

**Minutes of the Governance and HR Committee Meeting
Monday 14th November 2022 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)
-----------------------	----------------------------

		Action
1	Apologies for Absence	
	There were no apologies.	
2	Declarations of Interest	
	There were no declarations of interest for any items on the agenda.	
3	HR Update	
	<p>EK introduced the HR Data Report, noting that it was a work in progress and that there was little benchmarking data available. Trustees raised the following issues:</p> <ul style="list-style-type: none"> • <u>Exit Interviews</u> - EK explained that all staff leavers were offered a written form and an exit interview, except if they were casual contract staff or where the termination was difficult. The staff were offered a choice of members of the SLT for their interview. They could have the interview without completing the leavers' form and it was as informal as possible. Trustees noted that less than a third of leavers took the opportunity to provide views. • <u>Sick Days</u> – EK noted that sick absence was higher, as a result of the impact of COVID, including delayed operations. The College had data on the number of sick days compared with the number of workdays expected for teaching staff but until recently it had not had the same data for support staff. A sickness absence percentage metric for all staff would be made available as the data became available. In response to a Trustee question, EK confirmed that managers saw absence data. • <u>Catering Staff</u> – There was high staff turnover and significant absences. 6 members of the catering staff had taken significant sick leave and the College had had to terminate the employment of one individual for non-attendance. The College had underestimated the impact on HR when it had taken catering in-house. • <u>Staff Survey</u> – Trustees noted the very positive Staff Survey results, with only 2.4% dissatisfied. They asked what factors supported the positive results. SH noted the team ethos, the supportive management and the nature of the student body; this made the job much more rewarding. • <u>Diversity data</u> – Trustees noted that, in addition to data on protected characteristics, it would be valuable to consider the socio-economic diversity of the staff. EK noted the difficulty of capturing such data. • <u>What would improve staff morale?</u> ELY and SH noted that mindfulness of workload was important. For example, holding Parents' Evenings online was welcomed by staff. ELY confirmed that parents had not lobbied to return to on site, parents' evenings. 	

	<p>Trustees asked for information on the number of staff on each scale point and agreed that JP would approach Teacher Tapp regarding benchmarking data.</p> <p>Action: EK to provide data on numbers of staff on pay scale points. Action: JP to approach Teacher Tapp about benchmarking data.</p> <p>The Committee thanked EK for her report.</p> <p>ELY also briefed the Committee on recruitment and pay. Recruitment of support staff, in particular, was a challenge; ELY set out the current vacancies. ELY also advised that the Support Staff pay award had been agreed with such staff getting a 5% pay award, with those on the lower pay spines getting 5.7%. ELY also updated the Committee on the teaching staff position and advised that the NEU had voted for strike action.</p> <p>The Committee thanked ELY for the update.</p>	<p>EK JP</p>
<p>4</p>	<p>Policies</p>	
	<p><u>Remuneration Policy</u></p> <p>EK and ELY introduced the draft Remuneration Policy, which reflected the SFCA Staff Handbook. Trustees raised the following points:</p> <ul style="list-style-type: none"> • <u>Have the SLT been challenged on the pay parity of Heads of Department?</u> ELY said that she had. She and ODS had a complex spreadsheet setting out factors such as the number of students, and the number of staff. They had also the annual SFCA Workforce Survey as a reference point. • <u>How many staff do not make it to the next scale point?</u> There were only a few cases when individuals did not make it to the next pay scale. • <u>Why are ECTs “generally” appointed on NSP 2, rather than “always”?</u> This allowed flexibility for ELY to consider the experience of the appointee and the competitiveness of the market for teachers of particular subjects. • <u>If the SLT uses its flexibility to appoint at higher points on the pay scale, is this subject to review?</u> Yes, but the SLT would not normally offer a very high pay point on recruitment. • <u>Are increments just delayed for poor performance?</u> Yes. Poor performance would be addressed through the capability procedure • <u>Was the term cost of living increase misleading as, currently, the pay increase would not match inflation rates?</u> EK noted that this was an SFCA term. ELY would follow up with the SFCA. • <u>Was the annual uplift in the leadership scale the same as that for the teachers’ pay scale?</u> Yes. <p>Trustees asked if a definitions box could be added to paragraph 1.4.</p> <p>Action: EK to add definitions’ box to paragraph 1.4.</p> <p>EK advised that the policy was reviewed every 3 years, but the pay scales were amended annually.</p> <p>The Committee approved the policy, as amended, for ratification by the Board.</p> <p><u>Safer Recruitment Policy</u> - EK introduced the policy, noting that the term “Safer Recruitment” came from the guidance Keeping Children Safe in Education 2022, and that</p>	<p>EK</p>

	<p>the policy had been updated to reflect KCSIE 2022. Trustees asked which Trustee checked the Single Central Register. ELY advised that the Safeguarding Link Trustee and the DSL checked the SCR. Trustees asked that this should be included in the policy.</p> <p>Action: EK to amend Safeguarding Recruitment Policy to set out that the Safeguarding Link Trustee and the DSL check the SCR.</p> <p>Trustees also noted that:</p> <ul style="list-style-type: none"> • Limiting checks to 3 years was not possible when conducting an online search of a potential candidate; • The policy stated that information that is passed on to a selection panel should be relevant and pose a genuine risk but the information should be passed on if it is relevant or suggests a genuine risk. <p>Action: EK to amend the Safer Recruitment Policy to reflect Trustee comments.</p> <p>The Committee approved the Safer Recruitment Policy, subject to the agreed amendments.</p>	<p>EK</p> <p>EK</p>
5	Minutes of the meeting held on Monday 13th June 2022	
	The minutes of the Governance and HR Committee meeting held on Monday 13 th June 2022 were approved by the Committee as an accurate record.	
6	Matters Arising	
	There were no matters arising.	
7	Governance Membership Matters	
	<p><u>Committee Membership</u></p> <p>The Committee discussed the current Committee memberships. They agreed that PA should be removed from the Finance and Estates Committee at the present time. JP would join the FE Committee for a limited period. LH agreed to sit on the Audit Committee for a limited period.</p> <p>Action: Clerk to amend the Committee memberships as directed.</p> <p>JP briefed the Committee on the proposal for each Committee to have a Vice-Chair to act in the Chair's absence and to aid Trustee development. The Committee agreed the proposal. PH was proposed as the Vice-Chair of the Governance and HR Committee. The Committee agreed PH's appointment.</p> <p>Action: Clerk to add appointment of Vice-Chair to the agenda of each Committee.</p> <p><u>Committee Structure</u></p> <p>The Committee agreed the membership of the new Remuneration Committee.</p> <p><u>Attendance</u></p>	<p>Clerk</p> <p>Clerk</p>

	<p>The Committee discussed Trustee attendance and asked JP and ELY to discuss attendance with those Trustees with low attendance rates.</p> <p>Action: JP and ELY to discuss attendance with those Trustees with low attendance rates.</p> <p><u>Student Engagement</u> The Committee discussed the involvement of the Student Union President and Vice-President in Board and Committee meetings. The Committee agreed that, when the present post-holders came to the end of their terms, the Student Union Executive should be invited to consider which of its members is willing and able to attend Board and Committee meetings. The nominated student representatives would be asked to attend the Committee meetings, but attendance at the Board would be voluntary.</p> <p>Action: ELY and Clerk to action.</p>	<p>JP/ELY</p> <p>ELY/ Clerk</p>
8	Governance Training/Skills	
	<p>The Committee considered the 2022 Skills Audit results, noting the sensitivity of the results to the selection of Trustees that had completed the survey. They also noted the ambiguity of some of survey questions. The Committee tasked the Clerk to break the results down by Committee.</p> <p>Action: Clerk to analyse Skills Audit results by Committee.</p>	Clerk
9	External Review of Governance	
	<p>The Clerk briefed the Committee on the discussions that he had had with regard to three potential providers. The Committee agreed that an external review would not be commissioned at the present time and that Board should undertake the National Council for Voluntary Organisations Self-Assessment Review.</p> <p>Action: JP to circulate the NCVO self-assessment review.</p>	JP
10	Governance and HR SAR	
	<p>The Committee discussed potential targets for this year's Gov and HR SAR. The Committee agreed that Trustees should send suggestions to NR.</p>	All
11	AOB	
	<p>There was no other business.</p>	
12	Date of the next meeting	
	<p>The next meeting would take place on 27th February 2023.</p>	

The meeting closed at 6.35pm.

Signed

Date.....