



Employment & Personnel Committee – Part I

Minutes of the ninetieth meeting of the Brockenhurst College Employment and Personnel Committee held on Thursday, 7 October 2021 via Zoom.

Present: attended	Governors	Meetings
	Mrs J Milone Chair	(1 out of 1)
	Mr G Beards	(1 out of 1)
	Ms S Perkins Principal	(1 out of 1)
	Mr G Cooper	(1 out of 1)
	Ms H Coast	(1 out of 1)
	Ms X Li	(1 out of 1)
	In attendance:	
	Mr L Feingold Vice Principal, Finance	
	Mr S Lovegrove Vice Principal, Curriculum and Quality	
	Mr D Chapman Assistant Principal, Learners	
	Mrs J Munro Assistant Principal, Learning and Quality	
	Mr K Jones Interim Assistant Principal, Vocational	
	Mrs L Payne Clerk to Corporation	(1 out of 1)

Meeting commenced at 5.30pm

		ACTION
90.1	<p>WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST The Chair welcomed everyone to the meeting. Apologies had been received from Governor, Davina Hawkins, from co-opted member Tom Weeks and from Guy Francis, Interim Assistant Principal, A-Levels.</p> <p>No member declared any conflict of interest with the agenda.</p>	
90.1.1	<p>Election of Committee Chair and Vice Chair 2021-2022 The Clerk invited members to elect a Chair and Vice-Chair of the committee for the next academic year. All members were agreed that Jane Milone be Chair of the committee until March 2022 and Davina Hawkins be appointed Vice-Chair for the academic year.</p>	
90.2	<p>COMMITTEE BUSINESS</p>	
90.2.1	<p>Minutes of the meeting held on 13, May 2021 The minutes of the meeting held on 13, May 2021 having been previously sent to members were agreed as a true record and would be signed electronically by the Chair. All Members were agreed.</p>	
90.2.2	<p>Matters arising from 13, May 2021 It was noted all Matters arising had been actioned.</p>	
90.3	<p>EQUAL OPPORTUNITIES</p>	
90.3.1	<p>Equality & diversity</p>	



90.3.1.1	<p>Equal Opportunities and Diversity Report 2020-2021 This item was presented by the Assistant Principal, Learning and Quality. (AP- L&Q). Members noted the report detailing college activity regarding Equality and Diversity. The AP-L&Q informed members how the college had sought to look after vulnerable learners particularly during this current Covid 19 pandemic. She detailed the outcome of the Teacher Assessed Grade (TAG) process and number of related appeals. In relation to Equal Opportunities the Principal said there had been concerns around the digital divide where some students had had better access to IT facilities than others. As a result, the college had sought to invest more in technology for students and to provide broadband and other facilities for those students that did not have the same access as others in their home. To continue the training on remote learning The AP-L&Q spoke about 'remote week' being a week of training, on the remote learning processes, taking place the week after half term in November, to ensure that new students had access to right level of IT. The report was noted.</p>	
90.3.1.2	<p>Equal Opportunities and Diversity Action Plan 2021-2022 The Assistant Principal, Learning and Quality outlined her report on Equal Opportunities and Diversity Action Plan for this academic year. The report was noted.</p>	
90.3.2	<p>Policies</p>	
90.3.2.1	<p>Equality and Diversity Policy Members were asked to consider the Equality and Diversity Policy. It was noted there were no changes and that this was in line with other colleges. Members agreed to recommend the Equality and Diversity Policy to the Board for approval. All Members were agreed.</p>	<p>Refer to Corporation</p>
90.4	<p>SAFEGUARDING</p>	
90.4.1	<p>Annual Report 2020-2021 The Assistant Principal, Learners highlighted the key points in the annual report which were considered. The report was noted.</p>	
90.4.2	<p>Homestay Statement of Principles and Practice Members noted there were no changes to the existing Homestay statement. The Assistant Principal, Learners reminded members that although specific references and targets for Homestay accommodation was made in the College Strategic Plan, it was good practice to give a Homestay Statement of Principles and Practice to provide an overview of the procedures and offering of the college's Homestay accommodation. He reminded members the Homestay service was offered to all College students requiring accommodation away from home. Members agreed to recommend the Homestay Statement of Principles and Practice to the Board for approval. All Members were agreed.</p>	<p>Refer to Corporation</p>



90.4.3	Policies	
90.4.3.1	<p>Child Protection and Safeguarding Policy The Assistant Principal, Learners presented the Child Protection Policy and advised there were minor changes in line with the statutory document, Keeping Children Safe in Education. Members agreed to recommend the Child Protection and Safeguarding Policy to the Board for approval. All Members were agreed.</p>	Refer to Corporation
90.4.3.2	<p>Prevent Procedure The Assistant Principal, Learners presented the Prevent Procedure and advised there were minor changes in line with the Government Prevent initiative. Members agreed to recommend the Prevent Procedure to the Board for approval. All Members were agreed.</p>	Refer to Corporation
90.4.4	Safeguarding Minutes	
90.4.4.1	<p>Minutes of the meeting of the Safeguarding meeting held on 17, May 2021 The minutes of the meeting held on 17th May, were noted.</p>	
90.5	HR	
90.5.1	<p>Staff development & training report 2020-2021 The Assistant Principal, Learning and Quality informed members that most of the training had been completed remotely with a 99% pass rate, indicating good progress. The report was noted.</p>	
90.5.2	<p>Staff Development and training draft plan 2021-2022 Members noted the Staff Development and training draft plan 2021-2022 which had already been to the Standards and Finance committee and Corporation earlier in the year in June/July. The report was noted.</p>	
90.5.2	Policies	
90.5.2.1	<p>Continuous Professional Development (CPD) The Assistant Principal, Learning and Quality presented the Continuous Professional Development policy. This was considered and members agreed to recommend it to the Board for approval. All Members were agreed.</p>	Refer to Corporation
90.5.2.2	<p>Local Government Pension Scheme Policy Statement The Vice Principal, Finance presented the Local Government Pension Scheme Policy Statement, this was considered and members agreed to recommend it to the Board for approval. All Members were agreed.</p>	Refer to Corporation
90.5.2.3	<p>Retention Policy and Schedule The Vice Principal, Finance presented the Retention Policy and schedule, this was considered and members agreed to recommend it to the Board for approval. All Members were agreed.</p>	Refer to Corporation



90.5.2.4	Policy for the use of CCTV at Brockenhurst College The Vice Principal, Finance presented the Policy for the use of CCTV at Brockenhurst College, this was considered and members agreed to recommend it to the Board for approval. All Members were agreed.	Refer to Corporation
90.5.2.5	Premature Retirement Policy The Vice Principal, Finance presented the Premature Retirement Policy, this was considered and members agreed to recommend it to the Board for approval. All Members were agreed.	Refer to Corporation
90.5.2.6	Probation Procedure The Vice Principal, Finance presented the Probation Procedure, this was considered and members agreed to recommend it to the Board for approval. All Members were agreed.	Refer to Corporation
90.5.2.7	Smoking Policy and Guidance The Vice Principal, Finance presented the Smoking Policy and Guidance, this was considered and members agreed to recommend it to the Board for approval. All Members were agreed.	Refer to Corporation
90.5.2.8	Freedom of Speech and Expression Code of Practice The Vice Principal, Finance presented the Freedom of Speech and Expression Code of Practice, this was considered and members agreed to recommend it to the Board for approval. All Members were agreed.	Refer to Corporation
90.5.2.9	Fitness to Study Policy The Assistant Principal, Learners presented the Fitness to Study Policy, this was considered and members agreed to recommend it to the Board for approval. All Members were agreed.	Refer to Corporation
90.5.2.10	Freedom of Information The Vice Principal, Finance presented the Freedom of Information Policy, this was considered and members agreed to recommend it to the Board for approval. All Members were agreed.	Refer to Corporation
90.5.2.11	Staff Childcare Subsidy Policy and Procedure The Vice Principal, Finance presented the Staff Childcare Subsidy Policy and Procedure, this was considered and members agreed to recommend it to the Board for approval. All Members were agreed.	Refer to Corporation
90.5.3	AoC E&P updates since June 2021 Members noted the AoC updates since June 2021 regarding Employment and Personnel legislation.	



90.5.4	<p>Update on Freedom of Information requests The Vice Principal, Finance presented his report on the Update on Freedom of Information requests. It was noted the College had received 17 Freedom of Information requests during 2020-2021 and that all had been responded to within the required deadline under the Freedom of Information Act 2020. The report was noted.</p>	
90.6	<p>HEALTH & SAFETY</p>	
90.6.1	<p>H&S Committee minutes from 7, June 2021 Members noted the minutes.</p>	
90.6.2	<p>AoC Health & Safety updates since June 2021 Members noted the AoC Health and Safety updates since June 2021.</p>	
90.6.3	<p>Annual Health and Safety Report The Vice Principal, Finance presented the Annual Health and Safety Report. Members were asked to note that aside from the Governmental Covid related guidance and updates there had been no specific Health and Safety Developments highlighted by the AoC since June. The report was noted.</p>	
90.6.4	<p>Policies</p>	
90.6.4.1	<p>Critical Incident Policy The Vice Principal, Finance presented the Critical Incident Policy and advised of minor housekeeping changes. Members agreed to recommend to the Board for approval. All Members were agreed.</p>	<p>Refer to Corporation</p>
90.7	<p>OPERATIONAL MATTERS</p>	
90.7.1	<p>Stewardship day report The Clerk presented the report on the Stewardship Day arrangements that would have taken place this year but were cancelled due to Covid-19 restrictions. This item would remain on the agenda for the next meeting and next year consideration would be given on how to operate a Stewardship Day. The report was noted.</p>	<p>Agenda item</p>
90.8	<p>STUDENTS UNION COMMITTEE</p>	
90.8.1	<p>SU Minutes of the meeting held on 11, May 2021 The minutes of the Student Union, were noted.</p>	
90.9	<p>Evaluation of Meeting Members contributed to the discussions throughout the meeting and papers had been considered in advance. Papers were considered sufficient to inform members decisions and recommendations to the Board. Members added value and made appropriate challenge.</p>	
90.10	<p>AOB (to be notified to Clerk in advance of meeting) No other business was declared.</p>	



90.11	Date of next meetings	
	Tuesday, 3 February 2022 at 5.30pm	
	Thursday, 12 May 2022 at 5.30pm	

Meeting ended at 6.15pm