



Employment & Personnel Committee – Part I

Minutes of the ninety-first meeting of the Brockenhurst College Employment and Personnel Committee held on Thursday, 3 February 2022 via Zoom.

Present: attended	Governors	Meetings
	Mrs J Milone Chair	(2 out of 2)
	Mr G Beards	(2 out of 2)
	Mrs D Hawkins	(1 out of 2)
	Mr G Cooper	(2 out of 2)
	Ms H Coast	(2 out of 2)
	Mr L Feingold Acting CEO and Chief Accounting Officer	(1 out of 2)
	 In attendance:	
	Mr S Lovegrove Acting Principal	
	Mrs J Munro Assistant Principal, Learning and Quality	
	Mr G Francis Assistant Principal, A-Levels	
	Mr S Jenkin Assistant Principal, Vocational	
	 Mrs K Webb	
	 Mrs L Payne Clerk to Corporation	 (2 out of 2)

Meeting commenced at 5.30pm

		Action
91.1	<p>WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST The Chair welcomed everyone to the meeting. Apologies had been received from Xing Li-Bloodworth and co-opted member Tom Weeks.</p> <p>No member declared any conflict of interest with the agenda.</p>	
91.2	<p>COMMITTEE BUSINESS</p>	
91.2.1	<p>Minutes of the meeting held on 7, October 2021 The minutes of the meeting held on 7, October 2021 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>	
91.2.2	<p>Matters arising from 7, October 2021 It was noted all Matters arising had been actioned or would be covered within the agenda.</p>	
91.3	<p>EQUAL OPPORTUNITIES</p>	
91.3.1	<p>Equal Opportunities Key Performance Indicators (KPI's) This item was presented by the Assistant Principal, Director of Learning and Quality. Members noted the report demonstrating the College's commitment to actively promoting equality of opportunity by analysing the performance of learners by learner group to identify any potential gaps. It was noted that the overall College achievement rate in 2020/2021 was 90.4% against which group performance was compared. For the 16-18 cohort the College achievement rate in 2020/2021 was 81.5% compared to 80.8% in the previous year and for 19+ learners the</p>	

	<p>College achievement rate in 2020/2021 was 96.9% compared to 95.5% in the previous year.</p> <p>The Assistant Principal informed members there were no significant differences in the achievement rates of 16-18 year olds with regard to ethnicity and although there was a diverse range of ethnicities at the College, those proportions were very small and it was therefore difficult to draw conclusions.</p> <p>In the area of learning difficulty and disability, 44% of learners in the 16-18 category had reported having a learning difficulty or disability, and the achievement rate was 80.3% compared with the College's 16-18 achievement rate of 82%.</p> <p>With regard to gender in the 16-18 group 48% of learners identified as female and 52% identified as male.</p> <p>In relation to Looked After Children (LAC) there was no national achievement rate data. It was noted that at the College less than 1% of 16-18 learners were identified as 'looked after'.</p> <p>Care Leavers research showed that on average they had significantly poorer educational and life outcomes than the general population.</p> <p>At the College Care Leavers made up less than 1% of the 16-18 student cohort.</p> <p>Finally, it was noted that 4% of the 16-18 student population was on an Education and Health Care Plan (EHCP) and that in 2021 the achievement rate in that area was 71.1%.</p> <p>The Assistant Principal explained the next steps plan to be put in place on how to improve particularly in the areas of Looked After Children, EHCP and High Needs students, and to identify best practice elsewhere.</p> <p>The Chair thanked the Assistant Principal for her comprehensive report which was noted.</p>	
91.4	SAFEGUARDING	
91.4.1	Minutes	
91.4.1.1	<p>Operational Safeguarding/Equality and Diversity on 18, October 2021</p> <p>Members noted the minutes of the Safeguarding/Equality and Diversity meeting held on 18, October 2021 and the Assistant Principal, Vocational highlighted the key points for information.</p> <p>The minutes were noted.</p>	
91.5	HR	
91.5.1	Policies	
91.5.1.1	<p>Professional Code of Conduct incorporating Social Media for staff</p> <p>The Acting CEO and Chief Accounting Officer outlined the changes to the Professional Code of Conduct incorporating Social Media for staff. Members agreed to recommend the Professional Code of Conduct incorporating Social Media for staff to the Board for approval.</p> <p>All Members were agreed.</p>	Refer to Corporation
91.5.1.2	Offsite Activities, Hazardous Pursuits, Residential Visits and Exchange Visits regulations and Guidelines	

	<p>The Acting CEO and Chief Accounting Officer outlined the changes to the Offsite Activities, Hazardous Pursuits, Residential Visits and Exchange Visits regulations and Guidelines.</p> <p>Members agreed to recommend the Offsite Activities, Hazardous Pursuits, Residential Visits and Exchange Visits regulations and Guidelines to the Board for approval.</p> <p>All Members were agreed.</p>	Refer to Corporation
91.5.2	<p>AoC Employment and Personnel Updates since October 2021</p> <p>Members noted the AoC Employment and Personnel updates since October 2021 regarding Employment and Personnel legislation.</p>	
91.6	HEALTH & SAFETY	
91.6.1	<p>H&S Committee minutes from 20, October 2021 and 15, December 2021</p> <p>Members noted the minutes of the Health and Safety meeting held on 20, October and 15, December and the Acting CEO and Chief Accounting Officer highlighted the key points for information.</p> <p>The minutes were noted.</p>	
91.6.2	<p>AoC Health & Safety updates since October 2021</p> <p>Members noted the AoC Health and Safety updates since October 2021.</p>	
91.6.3	Policies	
91.6.3.1	<p>Asbestos Management Policy</p> <p>The Acting CEO and Chief Accounting Officer outlined the changes to the Asbestos Management Policy.</p> <p>Members agreed to recommend the Asbestos Management Policy to the Board for approval.</p> <p>All Members were agreed.</p>	Refer to Corporation
91.7	OPERATIONAL MATTERS	
91.7.1	<p>Critical Incident Report</p> <p>This item was presented by the Acting CEO and Chief Accounting Officer. Members received a report on the Critical Incidents occurring at the College since the start of the academic year.</p> <p>The Acting CEO and Chief Accounting Officer also gave a report on the brief closure of the Nursery, in December, at the College site, and its reopening in mid-January 2022.</p> <p>The report was noted.</p>	
91.7.2	<p>Stewardship Day 2022</p> <p>Members agreed to defer this item to the next meeting.</p>	Agenda May
91.8	STUDENTS UNION COMMITTEE	
91.8.1	<p>Minutes of meetings 22 November 2021</p> <p>The minutes of the meeting held on 22 November were noted.</p>	
91.8.2	<p>Student Union Report / Accounts</p> <p>Members noted the Student Union accounts for 2021/2022.</p>	
91.9	<p>Evaluation of Meeting</p> <p>Members felt the papers for this meeting were sufficient to inform their discussion and decision making. The papers were clear and issued well in advance of the meeting. Members added value and made appropriate challenge on the agenda items.</p>	
91.10	<p>AOB (to be notified to Clerk in advance of meeting)</p> <p>The Chair of the Board informed members that this would be Jane Milone's last meeting as Chair of the E&P committee. Jane joined the Board in March 2010 and had been a member of the E&P committee</p>	

	since that time. Members thanked Jane for her long serving time as a Governor and Chair of this committee.	
91.11	Date of next meetings	
	Thursday, 12 May 2022 at 5.30pm	

Meeting ended at 6.15pm