



Employment & Personnel Committee – Part I

Minutes of the ninety-fourth meeting of the Brockenhurst College Employment and Personnel Committee held on Thursday, 2 February 2023 via Zoom.

Present:	Governors	Meetings attended
	Mr G Cooper Chair	(2 out of 2)
	Mrs X Li-Bloodworth	(2 out of 2)
	Mr S Wain Interim Principal	(2 out of 2)
	Mr G Beards	(2 out of 2)

In attendance:		
Mr S Lovegrove	Vice Principal, Curriculum and Quality	
Mr L Feingold	Vice Principal, Finance	
Mrs J Munro	Assistant Principal, Learning and Quality	
Mr G Francis	Assistant Principal, A-Levels	
Mr S Jenkin	Assistant Principal, Vocational	
Mrs L Payne	Clerk to Corporation	(2 out of 2)

Meeting commenced at 5.30pm

		Action
194.1	<p>WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST The Chair welcomed everyone to the meeting. Apologies had been received from Davina Hawkins. No member declared any conflict of interest with the agenda.</p>	
194.1.1	<p>Election of Chair and Vice-Chair of Committee It was noted Gary Cooper had agreed to remain in the role of Chair of the Committee until the end of the academic year. All Members were agreed.</p> <p>The election of Chair and Vice Chair of the Committee for the next academic year would take place in the Autumn term.</p>	
194.2	<p>COMMITTEE BUSINESS</p>	
194.2.1	<p>Minutes of the meeting held on 6, October 2022 The minutes of the meeting held on 6, October 2022 having been previously circulated to members, were agreed as a true record and would be signed electronically by the Chair. All Members were agreed.</p>	
194.2.2	<p>Matters arising from 6, October 2022 All matters arising had been actioned.</p>	
194.3	<p>EQUAL OPPORTUNITIES</p>	
194.3.1	<p>Equal Opportunities Key Performance Indicators (KPI's) This item was presented by the Assistant Principal, Learning and Quality. Members noted the report showing the analysis of performance of learners by learner group to identify any potential gaps in year so that action could be taken.</p>	

	<p>It was noted the 2022-2023 retention rate for all learner groups were at or above the national average except for 'looked after children'. At the College there are 17 'looked after children' who come under the care of the Safeguarding lead and welfare manager, and members discussed some of the reasons for the lower retention rates related to those students.</p> <p>The report was noted.</p>	
194.4	SAFEGUARDING	
194.4.1	Minutes	
194.4.1.1	<p>Operational Safeguarding/Equality and Diversity meeting (No minutes)</p> <p>There were no minutes available from the Operational Safeguarding and Equality and Diversity meeting.</p> <p>The Assistant Principal, Vocational spoke about the Safeguarding Audit that had taken place at the College. An external consultant had looked at the record keeping and commented that in relation to staffing expertise in the area, the College needed to increase this. The Assistant Principal spoke about a new member of the College team in the Safeguarding who was building up a good rapport with the community and students. Members were advised that there was a weekly report on Safeguarding.</p> <p>The report was noted.</p>	
194.5	HR	
194.5.1	Policies (delegated for approval at this committee where noted)	
194.5.1.1	<p>Professional Code of Conduct incorporating social media for staff</p> <p>This policy was presented by the Vice Principal, Finance. They were some small changes to the policy.</p> <p>It was noted this policy could now be approved at this committee.</p> <p>Members approved the Professional Code of Conduct incorporating social media for staff policy.</p> <p>All Members were agreed.</p>	
194.5.1.2	<p>Homeworking Policy</p> <p>This policy was presented by the Vice Principal, Finance who advised that minor changes had been made to the policy in relation to confidentiality and GDPR requirements, Taxation to reflect Government guidance and HSE guidance regarding hybrid working.</p> <p>It was noted that this policy would now be agreed at this committee.</p> <p>Members approved the Homeworking Policy.</p> <p>All Members were agreed.</p>	
194.5.1.3	<p>Travel Expenses and Subsistence Allowance</p> <p>This item was presented by the Vice Principal, Finance who advised that minor changes had been made to the policy in relation to mileage rates and expenses. It was noted this policy could now be approved at this committee.</p> <p>Members approved the Travel Expenses and Subsistence Allowance.</p> <p>All Members were agreed.</p>	
194.5.1.4	<p>Careers education and Guidance policy</p> <p>This policy was presented by the Assistant Principal, Vocational who advised members that there were only minor changes to the policy in line with DfE Careers guidance update.</p> <p>It was noted this policy could now be approved at this committee.</p> <p>Members approved the Careers education and Guidance policy.</p> <p>All Members were agreed.</p>	
194.5.1.5	<p>Capability Policy and Procedure</p> <p>This policy was presented by the Assistant Principal, Learning and Quality who advised members that there were no changes.</p> <p>It was noted this policy could now be approved at this committee.</p>	

	Members approved the Capability Policy and Procedure. All Members were agreed.	
194.5.1.6	Whistleblowing Policy This policy was presented by the Vice Principal, Finance who advised members that a minor change had been made with reference to examination malpractice required following feedback from the Joint Council for Qualifications (JCQ). Members agreed to recommend the Whistleblowing Policy to the Board for approval. All Members were agreed.	Refer to Corporation
194.5.1.7	Critical Incident Policy This policy was presented by the Vice Principal, Finance who advised members that significant changes had been made to this policy. The changes to the policy were detailed. There were references to cyber security and extra exams spaces needed. The Chair felt there should be some reference to damage of reputation of the College and the difference between what is 'critical' and what it just 'an incident' should be highlighted. There could be reference to no 'critical incidents' occurring but reference to the 'incidents' that happened. It was agreed the VP Finance would look at this. Members agreed the changes the policy and agreed to recommend to the Board for approval. All Members were agreed.	VP – Finance Refer to Corporation
194.5.1.8	Work Placement Policy This policy was presented by the Assistant Principal, Vocational who advised members that only minor changes had been made to the policy. These were regarding refining and identifying roles and responsibilities to reflect changes to updated internal processes required to authorise and permit a work placement. It was noted this policy could now be approved at this committee. Members approved the Work Placement Policy. All Members were agreed.	
194.5.2	AoC Employment and Personnel Updates since October 2022 The Vice Principal, Finance highlighted the AoC updates. The report was noted.	
194.6	HEALTH & SAFETY	
194.6.1	H&S Committee minutes from 19 October 2022 and 14, December 2022 The minutes were noted and the Vice Principal, Finance highlighted the key points discussed.	
194.6.2	AoC Health & Safety updates since October 2022 It was noted that the AoC Health and Safety updates would change to HSE Safety Alerts.	
194.6.3	Policies	
194.6.3.1	Asbestos Management Policy This item was presented by the Vice Principal, Finance. He confirmed the policy had been reviewed by the Health and Safety partner. Members agreed to recommend the policy to the Board for approval. All Members were agreed.	Refer to Corporation
194.7	OPERATIONAL MATTERS	
194.7.1	Critical Incident Report This item was presented by the Vice Principal, Finance. Members noted the Critical Incident report.	
194.7.2	Stewardship Day 2023	

	It was agreed to adjourn this item of business to the next meeting of this committee.	Agenda item – May
194.8	STUDENTS UNION COMMITTEE	
194.8.1	Minutes of meetings 17 October 2022 and 12 December 2022 The minutes were noted.	
194.8.2	Student Union Report / Accounts The Vice Principal, Finance reported on this Student union accounts. The report was noted.	
194.9	Evaluation of Meeting Members were happy that the papers they had received were sufficient to inform their decisions. Papers had been received well in advance of the meeting and appropriate time spent on the items of business in the meeting. The Chair of the Committee had asked for those policies with minor amendments, especially when they were being removed from the policy, in future be highlighted within the document for ease of reference, on all future policies coming to the committee.	Clerk
194.10	AOB (to be notified to Clerk in advance of meeting) No other business was raised.	
194.11	Date of next meetings Tuesday, 9 May 2023 at 5.30pm	

Meeting ended at 6.05pm