

**EMPLOYMENT AND WELFARE COMMITTEE MEETING**  
**Tuesday 11 May 2021 at 5.15pm**  
**MINUTES**

***Meeting conducted remotely via Teams***

Chaired by: Hilary Ascott

Members Present: Ros Jones                      Andy Bailey                      Kieren Moore                      Phil Rumsey  
Jackie Adams

Also Present: Heather Campbell    Clerk to the Corporation

1     **Apologies for absence**

There were no apologies and the meeting was quorate with 6 members being present.

2     **Welcome new EWC Member**

The Chair welcomed Jackie Adams, newly appointed member of the Corporation and the Safeguarding Link Governor to the committee.

3     **Declaration of personal conflicts of interest**

None.

4     **Minutes of the previous meeting.**

a     **Minutes of the meeting**

The minutes of the meeting held on 2 March 2021 were approved at the 20 April 2021 Corporation meeting.

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

c     **Action previously agreed.**

The Chair referred to the work in progress actions:

- 2-Mar-2021 4 – Outstanding recommendation to switch off computers that are not in use – Phil advised that he spoke to the IT manager and he said that currently we have a number of older PCs which can't be switched off to allow the overnight updates to happen in time for lessons the next morning. Going forward IT Manager to explore energy saving options.

- 2-Mar-2021 9 e) – IT Manager to set up a ‘Ticker Tape’ messaging system - Phil raised this with the IT Manager and he advised that the ticker tape messaging was a bespoke system through our old ELMs system and I does not appear to be compatible with ELMs2. He is exploring options of a similar system.

The Chair noted the items remain as WIP and an update will come to the next meeting.

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

## 5 **Receive New Sickness Absence Policy and Procedure and Recommend to Corporation for approval**

The Chair referred members to the New Sickness Policy and Procedure Paper C and the following was raised:

- Page 7 12.2 and 12.3. – both refer to 11.1 should this reference 12.1
- Page 2 2.1.4 – Any work commitments that need to be rearranged. re Work for lessons. These can be emailed and please also c.c. [a.marshall@s6f.co.uk](mailto:a.marshall@s6f.co.uk) and [h.campbell@s6f.org.uk](mailto:h.campbell@s6f.org.uk). – this is not clear who to email the work to – the Clerk highlighted that it probably should say ‘These can be emailed to the Line Manager’
- Page 9 Appendix A – ‘If you are sick for more than 7 calendar days you will need a Statement of Fitness for Work ~~form~~ from your GP or a Hospital in-patient certificate
- Page 9 Appendix A – fifth box down – YES/N should be YES/NO

Phil observed he would follow up the amendments with the HR Manager.

No further questions raised.

The Chair observed as no further matters raised and subject to the minor amendments above, were members happy to recommend the New Sickness Policy and Procedure to the Corporation for approval. Members agreed.

### **RECOMMENDATION**

That the Corporation approve the New Sickness Absence Policy and Procedure.

### **ACTIONS AGREED**

Phil to follow up the amendments raised with the HR Manager to update the document prior to it going to the Corporation.

## 6 **Review Governor Links Policy**

Members reviewed the Governor Links Policy and no matters were raised. Therefore agreed it was fit for purpose and recommend to the Corporation for approval.

## **RECOMMENDATION**

That the Corporation approve the Governor Links Policy.

### **7 Receive Annual Health & Safety Report (to be shared with the Corporation)**

The Chair referred members to Annual Health & Safety Report and there were no matters raised. Members concurred that it be shared with the Corporation.

### **8 Receive HR Annual Report (inc. Recruitment & Vetting Update) and recommend to Corporation for approval**

*See confidential minute below.*

### **9 Receive Incident Report (Confidential)**

*See confidential minute below.*

### **10 Review Freedom of Information and Request Policy and recommend to Corporation for approval**

Members reviewed the Freedom of Information and Request Policy. There we no matters raise and they agreed it was fit for purpose and recommend the Corporation approve it.

## **RECOMMENDATION**

That the Corporation approve the Freedom of Information and Request Policy.

### **11 Review Student Admissions & Exclusions Policy**

The Chair referred members to Student Admissions & Exclusions Policy and it was noted that that there had been no amendments made since the last review. There were no issues raised and members agreed to recommend the policy to the Corporation for approval.

## **RECOMMENDATION**

That the Corporation approve the Student Admissions & Exclusions Policy

### **12 Review GDPR Policies and recommend to Corporation for approval**

#### **1) Data Retention & Erasure Policy**

Members considered the policy and the Chair raised the length of 25 years that some data/records are required to be kept and whether this was excessive.

Phil advised that the Venn Group put the policy together from various mediums as well as government legislation to give a common policy for the group of colleges to follow.

Ros advised that in a previous job, part of her role was dealing with records and majority of the time it is arbitrary and part of the statutory reasons for keeping information is that it allows people to see their records if they consider information kept about them is wrong.

Andy noted that it also gives clarification of how far back people can if they want to look at any records referring or held about them.

No further matters raised and members agreed to recommend the Data Retention & Erasure Policy to the Corporation for approval.

## 2) Records Management Policy

Members noted the policy with no matters raised and agreed to recommend the policy to the Corporation for approval.

### **RECOMMENDATIONS**

- i) That the Corporation approve the Data Retention & Erasure Policy.
- ii) That the Corporation approve the Records Management Policy.

## 13 **Review Redundancy Procedure & Guidelines**

The Chair asked members if they had any comments to raise on the Redundancy Procedure & Guidelines document.

Andy raised on page 3 8. Redundancy Pay was the April 2018 date at the end of the paragraph correct.

Phil highlighted that he thought this was the date used nationally but would check with the HR Manager.

### **ACTIONS AGREED**

Phil to follow up clarification on the April 2018 date with the HR Manager.

No further matters raised.

## 14 **Received Student & Parent Online Learning Survey Results**

Kieren kindly shared his screen in the meeting and verbally took members through the Results covering the following:

### Student Survey Results

- 174 Responses
- Scoring (1 = Very Difficult, 5 = Very Easy) where questions were scored majority were around 4 and just above.
- Methods of Remote learning responses were positive with majority scoring 4 and above.

Various qualitative data shared with the committee covered:

- Students without a device at home could borrow one from College
- Mixed view feedback but majority positive
- Lots of comments on mental health and being at home
- Some issues not within the College control
- Pleased to be busy – rather have too much work than not enough
- Homework varies from subject to subject

### Parent Survey Results:

- 92 Responses majority of which were positive
- Scoring (1 = Very Difficult, 5 = Very Easy) where questions were scored majority were 4 and above.

Phil observed that management have gone through the results and there is nothing in the data or comments that they felt were a concern. He highlighted that the data can be exported to Excel and shared with the committee, and if they have any feedback / questions, they can email these to the Clerk to pass on to management to consider.

The Chair agreed this would be helpful

### **ACTION AGREED**

Phil to ask MIS to export the data to Excel for the Clerk to email to the committee members.

## 15 **Staff Survey 2021**

PMR advised that we are behind on carrying out the Staff Survey due to Covid and management considered not doing it this year but decided it was better to do one, than not. The same survey questions used to allow comparison of the results and check if there were any changes in how staff felt. He highlighted that the survey only closed yesterday and once management have considered the analysis he will pull together a summary of the scores and include the top 5 and bottom 5 responses, and will email the report to the committee members to consider.

Members agreed this would be appropriate.

### **ACTION AGREED**

Phil to pull together a summary report of the Staff Survey and ask the Clerk to email it to the committee members to consider.

16 **Safeguarding Update**

Jackie advised members that her background is in nursing and she has had extensive training and experience in safeguarding. She had her first meeting last week with Rowan Johnson, Safeguarding Lead and Jo Walker, Safeguarding Officer to plan looking at the College Safeguarding processes. They shared the previous Safeguarding Report, covered historic issues and reports that the previous safeguarding governor was planning to share with the committee, which she will do, once she is up to speed. Jackie highlighted there was nothing that rang alarm bells for her and she is looking forward to taking on the role.

Phil commented that it was fair to say we have not had any serious safeguarding issues or increase during the home learning. Safeguarding is a standing agenda item on the College Management Team's weekly meeting.

Andy observed that it is reassuring that there are no alarm bells ringing.

Jackie confirmed from what she has seen so far, the committee can be assured that there was nothing of concern and the College is being pro-active with safeguarding.

17 **EWC Vice Chair Vacancy**

The Chair observed that she was unclear on what the process was for electing a Vice Chair to the committee and as the Clerk was unable to advise what the process was due to her having technical issues in the remote meeting. The Chair suggested that the Clerk email members to ask them to note their interest in being Vice Chair with her and the appointment of the Vice Chair be dealt with at the Autumn meeting.

Members agreed this would be appropriate.

**ACTION AGREED**

Clerk to email members to log their interest in the role of Vice Chair of the EWC with her.

18 **Consider any discussion items classified as "Confidential & 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 8 and 9 be classified as confidential.

19 **Any Other Business**

No other business raised.

20 **Date of Next Meeting – Autumn Term TBC**

*There being no further business the meeting closed at 6.15pm*