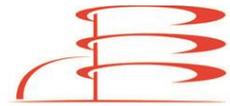


APPROVED:	<i>Chair</i>	DATED:
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**OPEN MINUTES OF PERSONNEL COMMITTEE**  
**Monday 11 November 2019 at 18:30 in the Principal's Office**



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 25 February 2019 were agreed and signed as correct.

**MATTERS ARISING FROM PREVIOUS MEETING**

There were no matters arising.

**MAIN AGENDA**

- PER19/01. **APPOINTMENT OF CHAIR & VICE-CHAIR 2019/20**  
The Committee considered the appointment of Chair and Vice-Chair for 2019/20. It was noted this was being considered at this meeting as the May 2019 meeting, where committee chairmanship would normally be considered, had not been held.  
The current Chair and Vice-Chair were happy to continue in their roles and the Committee approved the appointments.  
**Resolved: The Committee resolved to approve the appointment of the Chair and Vice-Chair for 2019/20**

**POLICIES**

- PER19/02. **CHILD PROTECTION AND SAFEGUARDING POLICY PG4**  
The College had amalgamated its Child Protection and Safeguarding Policy to form one overarching policy in 2018 using the East Sussex County Council template as a guide.  
The annual update for 2019 included amendments to reflect the updated Keeping Children Safe in Education (KCSIE) document. The proposed updates were outlined for the Committee and included the updated name for the College's Designated Safeguarding Lead.  
One Governor commented that there appeared to be some repetition under point 3.19 of the policy (Peer on Peer Abuse); it was confirmed that the repetition would be removed within the final approved policy.  
[Confidential note].

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

APPROVED:	<i>Chair</i>	DATED:
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PER19/03. COMPLAINTS POLICY PG5

Minor amendments were proposed to the policy with regards to the timeframe for initial response to a complaint, amending this from '20-30 working days' to '30 working days'. One Governor questioned whether this added time on to the response timeframes; it was clarified that this amendment did not represent any actual change to procedure which worked well in practice. Some complaints received were complex and involved a number of different parties which meant investigations could be very time consuming.

It was reported that complaints received were tracked and reported to the Strategic Planning, Policy & Quality Assurance Committee to analyse the number of complaints received, the subjects that complaints were received on, action taken and the outcomes.  
[Confidential note].

**Resolved: The Committee recommended the Complaints Policy PG5 to the Corporation for approval.**

PER19/04. DISCIPLINARY PROCEDURE PG9

The policy reflected the Sixth Form Colleges Association (SFCA) model and therefore only minor changes had been proposed following College use of the policy in practice. These amendments included addition to the kinds of offence listed under Gross Misconduct and re-ordering of the policy so that Disciplinary Hearing came before Disciplinary Action (as this reflected the operation of the policy). In line with best practice from the ACAS Code of Practice, a paragraph had been added under Disciplinary Hearing to highlight that employees should make every effort to attend hearings and to work with the process.

It was also highlighted that a paragraph on Grievance had been added into the policy as it was important for the College to be able to deal with both a Grievance and Disciplinary should they arise at the same time.

On consideration of the policy, Governors requested the following amendments:

- Paragraph 10.2: amendment of second sentence to read "The bundle of evidence and any documentation being used in the hearing should be forward to the employee **within 5** calendar days of the hearing."
- Paragraph 10.3: addition of "...**in their absence.**" to the end of the paragraph to make clear that decisions can be made in their absence.
- Paragraph 10.8: amended order suggested.
- Disciplinary Procedure Flow Chart: amendment of text within bottom right box of the chart to read "Both parties to exchange paperwork to be considered at the hearing **no later than 5** days prior to the hearing date."

The Committee were happy to approve the Policy, subject to the above amendments.

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

PER19/05. EDUCATIONAL VISITS POLICY PG25

The main changes made to the policy reflected DfE guidance with regards to the consent and approvals required from parents / guardians. Previously consent had been sought for individual trips whereas now more generic consent was sought; it was confirmed that details of each visit or activity was still provided for parents / guardians, although specific permission for attendance would not be sought. Changes had also been made to medical information and the amount of detail being requested in line with DfE guidance.

A general medical and consent form was now required to be completed at the beginning of term at enrolment, this was demonstrated within the policy.

Governors questioned how the policy worked in practice with International students; it was advised that the same consent form was required at enrolment for International students and house parents would be advised of the detail if trips were taking place. If overnight or hazardous trips were planned then email consent would be sought from parents / guardians for International students.

With regards to the medical and consent form, one Governor commented that this specified that there was an option for parents / guardians to tell the College if they did not want their child to take part in any particular College trip or activity; however, this was not reflected elsewhere within the Policy itself. The Principal responded that the Policy would be amended with a form of words to reflect this option.

The Committee were happy to approve the Policy, subject to the specified amendment.



APPROVED:	<i>Chair</i>	DATED:
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- 4a & 4b related to Child Protection, PREVENT and GDPR and the impact on the College should an incident occur. No changes to the risk or risk level score had been made to these risks.
- 5c was the joint risk which related to the impact of a reduction in College finances which had implications for the Personnel Committee in so far as redundancies could be concerned.

[Confidential note].

The Committee noted the risk register.

**PER19/13. ANY OTHER BUSINESS**

There was none.

**NEXT MEETING**

The next meeting of the Personnel Committee is scheduled for Monday 24 February 2020. The Agenda will close on Thursday 27 February 2020.

The meeting closed at 7.45pm.