

Minutes of the Personnel Committee Meeting

Monday 27 August 2019

Principal's Office, Richard Huish College, 5.30pm

Members Present: Ann Helsby (Chair), Barbara Barratt (Vice-Chair), Duncan Alexander, John Abbott (Principal) and Xanne Blythe (Clerk to the Corporation).

Apologies Moira Reynolds

		Actio n
Min PER 21	Declarations of Interest (agenda item 2) No declarations of interest were received.	
PER 22	Minutes of the Previous Meeting (agenda item 3) RESOLVED: that the previous meeting informal notes dated 17 June 2019 and formal minutes dated 8 April 2019 be agreed as an accurate record.	
PER 23	Safer Recruitment Post Audit Action Plan and HR Consultant Update (agenda item 4 & 6) (a) Safer Recruitment – Internal Audit A safer recruitment audit had been undertaken on 21 June 2019 by an HR Consultant. A full report had been considered by SLT and a post audit action plan produced. College Managers had met on several occasions in June and July, the HR team led by the Principal, in the absence of HR Director, also met regularly to monitor progress against actions. An updated post audit action plan was presented to the Committee with actions completed and a small number of actions to be finalised by early September 2019. It was recognised that some actions would continue into the autumn term where significant human resources were required to migrate system information from one MIS to an updated system. For example main qualifications to be added and dates of mandatory training to the SCR. Governors discussed the action plan in detail and the following points were raised in particular: <ul style="list-style-type: none">- regular checks on the Single Central Register (SCR) by the Principal to allow for any gaps to be interrogated, the format of the SCR met the statutory requirements,- the number of DBS renewals completed, including Governors,- key safeguarding and Prevent documents held on MyConcern platform and the recording of staff having read these policies and KCSIE statutory safeguarding guidance,- staff training records, copies of the content of the safeguarding training to be held and whether the safeguarding training was Level 2 or 3 recorded in the SCR,- the Acceptable Use Policy needed updating by the IT Manager, to include social networking, the use of mobile devices, taking images of students, cyber bullying, how to report misuse etc.,- contractors accessing the College site were treated as visitors and escorted everywhere or were on a list of regular contractors holding a DBS which was recorded by the Estates Team/HR, the Consultant had met with the Estates Team in connection with current safeguarding procedures for contractors. The Principal had met with the Estates Manager to reinforce the revised safer recruitment practices and the Estates Team had updated their safeguarding procedures accordingly, this had been rolled out to reception staff and the HR Team,- the College Educational Trips and Visits procedure had been updated, the software to record approvals of educational trips would provide a list of trips for Governors every term.	

- This would be circulated to Governors as part of the SLT report,
- Governors asked for an update on the consultant's second visit dated 16 July 2019 and the report was presented at the meeting. The Consultant had reviewed progress against the recommendations in the June report, reviewed the SCR, both the Student and Staff Code of Conducts, Student Behaviour Policy and Procedure and Physical Restraint Procedure for Oak House, safeguarding procedure for contractors and apprenticeships,
 - the Vice-chair asked for the Consultant's comments on the Student Behaviour Policy and procedure to ensure that it was in line with the FE Residential Accommodation National Minimum Standards. The Consultant had recommended that consideration be given to the Behaviour Procedure and Physical Restraint procedure becoming annexes to the Behaviour Policy,
 - staff training on the Physical Restraint Procedure for Oak House would be followed up, the Consultant, in her final report, had asked that consideration be given to having a whole College Physical Restraint Procedure rather than limiting this to Oak House,
 - Governors were provided with an update on the College HR resources.

(b) Inspecting Safeguarding Guidance for Sept 2019 and Keeping Children Safe in Education Statutory Guidance Sept 2019

The above guidance had been circulated to Governors and KCSIE 2019 was in use from 2 September 2019.

Safeguarding training for all Governors was scheduled for 23 September 2019 by the Designated Safeguarding Lead and this annual mandatory training would be recorded in the College SCR. Education Inspection Framework (EIC) training was scheduled for Governors in Dec 2019, delivered by the Consultant.

PER 24 HR Policies and Procedures (agenda item 5)

RESOLVED: that the following codes, policies and procedures be approved by the Committee (as delegated by the Corporation) for 2019 with minor amendments to the headers:

- 2019 Richard Huish Staff Code of Conduct - with the self-declaration as an annex
- 2019 RHC Safer Recruitment and Selection Procedure (version date to be added) and
- 2019 RHC Governor, Recruitment, Succession and Renewal Procedure.

The meeting noted that further amendments would be necessary every September when the revised KCSIE statutory guidance was published.

PER 25 Personnel Committee Terms of Reference (agenda item 7)

Governors agreed to the Personnel Committee's updated terms of reference to include the enhanced monitoring of enhanced safer recruitment practice arrangements. The Clerk recommended adding key Committee reports in the terms of reference with their frequency. This would be circulated to the Personnel Committee electronically for comment.

RESOLVED: that the updated Personnel Committee's terms of reference be recommend to the September Corporation meeting for approval.

PER 26 Any Other Business (agenda item 8)

The date of the next meeting was noted as 14 October 2019, items for the next Personnel Committee agenda were:

- RHC HR Annual Report for 2017-18 and Staff Development Training update.

The RHC Search and Governance Committee meeting agenda dated 14 October 2019 would include the following agenda items:

- 2018-19 Governors Attendance
- Bournville Letter to College Chairs July 2019, ESFA Letter to Chairs with 15 Governance Actions

There being no further business the meeting ended at 7.00pm

Chair

Date
