair)
Karen Hucker (Principal)
John Stebbing
Pat Strickson

In Attendance:

Linda Johnson (Vice Principal)
Debbie Vockins (Director of Human Resources)
Melissa Drayson (Clerk to the Corporation – Maternity Cover)

Apologies:

None received

MINUTES OF OPEN MEETING

STANDING ITEMS

WELCOME AND INTRODUCTIONS

Governors and staff in attendance were welcomed to the meeting.

APOLOGIES FOR ABSENCE

There were no apologies for absence

NOTIFICATION OF ANY OTHER BUSINESS

There had been no notifications of any items of urgent other business.

DECLARATION OF INTERESTS

No new declarations of interests were made

MINUTES OF PREVIOUS MEETING

The open and confidential Minutes of the Committee held on 13 November 2017 were approved as an accurate record and signed by the Chair

MATTERS ARISING FROM PREVIOUS MEETING

There were no matters arising

MAIN AGENDA

1. STAFF TRAINING AND DEVELOPMENT REPORT *Supporting by the Vice Principal, Linda Johnson*

Governors noted the key points from the report, which were:

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- The work of the PDC Manager had had a positive impact on student outcomes, particularly the improvement in value added. In particular, this was considered to be a reflection of the focus on differentiation and stretch and challenge.
- All new and trainee teaching and learning staff attended the “ the Bexhill Way”, which focuses on “developing teaching and learning skills in the way the College wants staff to deliver to students” This enables staff to develop practice.
- The lesson observation grade profile remained strong last year, this outcome was supported by the PDC work. Staff with weaker lesson observations were offered a range of bespoke support and coaching.
- The focus of the Carousel programme had shifted towards more individualised training on specific skills. Many staff had delivered sessions for during the July Carousel event
- The PDC Manager had worked with different sections to develop tailored programmes to meet the specific needs of that section.
- The trainee teacher (DET) programme had resulted in 100% progression to teaching jobs including positions within the college.
- Strong partnerships with the S7 member colleges, and Canterbury Christ Church University has enabled the sharing of good practice between institutions.
- The College had supported a number of university PGCE placement trainees
- Staff were eligible to apply for external training through an application process. Acceptance was dependent on cost and how closely it met the needs of their role
- External trainers had been brought into College to train staff on specific issues, including Maths delivery, and fundamental British Values.

2. **STAFF CHANGES (UPDATE)**

Oral report by the Director of Human Resources

The DHR reported on the following staff changes

Teachers

Teacher of Business/Law

Temporary Art and Photography

Support Staff

TA/Trainee Teachers (Health and Social Care)

Teaching Assistant (Jameson Mews and English)

Science Technician/Teaching Assistant

Lunchtime Supervisor/Cleaner

Security Officer

Cleaner

Governors noted that the majority of new appointments had been for support staff posts. Most teaching staff turnover would take place in the summer. The appointment of a security officer prompted a discussion about other measures taken to strengthen site security.

3. **POLICIES**

i. **Flexible Working (Family Friendly) Policy (PG10)**

The proposed changes were to the Request for Time-Off Policy appendix g) and clarified that, in the majority of cases, the statutory right related to unpaid, rather than paid time off work, to deal with unforeseen situations. Paid compassionate leave would be granted in the case of a loss of an immediate family member, but discretion for granting additional paid compassionate leave rested with the Principal. There was a discussion about leave for medical treatment. It was confirmed that staff

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were generally expected to attend routine appointments outside of working hours. Where this was not possible, support staff would be asked to make up the time and teaching staff would be reviewed on individual basis. No amendments were suggested by the committee.

Resolved: that the revised Request for Time Off Policy be approved.

ii. Grievance Procedure (PG12)

It was confirmed that the Procedure was broadly in line with that endorsed by the National Joint Council for Staff in Sixth Form Colleges, but there were some differences.

It was noted that, should the grievance be against an employee's immediate line manager, it should be made to a senior manager or the Director of Human Resources. After some discussion, governors confirmed that this approach would normally be appropriate should a grievance be against the Principal. In certain circumstances, however, governors may need to become involved. Governors may also be called upon to hear an appeal.

Resolved: that the revised Grievance Procedure be approved.

iii. Staff Charter (PG20)

The Committee noted minor amendments.

Resolved: that the revised Staff Charter be approved

4. PAY AWARD UPDATE

Oral report by the Principal

AGREED: That a confidential minute be taken of some areas of discussion (DN. Highlighted)

It was reported that the support staff pay award had now been agreed. This was for 1% with an uplift for lower paid staff to ensure that pay remained in line with minimum wage. The Principal confirmed that this was affordable.

Committee asked to approve support staff award for implementation. No settlement as yet for teaching staff.

[Redacted]

Resolved: that the Sixth Form Colleges Association recommended pay award for support staff be ratified.

5. PSP AND APPRAISAL REPORT

Supporting paper by the Principal and Director of HR

An update was provided on the completion of appraisals. These were on an annual cycle with appraisals for teaching and support staff generally concluded by December. The current completion rate was 96%. Three appraisals had not been completed because of staff absence.

It was confirmed that nearly all staff had been approved for a pay increment.

The SSSP (Support Staff Standards Payment) had been reintroduced. Thirty applications had been received, out of which 24 had been awarded.

6. STAFF SATISFACTION SURVEY

Supporting paper by the Principal

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The Committee congratulated the Principal and SMT for achieving broadly positive feedback from staff. Further analyses had been undertaken by section by staff type to identify any pockets of issues and address them. Staff had been asked to give examples of one thing that the college does well, and to suggest one improvement. These were being collated and would be published in the staffroom. The Principal gave examples of comments made and it was noted that the number of positive comments outweighed the negative significantly.

7. RISK REVIEW

The update was noted, including that there had been no changes to level of risk since the last meeting.

8. OTHER BUSINESS

The meeting closed at 19.37.