

**EMPLOYMENT AND WELFARE COMMITTEE MEETING**  
**Tuesday 19 November 2019 at 5.00pm**  
**MINUTES**

Chaired by: Hilary Ascott

Members Present: Trish Hawkyard Ros Jones Phil Rumsey

Also Present: Rowan Johnson Vice Principal Student Services

Heather Campbell Clerk to the Corporation

1 **Apologies for absence**

Apologies received from Andy Bailey and Kim Metcalfe.

The meeting was quorate with 4 members present.

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 14 May 2019 were approved by the members present and signed by the Chair.

b **Updates from Clerk or College Management**

None.

c **Action previously agreed.**

Action on 14 May 2019 Item 13 Staff Survey in October – Phil advised that the Staff survey was scheduled to go out in October but has been deferred until after the Christmas break.

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

None raised.

#### 4 **Staff Register of Interests (Schedule)**

Members considered the Staff Register of Interests and it was noted that it would be helpful to have the full Register of Interests for all Governors and Staff for information.

#### **ACTION AGREED:**

Clerk to share the full Register of Interests and Eligibility Schedule at future EWC meetings.

#### 5 **Legal Updates**

Phil and the Clerk advised there were no Legal updates to share.

#### 6 **Annual Health & Safety Update inc. Health, Safety & Wellbeing Policy**

The Clerk advised that this item was deferred to next meeting as Linda was on annual leave and Phil advised that there were no major concerns that need raising in Linda's absence.

#### 7 **HR Action Plan Termly Update**

Members had received the HR Action Plan 2019-20 prior to the meeting and Phil observed there was no HR matters he needed to raise with members and that the paper was for information.

Members noted the report with no matters raised.

#### 8 **Review of Safeguarding**

##### i) **Receive and Approve Safeguarding Statement**

Rowan advised members that the previous Principal had asked her to produce this Statement which lists the College's commitment to safety and security of all students, staff and visitors to the College and the relevant policies and teams that cover Safeguarding. She advised that there was no legal requirement to have the statement and management had reviewed it at their weekly meeting and it was suggested that the committee be asked if they felt the document was worth having.

Members considered the Statement and it was agreed as Rowan had already put the work into producing the Statement to continue with it as an information tool for governors.

ii) Receive and Approve Safeguarding Policy and recommend to the Corporation

Rowan referred to the Safeguarding Policy and advised that this has been updated and took members through the following amendments:

- The College aim is to address safeguarding by complying with the revised guidance in Keeping Children Safe in Education 2019
- Update of potential abuse and safeguarding issues now included are: County Lines and Up skirting
- Update of the Key Safeguarding Contacts details
- Responsibilities of the Designated Safeguarding Lead and Safeguarding Officers
- Governors' Responsibilities
- Useful Definitions
- Inclusion of High Risk Factors in the Appendix

Rowan advised she is attending a refresher training course for Designated Safeguarding Leads (DSLs) in December and if anything comes out of the training she will update the Policy to reflect this. She asked members if they were happy with the updated policy and that they recommend it to the Corporation for approval.

Members considered the Safeguarding Policy and agreed to recommend it to the Corporation.

**RECOMMENDATION TO THE CORPORATION**

The Corporation approve the updated Safeguarding Policy.

iii) Receive and Approve Updated Safeguarding Quality Improvement Plan and recommend to the Corporation

The College Management Team have reviewed the QIP to reflect issues noted and Rowan took members through the Implementation (actions) and Impact / Progress to date.

Phil advised that management are looking at terrorism / bomb threat and what procedures the College will implement.

It was noted that as the College does not have a single entry then it has a bigger scatter area for staff and students to escape.

The Chair thanked Rowan for her brief on the QIP and members noted that this was a working document and that the document be recommended to the Corporation for approval.

**RECOMMENDATION TO THE CORPORATION**

The Corporation approve the updated Safeguarding Quality Improvement Plan.

iv) Receive Annual Safeguarding Report to Governors 2019 and recommend to the Corporation

Rowan advised the Safeguarding Report to Governors 2019 picks up reports from CPOMs and reports from various areas and she took members through the following areas:

- Policies
- Systems
- Staff Training
- Major Cases 2018-19
- Major Cases so far 2019-20 (Oct-Nov)
- Analysis of the Level and Type of Concerns investigated and acted upon by the Safeguarding Team in 2018/19
- Students by Gender and Category
- Looked after Children
- Learner Voice
- Planned Actions / areas to develop – picked up in the Safeguarding QIP

Members considered the report and it was observed that the College and its staff should not be held responsible if someone is going to harm/kill themselves.

Trish and Hilary raised that they had received the request to carry out the Safeguarding Online training from the HR department and expressed that they felt any correspondence to governors should come from the Clerk as there is a concern that governors may think it is a spam email and delete it.

Phil agreed that all communication with governors should go through the Clerk and he will raise this with the HR Manager.

Members agreed to recommend the Report to the Corporation for approval subject to the minor change suggested of removing student initials and replacing with “Student A, Student B etc.

### **ACTIONS AGREED**

Phil to advise HR Manager that any communication that needs to go to governors to be passed to the Clerk to send to them.

Rowan to remove students identifying initials and pass updated document to Clerk to issue at the Corporation meeting in December.

### **RECOMMENDATION TO THE CORPORATION**

That the Corporation approve the Annual Safeguarding Report to Governors 2019.

Rowan tabled the following documents and highlighted the following:

#### **Safeguarding Audit November 2019**

For information for the committee.

## **Receive Care & Control (restraint) Policy and recommend to the Corporation for approval**

This is the model that schools use and there is no expectation by management on staff to restrain a student themselves but are asked to advise senior management promptly of any incident that needs to be addressed.

## **Bullying & Harassment Policy & Procedures**

Rowan advised that this policy doesn't have to come to governors but she has updated it using ACAS recommendation. There are no substantive changes and asked members to agree it was fit for purpose.

Hilary highlighted that she feels it is good for governors to have sight of these types of policies and documents.

Ros asked how staff know about the various policies and when they have been updated.

Rowan observed that updated policies and any new policies are communicated through a mixture of Staff Briefings, emails and training sessions if needed.

## **Receive Keeping Children Safe in Education 2019 – The Responsibilities of Governing Bodies**

Rowan highlighted that this document was for clarification for all governors and that it should be shared with all governors at the next Corporation meeting.

Member briefly considered the paper and agreed it be shared with all governors at the next Corporation meeting.

## **9 Receive updated Admissions & Exclusion Policy and recommend to the Corporation**

Members had received the updated Policy prior to the meeting and Rowan advised that it had been reviewed by management at their meeting on 15 October 2019.

Ros raised with all of the incidents that have happened so far this academic year, is the College admissions process robust enough.

Phil observed that the admission process is robust and rather than write a student off management would risk assess any students enrolled that were identified as problematic. And it does tend to be weaker students (Level 2) and this is why management have decided to keep this as a small provision.

Members noted the policy and no further questions were raised and agreed to recommend it to the Corporation for approval.

### **RECOMMENDATION**

That the Corporation approve the updated Admissions & Exclusion Policy.

10 **Receive Updated policies:**

i) **Trips & Visits Policy**

The Clerk tabled an Updated Trips and Visit Policy which had been reviewed at the management meeting today.

Members noted the updated Policy and the only matter raised was it would be helpful to have the acronyms on page 6 moved to the beginning of the table on page 5. Subject to the minor amendment it was agreed to recommend the Corporation approved the policy.

**ACTION AGREED**

Clerk to ask Trips & Visits Policy owner to update the policy prior to it going to Corporation for approval.

**RECOMMENDATION**

That the Corporation approve the updated Trips and Visits Policy.

ii) **Work Placement Policy**

Members had received the Work Placement Policy prior to the meeting and the Clerk advised that this had been updated in September with no major amendments made.

Members noted the Work Placement Policy and agreed to recommend it to the Corporation for approval.

**RECOMMENDATION**

That the Corporation approve the updated Work Placement Policy.

11 **Receive GDPR Update**

Members considered GDPR update and Phil advised that the Colleges HR Manager/GDPO meets regularly with the Venn group of HR managers to look at GDPR good practice across the group.

Members noted the GDPR Update with no matters raised.

12 **Receive Data Retention Policy and recommend to the Corporation**

Members had received the Policy prior to the meeting and Phil had advised that this had been updated to reflect the Pension recommendations of holding staff information for 15 years.

Members noted the policy and agreed to recommend the Policy to the Corporation for approval.

## **RECOMMENDATION TO THE CORPORATION**

The Corporation approve the S6F Data Retention Policy.

13 **Staff Survey 2019**

Phil advised that this was originally planned for October but has been deferred until after the Christmas break.

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

Item identified was the Safeguarding Report but this would not come under this category as Rowan was asked to redact the document and remove the students’ initials prior to it going to the Corporation.

15 **Any other Business**

No matters raised.

16 **Date of Next Meeting** 25 February 2020

*There being no further business the meeting closed at 7.00pm*