

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

Chaired by: Hilary Ascott

Members Present: Trish Hawkyard Phil Rumsey

Also Present: Heather Campbell Clerk to the Corporation

1 **Apologies for absence**

Apologies were received from Ros Jones and Alex Thompson. The meeting was quorate with 3 members being 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 6 November 2018 were approved at the 18 December 2018 Corporation meeting and signed by the Chair.

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

c **Action previously agreed.**

Members noted that all of the actions had been completed with the exception of 6 Nov 2018 Item 12 which was a work in progress.

Phil observed that we currently have two link governors – Trish as Safeguarding governor and Ros as Careers/Business mentoring link. Gareth Bullen has noted his interest as a link governor and his contact details have been passed to our Careers manager. Phil also advised there was a Heads of Departments meeting after half term and will discuss with them his plan to have 2 HoDs do 15 minute presentations each on their departments at the beginning of a Corporation meeting. Also RNJ will be carrying our Safeguarding Update with the governors at the next Corporation.

Hilary and Trish concurred that this was a good idea and helps keep governors in touch with what is happening at the College. Hilary highlighted that she found previous governor links days good and would be interested in this happening again.

Phil highlighted that as mentioned at the Corporation he will look at pulling together a Governor Links morning for governors to consider the College Values and Mission Statement and afterwards they would have the opportunity to visit lessons.

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

The Clerk advised that Alex Thompson, member of the EWC has submitted his resignation as a governor to the Chairman and a recruitment process to replace him as an Independent Member was being put in place. An advert will be sent to the local employers that the College has links with.

She also advised that the Staff Governor recruitment had received one nomination from a member of Support Staff – Kim Metcalfe and her nomination will go to the Search Committee on 12 March for them consider and make a recommendation to the Corporation to approve her appointment as a Staff Governor. The Clerk confirmed if Kim approved she would be a member of the EWC.

Hilary asked about Julian Leader and Phil advised that he had submitted a letter of resignation and Phil had spoken to Julian's replacement and he was interested but was as yet to confirm his interest which Phil would follow up.

ACTION AGREED

Phil to follow up Pindar Head Teacher's interest in becoming a governor.

4 **Receive SFCA Termly Updates**

The Clerk advised there were no recent updates.

5 **Receive Health & Safety Update**

Members briefly considered the update and Phil observed that Linda had produced the document for this meeting but Kelly the new HR Manager will take this over as her role includes Health & Safety but her focus at the moment is GDPR. When she does fully take over it will mean a fresh set of eyes checking College policies, guidance and Health & Safety processes.

Hilary observed that as a committee there was nothing for them to report on and that they were reassured that appropriate actions are being taken and addressed.

No further matters were raised.

6 **Receive Health, Safety & Wellbeing Policy Statement and Recommend to the Corporation**

Hilary referred to the last Approved and Reviewed dates and thought the Policy had been reviewed more recently by the Committee. Clerk to check the dates.

Phil highlighted that the College has set up a 'Wellbeing Working Group' which is led by the GROW Team and the GST Manager and they have produced a policy which the College Management Team will be considering after half term. Once they have approved and finalised it, the Policy will then come to the EWC to approve and recommend to the Corporation for approval.

Members considered the Health, Safety & Wellbeing Policy Statement and agreed it was fit for purpose and to recommend it to the Corporation for approval.

RECOMMENDATION

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

ACTION AGREED

Clerk to check accuracy of the Review and Approval dates of the Health, Safety and Wellbeing Policy Statement.

7 Receive and Review Equality & Diversity Policy and Recommend to the Corporation

Members considered the Policy and agreed it was fit for purpose and recommend to the Corporation for approval.

RECOMMENDATION

The Corporation approve the Equality & Diversity Policy.

8 Receive GDPR Update

Members considered the update and Phil observed that the GDPR officer was concerned to start with that we were not up to date with the regulations but she has attended various meetings at other colleges including the Venn group and we are on a par with their processes for GDPR.

The following was raised from the Update:

- Data Breach Policy should this be reviewed by the EWC – DPO is working with the Venn Group on this and once it is finalised the Policy will come to the EWC for review and recommendation to the Corporation for approval
- Training for Staff – Governors will also have training with this being carried out at a full Corporation
- DPO is expecting to have all of the actions on the update completed in the next couple of months and a GDPR update will come to the next meeting.

ACTIONS AGREED

- i) Phil to ask DPO to produce a GDPR Update for the next EWC meeting in May
- ii) Clerk to add GDPR Update to the 14 May meeting

9 Review of the Committee's Performance including Terms of Reference & Report any changes to Corporation

Members considered the committee's performance and raised a question under the Training and Development section about governor induction and training materials and the uncertainty as to what is covered and issued to governors.

Phil highlighted that the Sixth Form Colleges Association which the College is a member of, offers governance training resources i.e. handbooks, webinars. He will investigate the cost of these with the SFCA but suspects the fee will be relatively low as we already pay a subscription.

The Clerk observed that as there was only 3 members at the meeting she would contact Ros and Alex and ask them to carry out the scoring and let her have them electronically.

The Clerk obtained the individual scores for each indicator at the end of the meeting and the following was noted:

Indicator	2017/18
1. Achievement of Objectives	2
4. Training and Development	3
7. Conduct	2
8. Clerking Arrangements	2

ACTIONS AGREED

- i) Phil to follow up the subscription fee for the SFCA's "An Essential Guide for Governance" and training webinars
- ii) Clerk to contact Ros and Alex for their scoring of the committee's performance

10 **Review of Safeguarding and Recommend to the Corporation**

a) Safeguarding Statement

Noted the Safeguarding Statement with no matters raised and agreed it was fit for purpose.

b) Safeguarding Policy & Procedures

Trish advised that she had met with the Safeguarding Lead Officer Rowan and Jo Walker, Safeguarding Officer last Friday to review the updated Policy and Procedures. She advised that they discussed the document in detail and she was happy to recommend it to the committee to approve and recommend the Corporation approve it.

Members agreed to recommend the updated Safeguarding Policy & Procedure to the Corporation for approval.

RECOMMENDATION

That the Corporation approve the reviewed Safeguarding Policy & Procedure.

11 **Any discussion items to be classified as "Confidential & Restricted"**

The Clerk asked members if they felt there was any items discussed at the meeting they felt came under this category. Members briefly considered and agreed that the GDPR Update paper should be classified as confidential.

12 **Any Other Business**

No further business raised.

13 **Date of Next Meeting 14 May 2019**

Trish gave her apologies for the meeting.

There being no further business the meeting closed at 5.40pm