

CORPORATE GOVERNING BODY OF GODALMING COLLEGE

Minutes of a meeting of the Human Resources Committee of Godalming College held at the College on Tuesday 9th November 2010 at 7.00pm

Present: David Adelman(Principal)
Peter Bolton
Karen Bryan
Helena Hockridge
David Wheatley (Chair)

In Attendance: Stella Halloran (Clerk to the Corporation)

ACTION

1. **Apologies for absence**
Apologies were received from Stephen Cooper and accepted. David Wheatley reported that Hugh Pile had decided to step down from this committee – thanks were expressed for his input over the past two years.
2. **Declaration of Interests**
No member had any interests to declare on items on the agenda.
3. **Minutes**
The minutes of the meeting held on 8th June 2010 were approved and signed, following the change of the spelling of 'causal' to 'casual'.
4. **Matters arising from the minutes**
Safeguarding – some governors had still not undertaken the safeguarding training on-line, which was regarded as good practice.

It was agreed that the clerk would find out which governors had done the training – either through Godalming College or elsewhere and who still needed to do it.

CLERK

5. **Pay Settlement**
The Principal reported that the Employers' final offer was 0.75 of 1% for both teaching staff and support staff. The unions would be balloting their members on this basis.
6. **Managing staff through funding cuts**
The Principal reported that the spending review had not protected 6th Form Colleges in the same way as it had schools. This meant that there would be challenging times ahead, although at present it was unclear quite how challenging these would be.
It did appear that growth in student numbers would still be funded, which would be advantageous to the College.
The impact of this on staffing would need to be assessed when further information was known, but there would be possibilities of back room savings and possibly natural wastage, before any redundancies were considered.

The problem would be exacerbated should the size of the cuts not become clear until March 2011.

7. Policy Review

- **Recruitment**

The committee noted that the policy committed the College to the double tick scheme for disabled applicants for positions.

In order to clarify matters the committee requested that in the first paragraph the word 'automatically' be removed and under the 'Interviews' section the third sentence be amended to 'A record of every recruitment process'.

The Principal assured governors that this policy would have been augmented by a procedure to enable the personnel staff to follow guidelines accurately. The Principal offered to look into the detail of the process followed once offers were agreed.

D ADELMAN

With these amendments the Recruitment Policy was recommended to the Corporation for adoption.

- **Maternity, Paternity and Adoption**

The changes to these policies reflected the changes in maternity, paternity and adoption law which would become effective in 2011. The changes had been made in line with recommendations from the SFCF.

Governors questioned whether the scheme identified here was similar to those of other equivalent colleges – it was agreed that it was.

The committee recommended the Maternity, Paternity and Adoption policies to the Corporation for approval.

8. SARS

- **Equality and Diversity**

May O'Keeffe introduced the report and invited questions.

Governors agreed that there were no apparent issues, with respect to student achievement, due to ethnicity or other equality issues. It was noted that Student Support enabled students to achieve at an appropriate level.

At present there were no reliable statistics on the achievements of students from socially deprived areas, but it was known that there were students who did not have access to the internet at home and some who did not take advantage of trips due to cost.

It was noted that the staffing profile was predominantly female, although HODs and SMT were fairly even. Heads of Faculty were all male.

It was also noted that a small number of students with poor organisational skills would be in need of systems to help them achieve to a level that matched their ability.

The College was looking at issues of equality and Diversity in depth at present.

- **Staff Development**

May O'Keefe indicated that the College rated itself as very good at Staff Development and that a generous budget had, to date, allowed staff to take part in numerous activities, some of which were discussed.

The Committee endorsed both these reports and thanked May O'Keefe for her input to the meeting.

9. **College SAR and Development Plan 2010-11**

The items considered by this committee were 46 – 49 and it was noted that they had all been discussed elsewhere on this agenda.

A governor questioned the section indicating that working with Sussex Sixth Form Colleges was being explored and David Adelman explained the thinking behind this.

The Committee recommended its sections of the Development Plan to the Corporation for approval.

10. **Staffing Position**

The current staffing list had been circulated for information and it was noted that there was very little movement at present.

12. **Date of next meeting**

Tuesday 8th March 2011

The meeting ended at 8.00pm.

Signed:

Date: