

**Minutes of the Governance and HR Committee Meeting  
Monday 28<sup>th</sup> February 2022 at 4.30pm  
in the Boardroom at the College**

Present:

Hamish Cameron Blackie (HCB).	Stuart Hibbert (SH)	Peg Hulse (PH)
Jeremy Pattison (JP)	Nigel Roberts (NR) (online)	Emma Young, Principal (ELY)

In attendance:

Ken Kehoe, Clerk (KK)	
-----------------------	--

		<b>Action</b>
<b>1</b>	<b>Apologies for Absence</b>	
	There were no apologies.	
<b>2</b>	<b>Declarations of Interest</b>	
	There were no declarations of interest for any items on the agenda.	
<b>3</b>	<b>Minutes of the meeting held on Monday 15<sup>th</sup> November 2021</b>	
	The minutes of the Governance and HR Committee meeting held on Monday 15 <sup>th</sup> November 2021 were approved by the Committee as an accurate record.	
<b>4</b>	<b>Matters Arising</b>	
	Clerk to check with previous Clerk whether she had canvassed Trustees' views on last year's SFCA Webinar Programme. <b>Done.</b>	
	Clerk to liaise with IT Department to ensure that Trustees have College emails and access to SharePoint for the next cycle of meetings in the Spring Term. <b>The process of issuing Trustee emails had begun and it was hoped that the induction would be completed by the end of Spring Term.</b>	
<b>5</b>	<b>Governance Membership Matters</b>	
	<u>Trustee Terms of Office</u>	
	HCB informed the Committee that he would be stepping down at the end of his term. JP would talk to JK about his intentions when his term comes to an end in August 2022.	
	<b>Action:</b> JP to speak to JK about his intentions regarding serving another term.	<b>JP</b>
	The Committee discussed possible recruitment routes, the importance of ensuring a diverse Board, and the benefits of retaining legal expertise on the Board.	
	<u>Committee Membership</u>	
	The Committee were content with the current Committee memberships. The Student Union President and Vice-President were coming to the end of their terms office; JP and ELY would speak to the new Student Union officials.	
	<b>Action:</b> JP and ELY to speak to the new Student Union President and Vice-President, regarding their role at Board and Committee meetings.	<b>JP/ELY</b>

<b>6</b>	<b>Governance Training/Skills</b>	
	<p><u>Trustees Annual Conference</u></p> <p>The Committee agreed that the Annual Conference should be held on Monday, 13<sup>th</sup> June 2022. The main focus will be on the Strategic Plan but it was agreed there would also be training on Charity law, basic finance and budgeting . HCB offered to provide the training on Charity law; the Committee gratefully accepted his offer. ELY advised that SB and PA would provide the finance training.</p> <p><u>Review of Trustee Training Resources</u></p> <p>The Committee considered JP’s paper on Trustee training resources. The Committee agreed to introduce a training log and a statement of Trustee training in the Self-Assessment Annual Review. They also agreed to sign up to the National Governance Association’s Gold Membership and for the Academic Year 2022/23 to the Sixth Form Colleges Association’s webinar series.</p> <p><b>Action:</b> Clerk to draw up a Trustee training log.</p> <p><b>Action:</b> Clerk to include Training section in Governance SAR.</p> <p><b>Action:</b> Clerk to sign up the College to NGA Gold membership.</p> <p><b>Action:</b> Clerk to sign up the College to the SFCA Webinar series for 2022/23.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
<b>7</b>	<b>External Review of Governance</b>	
	<p>JP noted the External Review of Governance must be completed by July 2023, but that the best time to conduct the review would be in October 2022.</p> <p>The Committee agreed that a range of possible Reviewers, including the NGA, the NCVO, and the National Lead for Governance from BHASVIC, should be approached to determine their availability and cost.</p> <p><b>Action:</b> Clerk to approach possible External Reviewers to ask about their availability to conduct a Governance Review in October and cost.</p>	<p><b>Clerk</b></p>
<b>8</b>	<b>Admissions Policy</b>	
	<p>ELY presented the draft Admissions Policy for 2023/24 to the Committee, highlighting the introduction of a deadline for applications at the end of the Spring Term. In response to questions, ELY advised that many Sixth Form Colleges have set deadlines for applications, , with some even earlier than that proposed.</p> <p>The committee agreed the Admissions Policy for recommendation to the Board of Trustees.</p>	
<b>9</b>	<b>Staff Code of Conduct</b>	

	<p>ELY presented the draft Staff Code of Conduct to the Committee. The Committee agreed that the qualifying phrases relating to interacting with students on social networks and to the consumption of alcohol/drugs should be removed.</p> <p><b>Action:</b> ELY to amend the Staff Code of Conduct.</p> <p>In discussions, the Committee made the following points:</p> <ul style="list-style-type: none"> <li>• The College should be clear about how the Code of Conduct interacted with staff employment contracts and policies relating to discipline, IT use, data protection and health and safety.</li> <li>• It should be made clear that Staff found in breach of the Code of Conduct may be subject to disciplinary procedures.</li> <li>• Staff should be reminded of the need to be cautious about social media contact with students and the need to report such contact.</li> </ul> <p>The Committee approved the Staff Code of Conduct, subject to the agreed changes.</p>	ELY
<b>10</b>	<b>Absence Management Procedures</b>	
	<p>ELY introduced the draft Procedure, highlighting that the updated Procedure revised the Return to Work procedure, emphasized that Occupational Health was about enabling the College to support staff on return to work and clarifying the discretionary leave arrangements.</p> <p>The Committee asked about the current arrangements for staff with COVID. ELY advised that they were asked to follow NHS guidance, staying off for, at least, 5 days and returning only when they have two negative lateral flow tests or having reached Day 10.</p> <p>The Committee asked that, when ELY launched the new Absence Management Procedures, she reinforce to staff that if they were ill then they were not required to set work for students, even if such action would be helpful.</p> <p>The Committee approved the Absence Management Procedures.</p> <p>NR left the meeting at 17.40.</p>	
<b>11</b>	<b>General Staffing Matters</b>	

	<p>ELY updated the committee on staffing matters. She made the following points:</p> <ul style="list-style-type: none"> <li>• There had been 39 staff COVID cases since the last meeting of the Committee. The impact had been manageable but disruptive.</li> <li>• The College had filled 3 Director-level posts; two were internal candidates and 1 external. She wished to thank JP, NR and DR for their assistance in the recruitment processes. Given recent recruitment/promotions, the College would be looking to recruit a Head of Maths and a Head of Music shortly. The January INSET day had involved workshops in the morning and sessions on stress and sleep, and staff well-being.</li> <li>• The College had 7 trainee teachers this year but no ECTs.</li> </ul> <p>The Committee thanked the Principal for her briefing.</p>	
<b>12</b>	<b>HR Metrics</b>	
	<p>ELY set out the proposed HR metrics that would be provide to the Committee, together with timings.</p> <p>The Committee agreed the proposals but asked, in addition, for summary data on disciplinary actions, capability management and movements between the Main Pay Scale and the Upper Pay Scale. They also agreed that in addition to data on applications by protected characteristics, the Committee should see data on appointments by protected characteristics.</p> <p><b>Action:</b> ELY to amend the HR data schedule as requested.</p>	<b>ELY</b>
<b>13</b>	<b>AOB</b>	
	<p>Trustees asked if staff or students had been affected by events in Ukraine. ELY advised that there had been no significant effect.</p> <p>Trustees asked that the Clerk should alert them to the use of the College email account during transition.</p> <p><b>Action:</b> Clerk to notify Trustees when College email accounts are being used.</p>	<b>Clerk</b>
<b>14</b>	<b>Date of the next meeting</b>	
	Monday 13 <sup>th</sup> June 2022.	

The meeting closed at 6.30pm.

Signed .....

Date.....