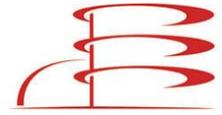


APPROVED: <i>Chair</i>	DATED:
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MINUTES OF PERSONNEL COMMITTEE MEETING Monday 13 November at 18.30



Bexhill 6th Form College

Present:

Sue Adams
Michael Boakes (Chair)
Carole Shaves
Karen Hucker (Principal)
John Stebbing
Pat Strickson

In Attendance:

Linda Johnson (Vice Principal)
Debbie Vockins (Director of Human Resources)
Melissa Drayson (Clerk to the Corporation – Maternity Cover)

Apologies:

None received

Total meeting length: 18.30 – 20.00

MINUTES OF OPEN MEETING

STANDING ITEMS

WELCOME AND INTRODUCTIONS

Governors and staff in attendance were welcomed to the meeting.

APOLOGIES FOR ABSENCE

There were no apologies for absence

NOTIFICATION OF ANY OTHER BUSINESS

There had been no notifications of any items of urgent other business.

DECLARATION OF INTERESTS

No new declarations of interests were made

MINUTES OF PREVIOUS MEETING

The Open Minutes of the Committee held on 13 June 2017 were approved as an accurate record and signed by the Chair

MATTERS ARISING FROM PREVIOUS MEETING

There were no matters arising

MAIN AGENDA

PART A PUBLIC ITEMS

1. POLICIES

i. Capability procedure PG3

APPROVED: <i>Chair</i>	DATED:
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It was noted that the main revision was the policy was the removal of the informal stage, so that Stage One was now the first formal stage.

In response to governors' questions it was confirmed that all staff were issued with a detailed Job Description when first appointed, and would be required to pass their probationary period. The capability policy would not, therefore, be used during the probationary period. Teaching staff would also be required to comply with the Sixth Form Colleges' professional standards and other policies such as the Quality Assurance and Teaching and Learning Policies.

It was confirmed that the policy had been effective in addressing performance issues.

It was agreed that timescales should refer to five working days consistently throughout the document.

Resolved: that, subject to the agreed final amendments, and final editing of typos and formatting, the revised Capability policy be recommended to Corporation for approval.

ii. Child Protection policy PG4

The policy had been updated to reflect good practice and additional staff training needs. In particular, there was an increased emphasis on mental health training for staff and students.

Resolved: that, subject to final editing of minor typos, the revised Child Protection Policy be recommended to Corporation for approval.

iii. Safeguarding Procedure PC12

The Committee noted the addition of an extra responsibility for the Principal for 'regular review of the procedures around safeguarding, including site security'.

iv. Educational Trips policy PG25

It was noted that the revised version included the introduction of a clear student/staff ratio.

Governors discussed the following:

- Including a requirement on staff to ensure that students wore clothing appropriate to the environment that they were visiting. For example, formal clothing should be worn on a visit to a Law Court
- The need for staff to ensure, through risk assessment, that students who were non-British passport holders may be required to go through separate customs procedures when crossing national borders.

Resolved: that, subject to the inclusion of additional wording on appropriate dress and customs procedures for non-British passport holders, the Educational Trips Policy be approved by the Committee

Data Protection Policy PG7

The Committee noted that the policy had been changed to prepare for the introduction of the EU General Data Protection Regulations (GDPR) in May 2018. The Principal confirmed that the College complied with many aspects of the new regulations already. Changes included:

- Strengthening of the Retention of Records schedule to include a retention period for staff email of 3 years for staff in service, and 9 months for staff leavers, after which they would be deleted;
- Clarification that the Data Protection Officer is HR Director.
- Strengthening of the section on employees' responsibilities for data security.

In response to governors' questions, it was confirmed that:

APPROVED: <i>Chair</i>	DATED:
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- Staff received training in their responsibilities for data protection as part of their induction, and would be notified of changes to the policy;
- Most documents were held on the college's host servers, which reduced the need to use cloud-based servers.
- Staff were made aware of the location of CCTV cameras.
- Examination results were personal information and, as such, were not posted publicly

Resolved: that the updated Data Protection Policy be recommended to the Corporation for approval.

2. PERSONNEL POLICIES REVIEW PLAN

Oral report by the Director of Human Resources

The schedule of Personnel policy review was as follows:

Spring 2018:

- Flexible family-friendly working
- Staff Grievance procedures

Summer 2018:

- Absence management
- Data Protection if required by GDPR
- Staff Code of Conduct
- Staff charter