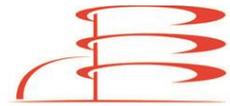


APPROVED:	<i>Chair</i>	DATED:
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**OPEN MINUTES OF PERSONNEL COMMITTEE**  
**Monday 9 November 2020 at 16:10 via Microsoft Teams**



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)  
Elisabeth Lawrence (Assistant 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 18 May 2020 were agreed as correct.

**MATTERS ARISING FROM PREVIOUS MEETING**

There were no matters arising.

**MAIN AGENDA**

**POLICIES**

**PER20/01. 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 raised the following points:

- It was questioned whether it would be beneficial to make an amendment to the flowchart at the end of the Policy to cross reference specific points within the policy itself. It was advised that the flowchart would be used by staff who were clear about where the specified actions arose from and therefore cross reference was not considered to be necessary.
- In response to a question as to whether every member of staff had easy access to the Policy, it was confirmed that all College policies were available on the staff portal. It was also advised that generally members of staff would flag up any concerns to the DSLs as first port of call, as opposed to referring to the policy.
- Governors sought assurance from the Leadership Team as to whether it was considered that the policy was suitable and fit for purpose as it was a model adopted from ESCC. It was responded that use of the policy was appropriate and beneficial for the College, especially as the College was audited by ESCC in terms of Safeguarding and it helped to be all working to the same guidelines.
- [Confidential Note].

APPROVED:	<i>Chair</i>	DATED:
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The Committee were happy to recommend the Policy for approval, with concerns raised being taken into account either within the practices of the College or within the Policy itself.

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

PER20/02. CAPABILITY PROCEDURE PG3

The Committee were advised that only minor changes were proposed to the Policy which reflected the SFCA (Sixth Form Colleges Association) model and ACAS good practice. The amendments that had been made were outlined for the Committee and included reference being included to employees on extended sick leave and how a case could be reviewed in their absence.

[Confidential Note].

Governors noted that the text within the capability flow chart had been cut off; it was assured that this would be amended before the Policy was received by Corporation for approval.

**Resolved: The Committee recommended the Capability Procedure PG3 to the Corporation for approval.**

PER20/03. 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.

A Covid-19 appendix had been added to the policy to reflect specific recommendations related to Covid for trips which was reflective of guidance contained in the College's main Covid Risk Assessment.

[Confidential Note].

With the requested clarification, the Committee were happy to recommend the appendix for approval.

**Resolved: The Committee recommended the Disciplinary Policy PG9 to the Corporation for approval.**

PER20/04. 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	Flexible Working Policy (Family Friendly) i-vii PG10 Grievance Procedure PG12 Staff Charter PG20
Summer Term	Absence Management Procedure PG24(a) Absence Management Procedure (Long Term Absence) PG24(b) Data Protection Policy PG7 Staff Code of Conduct PG21

PER20/05. 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 2019/20 academic year.

During consideration of the report the following points were highlighted:

- [Confidential Note].
- The Ofsted inspection in November 2019 had highlighted that Safeguarding at the College was effective and students felt safe.

The specific safeguarding actions taken relating to Covid-19 and Lockdown were highlighted as follows:

- Frequent meetings had been held throughout lockdown between SLT, Heads of Section and staff to ensure that all staff were updated with essential safeguarding information with

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regards to identifying and reporting issues. A weekly parent update was made available on the parent portal and the website for the majority of the lockdown period with regards to operations during the period and other useful information. A specific Safeguarding email was established for any concerns to be raised.

- Andrew Wright from Actual Potential had been engaged to deliver weekly virtual wellbeing seminars for students, parents and carers.
- An addendum was added to the College's Child Protection and Safeguarding Policy to clarify the parameters for safe online use, given the move to online provision.
- Certain students were invited into the College during lockdown to continue their learning in line with Government guidelines and the DSL had been on site daily to support those students coming on site. Those choosing not to come into the College were supported by Section TAs on a daily basis.

[Confidential Note].

Incentives for staff were discussed and the fact that a number of commercial organisations were trying to encourage staff with gifts to keep them motivated and to relieve the pressure. The Principal advised that steps had been taken to ensure the wellbeing of staff.

**PER20/06. STAFFING CHANGES (UPDATE)**

The Director of HR reported on staff changes including new staff appointed and leavers.  
[Confidential Note].

**PER20/07. PAY AWARD UPDATE**

[Confidential Note].

**PER20/08. EQUALITY AND DIVERSITY RECRUITMENT REPORT 2019/20**

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].

It was important to note that the College operated an open recruitment policy and that there was felt to be no unconscious bias. The College was open and accepting which were values promoted to students through the tutorial programme.

**PER20/09. RISK REVIEW**

The principal reported that seven risks were delegated to the Committee. Five risks were solely attributed to the Committee and two risk was attributed across three committees (including Personnel). These were considered as follows:

- 2c: no changes made to description or risk rating.
- 2d: no changes made to description or risk rating.
- 2e: the risk text had been amended to include reference to online learning, in light of the current situation with Covid-19.
- 4a: addition made to risk text linked to the protection of students and staff.
- 4e: addition made to risk text to refer to online delivery.
- 5c (shared risk): risk likelihood had been decreased due to positive outturn this financial year.
- 5g (shared risk): additions made to the risk text to highlight steps taken by the College to combat any negative effects of Covid-19 on the operations of the College.

**PER20/10. ANY OTHER BUSINESS**

There was none.

**NEXT MEETING**

The next meeting of the Personnel Committee is scheduled for Monday 22 February 2021. The venue for the meeting was to be confirmed. The Agenda will close on Thursday 18 February 2021.

The meeting closed at 5.20pm.