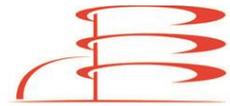


APPROVED:	<i>Chair</i>	DATED:
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**OPEN MINUTES OF PERSONNEL COMMITTEE**  
**Monday 24 February 2020 at 16:05 in the Principal's Office**



Bexhill 6th Form College

**STANDING ITEMS**

**ATTENDANCE AND APOLOGIES**

- Present:** Mike Boakes (Chair)  
John Stebbing (Vice-chair)  
Alison McInnes  
Pat Strickson
- In attendance:** Karen Hucker (Principal)  
Linda Johnson (Vice-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 11 November 2019 were agreed and signed as correct.

[Confidential note]

**MATTERS ARISING FROM PREVIOUS MEETING**

There were no matters arising that would not be covered as part of the Agenda for the meeting.

**MAIN AGENDA**

**PER19/14. STAFF TRAINING AND DEVELOPMENT REPORT 2018/19**

The Principal introduced the report which highlighted the staff Professional Development activity which had been undertaken in the last academic year.

A large amount of staff development was undertaken within the College; work in the individual sections continued to deliver more focused training in order to support section specific issues or training needs. A summary from each Head of Section had been provided detailing the focus of the training within their section over the last year.

[Confidential note]

The Committee noted the positive report.

**PER19/15. STAFFING CHANGES (UPDATE)**

The Director of Human Resources reported on the staffing Changes since January 2020.

[Confidential note]

**POLICIES**

**PER19/16. CONTRACTUAL RELATIONSHIPS POLICY PG6**

The Director of Human Resources advised that minor amendments had been made to the policy to include monitoring the expectations for those teachers who were working at the College from agencies.

[Confidential note]

APPROVED:	<i>Chair</i>	DATED:
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During consideration of the amendments proposed, the following points were noted:

- Page 3: Insertion of reference to notice periods to be observed as per the Contract for Casual Workers to prevent agency staff cancelling their work with the College at short notice.
- Page 3: “Once an individual is in place...” would be inserted at the beginning of paragraph 4 to add clarification.
- Page 4: paragraph 5 to be amended to read “The contractor is engaged to provide specific, defined (and often ‘one-off’) services.”

Subject to the above amendments, the Committee were happy to recommend the amended Policy to Corporation for approval.

**Resolved: The Committee recommended the Contractual Relationships Policy PG6 to Corporation for approval.**

PER19/17. REDUNDANCY POLICY PG17

The Committee considered the changes that were proposed to the policy which reflected legislative changes and gave further clarification on elements of the redundancy process.

During consideration of the amendments proposed, the following points were noted:

- Amendment of ‘Consultation with Trade Unions’ to ‘Notifying Trade Unions and Government Bodies’ as a section head at the bottom of page 4 of the policy. One Governor sought assurance that this did not represent a change in operation; this was confirmed and the Committee were advised that this amendment reflected current College practice. The College was required to consult with the Unions when considering proposing to make over 20 redundancies.
- Addition of a paragraph on page 6 of the policy to reflect new tax laws surrounding taxation on termination payments such as payment in lieu of holiday.

It was noted that the appendix to the policy was an example and may change slightly depending on what area / department was being consulted on. Governors agreed that the style of the assessment form represented good practice.

The Committee were happy to recommend the amended Policy to Corporation for approval.

**Resolved: The Committee recommended the Redundancy Policy PG17 to Corporation for approval.**

PER19/18. PAY AWARD UPDATE

[Confidential note]

The Principal reminded the Committee that an award of 2% had been budgeted for, and the Corporation had agreed the payment of any award within that 2%. It was hoped negotiations would be concluded in time for the award to be paid by the end of the current tax year.

PER19/19. PSP AND APPRAISAL REPORT

The Principal gave an outline of the key points within the PSP and Appraisal report.

[Confidential note]

The Committee were pleased to note the positive report.

PER19/20. STAFF SATISFACTION SURVEY

The Principal reported the results of the annual staff satisfaction survey which was completed in January each year.

As with the previous year, some questions within the survey reflected those asked by Ofsted during inspection; these were highlighted for Governors and the responses had been generally positive. Broad feedback on the Ofsted questionnaire had been received through the Ofsted Inspection which took place in October which had reflected the responses received via the staff survey.

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[Confidential note]

Governors considered the comments received were, on the whole, very positive and it was pleasing to note that three pages of strengths had been raised by staff as opposed to only one page of areas for improvement. The Committee were pleased to note the report.

**PER19/21. RISK REVIEW**

The Principal reported that no changes had been made to the risks allocated to the Committee at the Risk Management meeting in January 2020, although some additional comments had been added to one risk.

Governors had requested an update as to the action the College had taken with regards to the Coronavirus outbreak, and whether this would be reflected in the Risk Register. The Principal reported that the College had been following nationally issued advice which was if any staff or student had visited countries named within official guidance (mainland China, Japan, Thailand etc.) they would be advised to not come into College for 14 days following their return. The same advice had been listed on the parent and student portal to raise awareness, especially amongst students who may have been travelling over the half term break.

Updated guidance had been received over the February half term break which stated that if travellers were returning from anywhere other than the Wuhan and Hubei Provinces of China (and other specified areas), they could return to work immediately but should 'self-quarantine' if they started to feel ill. SLT would be considering the updated guidance and would take a view as to whether to 'relax' the College's policy or not.

It was reported that the College did have an Infectious Diseases / Pandemic Illness Policy in place which would be employed if the situation were to worsen.

When the Risk Register was reassessed at the Risk Management Group meeting in April, a view would be taken as to whether Coronavirus needed to be named as a specific risk within the Register.

**PER19/22. ANY OTHER BUSINESS**

The start time for next meeting was agreed at 4pm.

**NEXT MEETING**

The next meeting of the Personnel Committee is scheduled for Monday 18 May 2020. The Agenda will close on Thursday 14 May 2020.

The meeting closed at 5.20pm.