

EMPLOYMENT AND WELFARE COMMITTEE MEETING
Tuesday 8 May 2024 at 5.00pm
MINUTES

Chair: Ros Jones

Members Present: Amanda Borrett Phil Rumsey

Also Present: Lesley Clemmet, Director of Finance & Resources
Heather Campbell, Clerk to the Corporation

1. **Apologies for absence**

Apologies were received from Ogba Onwuchekwa, Kieren Moore and Lisa Dixon.

The meeting was quorate with 3 members present.

2. **Declaration of any Personal conflicts of Interest**

None raised.

3. **Minutes of the previous meeting.**

a. **Minutes of the meeting**

The Non-Confidential and Confidential minutes of the meeting held on 6 February 2024 were approved at the Corporation meeting on 16 April 2024

The Chair asked members if they had any comments to make on the previous minutes and there were none.

b. **Updates from Clerk or College Management** – None raised.

c. **Actions previously agreed.**

The Chair noted that all of the actions agreed had been completed.

d. **Matters arising not covered in agenda below**

None.

4. **Receive Confidential Annual HR Report (Inc. Recruitment & Vetting Update)**

See confidential minute.

5. **Receive New S6F Flexible Working Policy**

The Chair referred to Paper D and highlighted that this is a new Policy and asked is flexible working a regular thing that staff ask for and that is why the College needs a policy.

The Principal advised that it is good to have one and a recent example was a Psychology teacher asked to reduce her teaching hours as she was doing a Research Project. It is more likely to be teaching staff asking as they have less flexibility in their contact teaching time than support staff have in their hours of work.

The Chair asked members if they had any matters to raise in the Staff Code of Conduct. There being no matters raised, she asked members if they were happy to receive the new S6F Flexible Working Policy and recommend it to the Corporation for approval.

Members agreed.

RECOMMENDATION

That the Corporation approve the new S6F Flexible Working Policy.

6. **Receive updated Staff Code of Conduct**

See confidential minute.

7. **Receive updated Staff Lone Working Policy**

The Chair referred to Paper F and noted that her only comment was on page 2 bullet point 4 the spelling of 'authorized' needs amending to 'authorised'. Other than that did members have any matters to raise in the updated Policy. There being no matters raised, she asked members if they were happy to receive the updated Staff Lone Working Policy and recommend it to the Corporation for approval subject to the minor amendment.

Members agreed.

RECOMMENDATION

That the Corporation approve the updated Staff Lone Working Policy.

8. **Receive updated Staff Special Leave of Absence Policy**

See confidential minute.

9. **Receive Annual Health & Safety Report (to be shared with the Corporation)**

See confidential minute

10. **Receive New S6F Student Behaviour Management Policy and recommend to the Corporation for approval**

The Chair referred members to Paper I and observed that she liked the positive slant in the Policy of giving constructive feedback to parents and students on the good days as well as the bad. She asked if gross misconduct by students was an issue at the College.

The Principal advised that it was very rare but if one did arise then it would be investigated and would involve parents and rather than expel the student as this will have an impact on what they do next so we give them the option of making the decision to leave. We had an incident last week where a student was suspended for 2 days for kicking a piece of art work and then swore at the teacher. The Vice Principal met with the student and his father and the student agreed to apologise to the teacher and then he returned to his lessons. But if a student intentionally swears at a member of staff with malice then they would be asked to leave. There are three senior members of staff who are allowed to suspend a student and if they need to leave then they would be seen by the Principal.

The Chair asked if it was possible to share with the committee the statistics / data on student suspensions and asked to leave.

The Principal confirmed this was now possible and suggested that this as a Standing Item on the EWC Agenda.

The Chair agreed that would be good and asked the Clerk to put Suspension/Leavers Statistics as a Standing Item on Committee Agendas.

The Chair observed if there were no other matters to raise in the Policy, were members happy to receive the new S6F Student Behaviour Management Policy and recommend it to the Corporation for approval.

Members agreed.

RECOMMENDATION

That the Corporation approve the new S6F Student Behaviour Management Policy.

ACTION AGREED

Clerk to add Suspension/Leavers Statistics as a Standing Item on EWC Agendas.

11. **Receive New S6F Safeguarding Vulnerable Adults Policy and Procedures and recommend to Corporation for approval**

The Chair referred to Paper J and asked members if they had any matters to raise in the Policy and Procedures.

The Principal noted a typo in the Vice Principal (C&Q) email address and where it refers to Safeguarding Governor and Chair of Governors we could have a generic email address for the Clerk.

The Clerk advised that there was one which the previous Clerk used and she will check if this can be directed to her inbox. She also noted the minor amendments suggested and will update the Policy and Procedures before it goes to the Corporation on 21 May.

The Chair observed if there were no other matters raised, were members happy to receive the new S6F Safeguarding Vulnerable Adults Policy and Procedures and recommend it to the Corporation for approval, subject to the minor amendments being made.

Members agreed.

RECOMMENDATION

That the Corporation approve the new S6F Safeguarding Vulnerable Adults Policy and Procedures.

ACTION AGREED

Clerk to check if the generic Clerk email was still live and have it redirected to her inbox.

12. **Receive updated Safeguarding & Child Protection Policy and Procedure and recommend to the Corporation for approval**

The Chair noted Paper K had not been shared with the Committee.

The Clerk advised that the Policy and Procedure was in the process of being updated and she would share it with members via email for their input and then it could go to the Corporation meeting on 9 July for approval.

The Chair agreed that would be appropriate.

ACTION AGREED

- 1) Clerk to email the updated S6F Safeguarding & Child Protection Policy and Procedures to the Committee for their input.
- 2) Clerk to add the S6F Safeguarding & Child Protection Policy and Procedures to the Corporation meeting on 9 July for approval.

13. **Receive Accident & Near-Miss Reports update**

See confidential minute.

14. **Annual Review of Committee's Terms of Reference and propose any changes to the Corporation if required**

The Chair referred to Paper M and asked members if they had any amendments to suggest to the Committee's Terms of Reference.

Members confirmed that they had no suggested amendments and the ToRs were fit for purpose.

15. **Annual Review Food Allergen Policy**

The Chair referred members to Paper N and asked members if they had any matters to raise in the Policy.

A member asked how does the College get to know about students with allergies.

The Principal advised that when a student fills in their application form there is a section where they are asked to let us know about allergies, medical conditions, mental health issues and these are checked again at enrolment, but not all students or parents give us the information and it can sometimes come to light if a first aider is called to a student.

The DoFR highlighted that the allergies information on the student database is extracted and shared with the Catering Manager and the catering assistants. This is covered on page 5 item 40. The catering staff are very good at picking up on what particular students purchase and get used to spotting any issues which they bring to the Catering Manager's attention.

The Clerk advised that the Staff Governor had picked up some minor amendments in the document which she will update prior to the Policy going to the Corporation.

The Chair observed if there were no further questions on the Policy were members happy to recommend the Food Allergen Policy to the Corporation for approval subject to the minor amendments being made.

Members agreed.

RECOMMENDATION

That the Corporation approve the Food Allergen Policy.

ACTION AGREED

Clerk to update the Food Allergen Policy prior to it going to the Corporation for approval.

16. **Review List of Policies the committee is responsible for**

The Chair referred to the list of policies and noted that all of the policies that the committee are responsible for have been reviewed and the new ones discussed at this meeting had been added. She asked members if they had any matters to raise.

Members confirmed there were none.

17. **Update on Site Security and Risk Assessments**

See confidential minute.

18. **Safeguarding Update by Safeguarding Link Governor**

The Chair noted that the Safeguarding Link Governor was not at the meeting to give a verbal update.

The Clerk advised that she had emailed the Safeguarding Link Governor to ask her to give a written report to share with the members but obviously under the circumstances she was unable to do this.

19. **Identify any discussion items classified as “Confidential or Restricted”**

The Chair asked members if they felt any of the discussion items should be classified as confidential and/or restricted and members agreed that items 4., 6., 8., 9., 13., and 17. be classified as confidential and no discussions were identified as restricted.

20. **Any Other Business**

The Principal highlighted that the Governance Board External Review is due this year and in the Autumn term the External Reviewer will be joining Corporation and Committee meetings remotely.

21. **Date of Next Meeting – Autumn Term 2023 TBC**

There being no further business the meeting closed at 6.25pm.