

**Minutes of the Governance and HR Committee Meeting
Monday 27th February 2023 at 4.30pm
in the Boardroom at the College**

Present:

Lee Henderson (LH)	Stuart Hibbert (SH)	Peg Hulse (PH)
Jeremy Pattison (JP)	Nigel Roberts (NR) - Chair	Emma Young, Principal (ELY)

In attendance:

Ken Kehoe, Clerk (KK)	Emma King, HR manager (EK)
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		Action
1	Apologies for Absence	
	There were no apologies.	
2	Declarations of Interest	
	JP declared an interest in the Admissions Policy 2023/24 and recused himself from that item.	
3	Minutes of the meeting held on Monday 14th November 2022	
	The minutes of the Governance and HR Committee meeting held on Monday 14 th November 2022 were approved by the Committee as an accurate record.	
4	Matters Arising	
	<p>The Committee considered the matters arising:</p> <ul style="list-style-type: none"> • Pay spine data would be considered later in the meeting; • JP had a call scheduled with Teacher Tapp regarding benchmarking data; • PH would be Vice-Chair of Curriculum and Quality, and Governance and HR; • JP had a call scheduled with a Trustee regarding the Trustee's willingness and ability to continue in the role. Attendance should be considered again at the next meeting; <p>Action: Clerk to add Trustee attendance to next meeting</p> <ul style="list-style-type: none"> • JP should approach a possible candidate for Trustee role; <p>Action: JP should approach a possible candidate for Trustee role.</p> <ul style="list-style-type: none"> • JP had circulated the NCVO Governance Wheel and the NGA's Governance self-assessment questionnaire. The Committee agreed that Trustees should review the materials. <p>Action: Trustees should review the NCVO Governance Wheel and the NGA's Governance self-assessment questionnaire.</p> <p>Action: Clerk to add to the agenda of the next meeting.</p>	<p>Clerk</p> <p>JP</p> <p>All</p> <p>Clerk</p>
5	HR Update	
	<p>EK introduced the HR Data Report, noting that it was a work in progress and that there was a need to build in more benchmarking. Trustees raised the following issues:</p> <ul style="list-style-type: none"> • <u>Ethnicity Data</u> - It appears that the College reflects its local community. There were no obvious discrepancies. 	

	<ul style="list-style-type: none"> • <u>Usefulness to management</u> – EK said that the data was not onerous to collect and that it could provide insight, in the future, into issues that may need to be addressed. The data on pay spine distributions was also helpful in understanding the impact of differential pay awards. • <u>What was the ethnic make-up of the student body?</u> – More than 92% were White British. Trustees asked that staff look at census data to see if the College is under-recruiting from any groups; <p>Action: ELY to commission work on whether census data was available on the ethnic composition of the cohort eligible for admission.</p> <ul style="list-style-type: none"> • <u>Was staff turnover, at 11%, high?</u> Last year’s turnover was relatively high, due to the aftermath of COVID. The NEU suggests a turnover of 8% is typical so the College was not significantly out of line. • <u>What was driving catering staff turnover?</u> EK explained that this had been driven by the loss of new catering recruits. There was work to do on the recruitment and retention of catering staff. ELY advised that extra staff resource had been made available to the HR function because of the additional recruitment demands of catering and invigilators. <p>EK advised that due to the changing headcount, the College may fall into the class of companies that are required to make gender pay reports.</p> <p>ELY and EK advised that retention may become more of an issue because of differential pay awards between sectors.</p> <p>The Committee thanked EK for her report.</p>	ELY
6	Policies	
	<p><u>Maternity Policy</u></p> <p>EK and ELY introduced the draft Maternity Policy. Trustees raised the following points:</p> <ul style="list-style-type: none"> • The policy should make clear on page 3 that staff did not have to take their maternity leave, but they should not be discouraged from doing so. • The policy should note that a still birth before the 25th week is a miscarriage. <p>The Committee approved the policy, as amended, for ratification by the Board.</p> <p>Action: EK to amend draft policy.</p> <p><u>Maternity Support Policy</u></p> <p>EK and ELY introduced the draft Maternity Support Policy. The Committee approved the policy for ratification by the Board.</p> <p><u>Adoption Policy</u></p> <p>EK and ELY introduced the draft Adoption Policy. The Committee approved the policy for ratification by the Board.</p>	EK

	<p><u>Shared Parental Leave Policy</u></p> <p>EK and ELY introduced the draft Shared Parental Leave Policy. This was a new Policy. Trustees raised the following points:</p> <ul style="list-style-type: none"> • in case of surrogacy, there was a gap between the birth of the child and the granting of the parental order, but the new parent would be looking after the child from birth. • The policy should specify that the amount of leave was set by the Government. <p>The Committee approved the policy for ratification by the Board.</p> <p>The Committee commended EK on her brilliant work to refresh these policies.</p> <p><u>Admissions Policy 2023/24</u></p> <p>ELY introduced the draft Admissions Policy. Trustees made the following points:</p> <ul style="list-style-type: none"> • In the first paragraph, the word “only” and the sentence “The College does not typically enrol students who are 18 years or older” should be removed. This would clarify who was eligible to apply to the College. • The Committee also agreed to delegate to ELY the authority to determine the deadline date for applications; • Applicants from the Waverley Federation Schools should only be guaranteed entry if they have applied by the deadline. If they apply after the deadline, then the College should use its best endeavours to accommodate them. • For next year, there should be a time limit placed on those applicants with siblings or parents on staff that avoid the ballot; • The entry requirements should not refer to the old letter grades for GCSEs; • The term “Looked After Child” should be used in preference to “child who is in the care of the local authority”. <p>The Committee approved the policy, as amended, for ratification by the Board.</p>	
7	Governance Membership Matters	

	<p><u>Committee Membership</u></p> <p>The Committee discussed the current Committee memberships. They asked the Clerk to confirm with the Chair of the Board when the first meeting of the Remuneration Committee would be. The Chair and Vice-Chair should carry out the annual staff review prior to the meeting.</p> <p>Action: Clerk to confirm with Chair the date of the Remuneration Committee meeting.</p>	Clerk
8	Governance Training/Skills	
	<p>The Committee discussed the Skills Audit and agreed that the current format was not fit for purpose and that a new version should be drawn up for next year. The Clerk, working to NR, should produce a revised Skills Audit questionnaire for the next meeting.</p> <p>Action: Clerk to produce draft revised Skills Audit by next meeting.</p> <p>The Committee also agreed that the Trustees should be asked to maintain their own training logs, recording their training, when complete, as part of the revised skills audit in September.</p> <p>NR also undertook to contact the Trustees that had not yet updated their Safeguarding Young People training.</p> <p>Action: NR to contact the Trustees that had not yet updated their Safeguarding Young People training.</p>	Clerk NR
9	Governance and HR SAR	
	<p>The Committee discussed the draft SAR objectives. They agreed that:</p> <ul style="list-style-type: none"> • Staff development resources, budgets and outcomes should be considered at the Committee's next meeting; <p>Action: Clerk to add staff development to agenda for June meeting.</p> <ul style="list-style-type: none"> • Individual Trustees should record their own training, and these records should be collated as part of the revised Skills Audit in September. • The Board's discussion of EDI was not only to ensure that the College met its legal obligations but also that it reflected the local community. • NR would draw up crisp and crunchy outcome measures. <p>Action: NR to draw up crisp and crunchy outcome measures.</p> <p>The Committee agreed the agenda for the Strategic Annual Conference.</p>	Clerk NR
10	AOB	

	There was no other business.	
11	Date of the next meeting	
	The next meeting would take place on 12 th June 2023.	

The meeting closed at 6.40pm.

Signed

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