

CORPORATE GOVERNING BODY OF GODALMING COLLEGE

Minutes of a meeting of the Human Resources Committee of Godalming College held at the College on Tuesday 8th November 2011 at 6.00pm

Present: David Adelman(Principal)
Karen Bryan
Stephen Cooper
Stephen Smith
David Wheatley (Chair)

In Attendance: Carol Horlock (Assistant Principal)
Will Baldwin (to end of item7)
Stella Halloran (Clerk to the Corporation)

ACTION

1. **Apologies for absence**

All members were present.

The Chair welcomed Stephen Smith, the newly appointed Staff Governor, to his first meeting of the committee.

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 7th June 2011 were approved and signed.

4. **Matters arising from the minutes**

There were none that would not appear elsewhere on the agenda.

5. **Terms of Reference**

It was agreed that these would remain as they were, with two minor alterations: *CLERK*

- the number of members on the committee would be changed to 'at least 5 members of the Corporation'.
- under Terms of Reference 2., ' Remuneration Committee' would be replaced by 'Chair's Forum'.

A general discussion followed about the purpose of the Committee and how it could have a better 'feel' for the morale and well-being of staff in the College. It was unanimously agreed that there would be a standing item on future Human Resources Committee agendas called 'Staffing Matters', under which the Principal could report, verbally, on absence rates, equality issues, general staff morale, staff achievements etc. Governors could use this opportunity to ask questions about any staffing issues of which they were aware or in which they were interested. It was emphasised that this was all to be done in general terms, and the specifics would, as always, be

CLERK

left to the Principal.

6. **Pay Settlement**

The Principal reported that the Employers had made no offer to either teaching or support staff regarding a pay rise for this academic year. The unions were not happy with this and had asked for an offer, as a result of which the SFCF had asked the Principals of Sixth Form Colleges if they wished to make an offer.

A governor questioned whether this included pay progression increments and the Principal responded that they would still be paid.

He explained that if a pay rise were given to staff, it would inevitably mean that there would have to be redundancies and he would sooner manage the effects of reduced funding through natural wastage.

A governor asked what would happen if, by maintaining this position, staff went on strike. The Principal agreed that this might well happen, but thought it would be a strike against the Government rather than against the College.

There could well be some staff on strike on November 30th relating to pensions. The Principal outlined the general arrangements should there be a strike, but that these were dependent upon the number of members of staff not working that day.

7. **Equality and Diversity SAR (Self-Assessment Report)**

Will Baldwin introduced this report, explaining that the work during the past year had been done by May O'Keeffe and that he had taken over since her retirement.

He brought to the attention of the committee, the following points:

- Much of the content was in order to comply with the Equality Act 2010 and the Equality Duty that would come into effect in January 2012.
- As a result of these requirements it was proposed to amalgamate several College policies dealing with such subjects as equal opportunities, employment of disabled people etc into one Equalities Policy. Work on this had begun and it was envisaged that the new policy would be brought to the Summer term meeting of this committee.
- Regarding ethnicity, the College was more diverse than the local area.
- It was suggested that knowing the added value results for the different groups would be helpful and would probably be positive.
- The removal of EMA meant that a different benchmark needed to be found for that group.
- In order to do even better, the College would need to actively promote diversity and find out what students would consider important in doing so. World Poverty Day, recently undertaken in College was a useful activity in this area. It would also be helpful to students if there was more about Equality and Diversity on the website and notification of the path by which they could report any unfairness they encountered or saw.

It was observed by a governor that another SAR reported that it was working on improving the experience of autistic spectrum students and that this might tie in with this one.

Will Baldwin explained that the College had a good Human Resources Dept. which was on the ball when it came to Equality and Diversity matters. In answer to a question as to whether the committee could be of any assistance with this, Will Baldwin thought that scrutiny of the new policy would be important.

The committee accepted the Equality and Diversity SAR with many thanks to Will Baldwin.

Will Baldwin left the meeting

8. **Staff Development SAR**

Carol Horlock reported that she had taken this over from May O’Keeffe and that she would concentrate her report on ‘going forward’.

The points she wished to make the committee aware of were:

- Professional reviews were to concentrate on developmental issues and how to improve.
- A better tracking system, of courses and developmental meetings etc was required. This may need to be a manual system initially.
- There was a wish to make better use of information about training needs and courses to get maximum benefit from minimal expense.
- Opportunities for the large number of young and ambitious staff were many, mainly through the S7 courses, work shadowing opportunities etc. There was a culture of training staff to progress generally, rather than training them up to take a particular role in the College.
- Whilst the budget for staff development had been cut this year, there was still sufficient to undertake the necessary and worthwhile staff development.
- There were situations which staff did not recognise as development, e.g. sitting in with another member of staff in the same department or another department.
- On-line training had been used twice. This could be effective when there was an external requirement for all staff to be trained in a certain issue e.g. Safeguarding or Equality. It would not be appropriate in all situations.
- The Best Companies survey might throw up issues to do with Staff Development.
- The collective culture of the College and the low staff turnover all helped in the current financial situation.

The committee thanked Carol for her input and ***accepted the Staff Development SAR.***

9. **Best Companies Award**

Carol Horlock reported that the survey would close on 18th November and that so far there had been a 75.66% response rate from staff. This was very good. It was pointed out that some staff were not happy with sharing personal information with News International!

If the College were to rate in the top 100 or top 20 of those in the same

category there would be particular accolades, but that was not the reason for doing it.

The important aspect of the survey was for the College to obtain data (anonymously) in order that it could consider and improve any areas with which staff were not so happy.

The report would become available in February and would be brought to this committee.

Carol Horlock was thanked for her contributions to the meetings and left.

10. College SAR and Development Plan 2011-12

The review of last year, final update. The following were highlighted:

43 and 44 – the plan for a reduction in the number of senior staff had been implemented and so far all was well, although it was early days.

46 – a reduction in staffing complement had been successfully engineered although the outcome was not quite as reported at the last meeting of the committee. The problem of staffing in Chemistry reported at the last meeting had been successfully resolved.

47 and 49 had been referred to earlier in the agenda.

The new plan 2011-12:

43 – now in the operational phase

46 – the College would be looking at an increase in staff productivity and losing staff through natural wastage where possible.

47 – there was a programme which had been designed to develop personal tutors and senior tutors and working as teams within that area.

49 and 50 had been covered elsewhere in the agenda.

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

11. Staffing Position

The current staffing list had been circulated for information.

12. Date of next meeting

Tuesday 29th February 2012 at 6pm.

The Chair, David Wheatley expressed his thanks on behalf of the committee to David Adelman for his input to the meeting and his hard work on behalf of the College.

The meeting ended at 7.20pm.

Signed:

Date:

