

**EMPLOYMENT AND WELFARE COMMITTEE MEETING**  
**Tuesday 6 February 2024 at 5.00pm**  
**MINUTES**

Chaired by: Ros Jones

Members Present: Amanda Borrett Phil Rumsey Kieren Moore  
Ogba Onwuchekwa (5.25pm)

Also Present: Heather Campbell, Clerk to the Corporation

1. **Apologies for absence**

Apologies received from Lisa Dixon.

The meeting was quorate with 4 members present at the start and 5 from 5.25pm.

2. **Declaration of personal conflicts of interest**

None.

3. **Minutes of the previous meeting**

a **Minutes of the meeting**

The minutes of the meeting held on 7 November 2023 were approved at the 19 December 2023 Corporation meeting and signed by the Chair

The Chair asked members if they had any matters to raise from the minutes. Members confirmed they had no matters to raise.

b **Updates from Clerk or College Management**

None.

c **Action previously agreed.**

The Chair referred members to the Actions Agreed schedule and noted the following WIP in Paper B:

- 7-Nov-2023 4. CONF The Principal to ask the DoFR if she can add comparison years to the Summary of Accident Book Recordings – the Clerk advised that she had highlighted the action to the DoFR and she has now added comparison year data which members will come to under item 4. Paper C for today's meeting.

The Chair noted all other actions had been completed and asked the Clerk to update the WIP action as completed.

**ACTION AGREED**

Clerk to update the Actions Agreed schedule.

d **Matters arising not covered in the agenda below** – None.

4. **Health & Safety Update**

*See confidential minute.*

5. **Receive Health, Safety & Wellbeing Policy Statement and recommend to the Corporation for approval**

The Chair referred to the Policy Statement Paper D and advised this was reviewed annually and the Clerk confirmed there had been no amendments made since the last review. She asked members if they had any matters they wished to raise.

Members confirmed they had no matters to raise and the Chair asked if they were happy to recommend the Policy Statement to the Corporation for approval and the Chair of Corporation and the Principal to sign the approved Policy at the next Corporation meeting.

Members agreed.

**RECOMMENDATION**

The Corporation approve the Health, Safety & Wellbeing Policy Statement.

6. **HR Action Plan Termly Update**

*See confidential minute.*

7. **Review new / updated HR Policies / Guidance and recommend policies to Corporation for approval**

a) Approve the updated Learning Support Policy

The Chair referred to Paper F1 and observed that she had no matters to raise other than some typos:

- Page 1 last line 'normally day to day' should read 'normal day to day'
- Page 2 first para 'The will' should read 'We will'

The Chair asked members if they had any matters to raise in the Policy.

A member asked if our SEND numbers were high and do we get extra funding for those students if they have a specific need.

The Principal advised that the SEND numbers are low but if there was anything specific we would claim extra funding. We do get extra funding for High Needs students.

The Staff Governor highlighted we have 246 students (this a quarter of the student body) who receive special access arrangements during exams, i.e. room on their own, have a scribe, which makes invigilating exams difficult and costly.

The Chair noted if there were no further questions were members happy to recommend the updated Learning Support Policy to the Corporation for approval subject to the minor amendments being corrected.

Members agreed.

### **RECOMMENDATION**

That the Corporation approve the updated Learning Support Policy

### **ACTION AGREED**

Clerk to update the Learning Support Policy with amendments prior to it going to the next Corporation for approval.

#### b) Approve updated Careers Education, Information, Advice & Guidance Policy 2023-24

The Clerk advised that the updates were the addition of two new members of Careers staff and change of name of the GST Manager.

The Chair referred to Paper F2 and asked members if they had any matters they wished to raise, there being no matters raised asked members if they were happy to recommend the Careers Education, Information, Advice & Guidance Policy 2023-24 to the Corporation for approval.

Members agreed.

### **RECOMMENDATION**

That the Corporation approve the updated Careers Education, Information, Advice & Guidance Policy 2023-24.

#### c) Approve S6F Governor Links Policy

The Chair referred to Paper F3 and asked members to consider whether we need this policy or not.

Members considered the Policy and agreed that it doesn't serve a purpose and Governors are regularly given the opportunity to come in to the College if they want to shadow a lesson or a student and receive department briefings at Corporation meetings.

The Chair asked members if they were happy to recommend the Corporation approve the removal of the S6F Governor Links Policy.

Members agreed.

### **RECOMMENDATION**

That the Corporation approve the removal of the S6F Governor Links Policy.

The Parent Governor joined the meeting at this juncture.

d) Review updated Complaints and Allegations Policy and Procedure

The Clerk advised that the Chair of Search and Conduct had been tasked to update the document to include reference to Senior Post Holders rather than having a separate policy. It has come to this committee to review and recommend the Corporation approve it. The changes made are highlighted in yellow.

The Principal raised on page 4 the wording in paragraph 8 'within 10 days' should read 'within 10 working days'.

The Chair referred to Paper F4 and asked members if they had any matters they wished to raise, in the absence of any she asked members if they were happy to recommend the Corporation approve the updated Complaints and Allegations Policy and Procedure subject to the amended wording on page 4.

Members agreed.

**RECOMMENDATION**

The Corporation approve the updated Complaints and Allegations Policy and Procedure.

**ACTION AGREED**

Clerk to amend the wording on page 4 prior to issuing the paper to the Corporation for approval.

e) Approve S6F Food Allergen Policy

The Chair highlighted that the S6F Food Allergen Policy Paper F5 had not been included in the set of papers sent to members.

The Clerk apologised and advised that the Policy is reviewed every year and it had not been amended since last year's review and she will include it in the 7 May 2024 papers for the committee to consider.

**ACTION AGREED**

Clerk to ensure the S6F Food Allergen Policy is included in the 7 May committee papers.

8. **Receive NYES H&S Inspection Report Paperwork Evaluation Checklist 12 December 2023**

*See confidential item.*

9. **Receive List of College Policies the committee is responsible for**

The Chair referred to the List of Policies and noted that the policies considered today have been reviewed and there were others highlighted as due for review in 2024.

The Chair asked members if they had any matters to raise, in the absence of any matters asked if they were happy to receive the List of College Policies the committee is responsible for.

Members agreed.

10. **Safeguarding Update**

*See confidential minute.*

11. **Identify any discussion items Classified as “Confidential & Restricted”**

Members considered their discussions and identified that items 4., 6., 8. and 10. should be classified as confidential.

12. **Any other Business**

No other matters were raised.

13. **Date of Next Meeting 7 May 2024**

*There being no further business the meeting closed at 5.45pm*