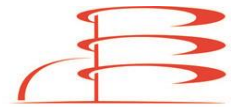


APPROVED:	<i>Chair</i>	DATED:
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OPEN MINUTES OF PERSONNEL COMMITTEE

Monday 8 November 2021 at 16:00, in room T103



Bexhill 6th Form College

STANDING ITEMS

ATTENDANCE AND APOLOGIES

- Present:** Marie-Ange Coxhead (Chair)
Mike Boakes (Vice-Chair)
John Stebbing
- In attendance:** Karen Hucker (Principal)
Elisabeth Lawrence (Assistant Principal)
Debbie Vockins (Director of Human Resources)
- Minutes:** Alison Dennett (Clerk to the Corporation)
- Apologies:** Alison McInnes

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 17 May 2021 were approved as an accurate record and would be signed by the Chair.

MATTERS ARISING FROM PREVIOUS MEETING

There were no matters arising.

MAIN AGENDA

- PER21/01. **APPOINTMENT OF CHAIR & VICE-CHAIR 2021/22**
The Committee carefully considered the appointment of Chair and Vice-Chair for 2021/22 which had been deferred from the May 2021 meeting.
One nomination was received for Marie-Ange Coxhead to be appointed as Chair for the Committee; this was duly seconded.
One nomination was received for Mike Boakes to be appointed as Vice-Chair of the Committee; this was duly seconded.
The Committee approved the appointments.
Resolved: The Committee resolved to approve the appointment of the Chair and Vice-Chair for 2021/22

POLICIES

- PER21/02. **CHILD PROTECTION AND SAFEGUARDING POLICY PG4**
The Committee were advised that the annual update to the Policy reflected those amendments recommended by East Sussex County Council as a result of the updated Keeping Children Safe in Education document.
The Assistant Principal outlined the key changes that had been made to the Policy and Governors discussed the following points:
- [Confidential Note].
 - Governors sought clarification over point 9.1 which referred to "all safeguarding and welfare concerns, discussions and decisions being recorded in writing"; it was confirmed that the written word either by hand or electronically was acceptable.

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The Committee commented that the flowcharts within the policy were a good addition, providing important clarity. Subject to the amendments outlined above, Governors were happy to recommend the Policy to Corporation for approval.

Resolved: The Committee recommended the Child Protection and Safeguarding Policy PG4, as amended, to the Corporation for approval.

PER21/03. DISCIPLINARY PROCEDURE (SENIOR POST HOLDER) PG9(a)

The Principal informed the Committee that the policy was considered to work efficiently and reflected the SFCA model policy.

It was advised that the amendments proposed were reflective of those made to the Disciplinary Procedure PG9 at the last Committee review in November 2019. During consideration of the policy a number of amendments were suggested.

[Confidential Note].

Subject to the amendments, Governors were happy to recommend the Policy to Corporation for approval.

Resolved: The Committee recommended the Disciplinary Procedure (Senior Post Holder) PG9(a), as amended, to the Corporation for approval.

PER21/04. EDUCATIONAL TRIPS POLICY PG25

It was confirmed that no change had been made to the procedures within the Policy which was considered to be working well.

The Principal advised that the policy had remained unamended for a number of years. It was therefore proposed to move to review the policy every two years, as opposed to annually at present.

Resolved: The Committee recommended the unamended Educational Trips Policy PG25 to the Corporation for approval.

PER21/05. EQUALITY, DIVERSITY & INCLUSION POLICY PG8

It was confirmed that only minor amendments had been made to the policy which was considered to be working well.

Resolved: The Committee recommended the Equality, Diversity & Inclusion Policy PG8 to the Corporation for approval.

PER21/06. PERSONNEL POLICIES REVIEW PLAN

The Principal advised that the following policies would be reviewed by the Committee this year as per the cycle of business:

Spring Term Meeting	Probationary Period Policy PG15
Summer Term	None

PER21/07. CHILD PROTECTION AND SAFEGUARDING REPORT

The Assistant Principal guided the Committee through the Child Protection and Safeguarding report which gave a record of all the child protection and safeguarding actions that had taken place in the 2020/21 academic year.

During consideration of the report the following points were highlighted:

- The annual Safeguarding Audit had been completed and submitted to ESCC through which it had been reported that there continued to be strong evidence that statutory requirements were met and that many elements of best practice were in place.
- In response to recommendations from the Ofsted review of Sexual Abuse in Schools and Colleges, the College had taken action to ensure the College could respond if any issues were raised. [Confidential Note].
- Activity related to Covid-19 had been prominent over 2020/21 and the Senior Leadership Team had continued to meet regularly across the year to ensure the College was operating safely during the pandemic and that students / staff /parents remained regularly updated and informed as to the operations of the College. [Confidential note].

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The Committee Chair noted that a large amount of activity had been undertaken during a difficult year and the Assistant Principal was thanked for their report.

PER21/08. STAFFING CHANGES (UPDATE)

The Director of HR reported on staff changes including new staff appointed and leavers since September 2021 [Confidential note].

PER21/09. PAY AWARD UPDATE

The Principal updated that outcomes of negotiations for the Teachers Pay Award for 2021/22 had been agreed [Confidential note]. The Pay Award had been actioned for Teaching Staff for payment in November.

Negotiations with regards to the Support Staff pay award were reported as ongoing and would be reported to Governors when finalised.

PER21/10. EQUALITY AND DIVERSITY RECRUITMENT REPORT 2020/21

The report presented an analysis of the statistics of the College's current staffing profile and the statistics collected during the recruitment process.

[Confidential note].

PER21/11. RISK REVIEW

The Principal advised that the new risk register as presented had been updated to reflect the new Strategic Objectives which had been agreed by Corporation in September 2021. A table had been added to the first page of the risk register which allowed Governors to see how many risks were allocated to each Committee, and the RAG rating of those.

There were six risks solely attributed to the Personnel Committee and one joint risk which was attributed across three committees (including Personnel). [Confidential note].

PER21/12. ANY OTHER BUSINESS

There was none.

NEXT MEETING

The next meeting of the Personnel Committee is scheduled for Monday 21 February 2022. The venue for the meeting was to be confirmed. The Agenda will close on Thursday 17 February 2022.

The meeting closed at 5.15pm.