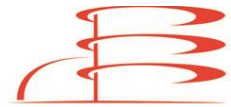


APPROVED:	Chair	DATED:
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OPEN MINUTES OF PERSONNEL COMMITTEE

Monday 17 May 2021 at 16:00 via Microsoft Teams



Bexhill 6th Form College

STANDING ITEMS

ATTENDANCE AND APOLOGIES

- Present:** Mike Boakes (Chair)
 John Stebbing (Vice-Chair)
 Marie-Ange Coxhead
 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.

NONE

DECLARATION OF INTERESTS

No interests were declared.

MINUTES OF PREVIOUS MEETING

The open and confidential minutes of the Personnel Committee held on 22 February 2021 were agreed and signed as correct.

MATTERS ARISING FROM PREVIOUS MEETING

There were none.

MAIN AGENDA

- PER20/19. **APPOINTMENT OF CHAIR & VICE-CHAIR 2021/22**
 The Committee considered the appointment of Chair and Vice-Chair for 2021/22. It was noted that there would be a new Chair of the Corporation from September which might impact on membership linked to personnel and remuneration and therefore it was agreed that the appointment of Chair and Vice-Chair of Personnel (and Remuneration) be postponed until the November 2021 meeting.
Resolved: The consideration of the appointment of the Chair and Vice-Chair of the Committee for 2021/22 be delayed until the November meeting.
- PER20/20. **STAFFING CHANGES (UPDATE)**
 The Director of Human Resources reported on the staffing Changes since March 2021. It was noted that appointments had been made to replace resignations or retirements but may not be like for like.
 [Confidential Note].
- POLICIES**
- PER20/21. **ABSENCE MANAGEMENT PROCEDURE PG24(a)**
 The Director of Human Resources advised that amendments had been made to the policy to clarify the process that staff were required to follow if they needed to self-isolate during a pandemic, in light of the current situation with the Coronavirus.
 Governors queried if the College had experienced any issues around the need for staff to self-isolate, it was confirmed that there had been no issues, The College had taken steps to be clear about required actions if self-isolating and how this was accommodated.

APPROVED:	Chair	DATED:
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Governors questioned the inclusion of the need for staff to present a G.P certificate on day 7 of absence and whether that would be possible in the current climate. It was advised that G.Ps were issuing certificates following telephone contact and therefore no problems had been experienced in gaining a GP certificate for any circumstance during the pandemic.
[Confidential Note].

With the clarifications outlined above, the Committee were happy to support the amended policy.

Resolved: The Committee approved the Absence Management Procedure PG24(a).

PER20/22. ABSENCE MANAGEMENT PROCEDURE LONG TERM ABSENCE PG24(b)

The Committee were advised that the Policy was considered to be robust and working well and therefore no amendments were proposed.

Resolved: The Committee approved the Absence Management Procedure Long Term Absence PG24(b).

PER20/23. DATA RETENTION POLICY (*Including Retention of Records containing Personal Data*) PG7

The Director of Human Resources advised that the policy had been updated to provide more robust guidance to be followed when staff were working from home, given the current situation with the Covid-19.

[Confidential Note].

Further to a query raised at a meeting of the Audit Committee the previous week with regards to how long recordings of remote Teams lessons were kept, the Principal clarified a system would be put in place where lesson recordings were auto deleted after a certain period of time i.e. after that course had been assessed and completed. The timeframe will be confirmed and the retention of remote lesson recordings would be added to the retention document when this had been finalised. The Committee were happy to recommend the Policy to Corporation for approval.

Resolved: The Committee recommended the Data Retention Policy PG7 to Corporation for approval.

PER20/24. STAFF CODE OF CONDUCT PG21

The Director of Human Resources outlined the amendments that had been made to the Staff Code of Conduct as follows:

- reference to the External Speak Form which had been included in the Child Protection and Safeguarding Policy to ensure this was flagged up within this policy as well;
- reminding staff of their responsibility to ensure they were aware of any students under the age of 16 within their groups; and
- ensuring that staff only discuss issues relating to students with individuals who were listed as named contacts.[Confidential Note].

The Committee were happy to support the amended policy.

Resolved: The Committee approved the Staff Code of Conduct PG21.

PER20/25. CHILD PROTECTION AND SAFEGUARDING POLICY PG4

The Assistant Principal advised that the College had been required to produce an addendum to the Child Protection and Safeguarding Policy which was based on the East Sussex County Council model policy, but had been adopted to fit the College.

The addendum also drew upon guidance within the latest Keeping Children Safe in Education (KCSIE) with regards to sexual violence and sexual harassment between young people.

The Committee were pleased to see the addendum being made to the Policy and a discussion ensued on how Governors could be assured of the application of the addendum and the policy itself. [Confidential Note].

The Committee were happy to recommend the addendum to the Child Protection and Safeguarding Policy to Corporation for approval.

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

APPROVED:	<i>Chair</i>	DATED:
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PER20/26. RISK REVIEW

The Committee discussed the risks solely attributed to the Committee and the joint risks attributed across three Committees (including the Personnel Committee).
[Confidential Note].

PER20/27. REVIEW OF PERSONNEL COMMITTEE EFFECTIVENESS FOR 2020/21

The Review of Effectiveness for 2020/21 was noted without comment or amendment. It was noted that the Committee continued to meet all areas of its Terms of Reference with excellent attendance figures.

PER20/28. ANY OTHER BUSINESS

It was Pat Strickson's final Personnel Committee meeting before stepping down as a Governor at the end of her Term of Office in July.
The Chair led the Committee in thanking Pat for her contributions to the Committee during her time as Governor and wished her well for the future.

MEETINGS FOR 2021/22

Monday 8 November 2021, Monday 21 February 2022, Monday 16 May 2022. Remuneration Meeting scheduled for Monday 8 November 2021, 18.00. All meetings at 16.00, to be held remotely or in the Principal's Office if on site meetings have resumed.

The meeting closed at 5.00pm.