

Minutes of the Personnel Committee Meeting

Monday 9 March 2020

Conference Room, Richard Huish College, 5.30pm

Committee Members Present: David Griffin, John Abbott (Principal), Moira Reynolds and Victoria Sadler.

Apologies were received from Barbara Barratt (Committee Vice-chair).

David Griffin (Chair of Corporation) was invited to attend the Committee meeting, in accordance with the Committee's terms of reference and presided as Committee Chair until a Committee Chair was in place.

Also in attendance: Emma Fielding (Deputy Principal) and Xanne Blythe (Clerk to the Corporation).

**Min
PER
12**

Declarations of Interest (agenda item 2)

No declarations of interest were received.

**Actio
n**

**PER
13**

Minutes of the Previous Meeting (agenda item 3)

RESOLVED: that the minutes dated 14 October 2019 and 24 Feb 2020 be approved and signed as an accurate record.

**PER
14**

Safer Recruitment Post Audit Action Plan Update – Sept 2019 (agenda item 4)

The updated Safer Recruitment Post Audit Action Plan had been circulated prior to the meeting and the CEO updated the meeting on the completion of various action points. The consultant was due to visit the College in early March for a follow up visit and for an external assurance check of the College SCR.

Governors noted the action plan and the amount of work taken to complete all actions quickly.

**PER
15**

RHC Staff Appraisal Presentation (agenda item 5)

During a presentation from the Deputy Principal, the following documents were discussed: the Huish Quality Cycle 2019, the simplified Huish Performance Review and Development (PRAD) paper and the PRAD Self Reflection guidance document.

Governors thanked the DP for the presentation and agreed that the documentation had been greatly simplified for staff, which could be further reviewed by the Chief People Officer, once in post. The recently appointed Chief People Officer's (SPH) start date was under negotiation, as his notice period was for a six month period.

**PER
16**

RHC HR Policies and Procedures for Review (agenda item 6)

A list of all College HR policies with their associated review dates was circulated in advance of the meeting. A number of the policies had been delegated to SMT and Committees for approval, leaving only the key policies for Board approval. Those policies delegated to Committees had been agreed by the Board and this was recorded in the Committees' terms of reference.

SMT Management meeting notes dated 20 November 2019 were circulated at the meeting and under 'standing agenda items', evidenced that the Acceptable Use Policy had been reviewed and updated. The Policy was made available at the meeting and had been extended particularly with reference to E-safety and cyberbullying.

PER 17 National Pay Negotiations Update (agenda item 7)

The Principal updated Governors on the National Education Union (NEU) strike action and national pay negotiations. The current NEU industrial action ballot covering 34 sixth form colleges would come to end on 16th March. The NEU was currently undertaking a new ballot of its teacher and support staff members in 50 colleges. This ballot, closing on 6th April, was an aggregate ballot.

The ballot was once again with the Secretary of State for Education and would cover 3,103 NEU members. As this was an aggregated ballot across 50 colleges, if there was an overall turnout of at least 50% and a majority vote in favour of action, then all 50 colleges would be part of the action. The first strike could take place during the week commencing 20 April. This was particularly frustrating in the current climate and with the NJC working to achieve a longer term pay deal for college staff.

PER 18 Termly Update on Staffing Issues (agenda item 8)

The CEO provided a verbal updated to Governors on recent staffing news.

Agenda items 9 Committee Strategic Risk Register Assurance Report, 10 Committee Business Schedule and 11 Committee Terms of Reference would be taken under the Search and Governance Committee meeting.

PER 19 Any Other Business (agenda item 12)

The date of the next Personnel, Search and Governance Committee meeting was noted as 15 June 2020.

There being no further business the meeting ended at 6.00pm

Chair

Date
