



**Employment & Personnel Committee – Part I**

Minutes of the ninety-third meeting of the Brockenhurst College Employment and Personnel Committee held on Thursday, 6 October 2022 via Zoom.

<b>Present:</b>	<b>Governors</b>	<b>Meetings attended</b>
	Mr G Cooper                      Chair	(1 out of 1)
	Mrs X Li-Bloodworth	(1 out of 1)
	Mr S Wain                      Interim Principal	(1 out of 1)
	Mr G Beards	(1 out of 1)

**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	(1 out of 1)
-------------	----------------------	--------------

**Meeting commenced at 5.30pm**

		Action
93.1	<b>WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST</b> The Chair, Gary Cooper welcomed everyone to the meeting. Apologies had been received from Mrs D Hawkins, Ms H Coast and Mr S Williams. No member declared any conflict of interest with the agenda.	
93.1.1	<b>Election of Committee Chair and Vice Chair 2022-2023</b> It was agreed that this item would be considered at the next meeting.	<b>Clerk Agenda item</b>
93.2	<b>COMMITTEE BUSINESS</b>	
93.2.1	<b>Minutes of the meeting held on 12, May 2022</b> The minutes of the meeting held on 12, May 2022 having been previously circulated to members, were agreed as a true record and would be signed electronically by the Chair. <b>All Members were agreed.</b>	
93.2.2	<b>Matters arising from 12, May 2022</b> All matters arising had been actioned.	
93.3	<b>EQUAL OPPORTUNITIES</b>	
93.3.1	<b>Equality &amp; diversity</b>	
93.3.1.1	<b>Equal Opportunities and Diversity Action Plan 2022-2023</b> This item was presented by the Assistant Principal, Learning and Quality. The Assistant Principal outlined how the College’s Equality and Diversity Policy would be implemented and how it set out the College’s objectives for the coming academic year. There was a discussion around students who dropped out of their courses for issues related to their mental health. The Chair asked whether if the college had identified these students’ issues they could have retained them and provided more support for them. Members noted how the student mental health issues were affecting general attendance. Members were also advised that the retention rate was lower because of Covid.	



	<p>The Assistant Principal informed members that students were asked to self-identify their mental health issues and it was noted that 700 students had done this. <b>The report was discussed and noted.</b></p>	
93.3.2	<b>Policies</b>	
3.2.1	<p><b>Equality and Diversity Policy</b> Members considered the policy and agreed to recommend it to the Board for approval. <b>All Members were agreed.</b></p>	<b>Refer to Corporation</b>
93.4	<b>SAFEGUARDING</b>	
93.4.1	<p><b>Safeguarding Annual Report 2021-2022</b> This item was presented by the Assistant Principal, Vocational. Members noted the Annual Safeguarding report providing an overview of the Colleges Safeguarding profile and identifying emerging patterns and trends that informed policy, procedure and provision. <b>The report was noted.</b></p>	
93.4.2	<p><b>Homestay Statement of Principles and Practice</b> It was noted there were no changes to this document and it was recommended to the Board for approval. <b>All Members were agreed.</b></p>	<b>Refer to Corporation</b>
93.4.3	<b>Policies</b>	
93.4.3.1	<p><b>Child Protection and Safeguarding Policy</b> It was noted there were only minor changes to the Policy. Members agreed to recommend it to the Board for approval. <b>All Members were agreed.</b></p>	<b>Refer to Corporation</b>
93.4.3.2	<p><b>Prevent Procedure</b> It was noted there were only minor changes to the Policy. Members agreed to recommend it to the Board for approval. <b>All Members were agreed.</b></p>	<b>Refer to Corporation</b>
93.4.4	<b>Minutes</b>	
93.4.4.1	<p><b>Safeguarding Minutes of the meeting held on 13 June 2022</b> The minutes of the meeting held on 13 June 2022 were noted.</p>	
93.5	<b>HR</b>	
93.5.1	<p><b>Staff development &amp; training report 2021-2022</b> This item was presented by the Assistant Principal, Learning and Quality. Members were advised that the College had implemented an extensive Staff Development and Training Plan during 2021-2022, based on the Workforce Development Plan drawn from the Strategic Plan and its needs assessment following Self-Assessment and Quality Improvement Development process. The Assistant Principal referred to the costed activities in the report which broadly fell into five main areas namely, curriculum updating/Teaching and Learning, supporting students, statutory updating, professional development and digital innovation in teaching and learning. Members were interested to note that high grades had improved but concerned that mental health matters were still issues. The Vice Principal Curriculum and Quality reported on the virtual learning environment. <b>The report was noted.</b></p>	



93.5.2	<p><b>Menopause Support report</b> This was noted as a new policy to the College designed to raise awareness of the menopause and provide information and support for employees both directly affected and those who are indirectly affected. Members considered the policy and agreed to recommend to the Board for approval. <b>All Members were agreed.</b></p>	<b>Refer to Corporation</b>
93.5.3	<p><b>Policies</b></p>	
93.5.3.1	<p><b>Continuous Professional Development (CPD)</b> This policy was presented by the Assistant Principal, Learning and Quality. Members considered the policy and agreed to recommend to the Board for approval. <b>All Members were agreed.</b></p>	<b>Refer to Corporation</b>
93.5.3.2	<p><b>Data Protection Policy</b> This policy was presented by the Vice Principal, Finance. Members considered the policy and agreed to recommend to the Board for approval. <b>All Members were agreed.</b></p>	<b>Refer to Corporation</b>
93.5.3.3	<p><b>Employment Reference Policy for Employees/Former Employees</b> This policy was presented by the Vice Principal, Finance. Members considered the policy and agreed to recommend to the Board for approval. <b>All Members were agreed.</b></p>	<b>Refer to Corporation</b>
93.5.3.4	<p><b>Ex-offenders Policy</b> This policy was presented by the Vice Principal, Finance. Members considered the policy and agreed to recommend to the Board for approval. <b>All Members were agreed.</b></p>	<b>Refer to Corporation</b>
93.5.3.5	<p><b>Fertility Treatment leave – Management and Staff guidelines</b> This policy was presented by the Vice Principal, Finance. Members considered the policy and agreed to recommend to the Board for approval. <b>All Members were agreed.</b></p>	<b>Refer to Corporation</b>
93.5.3.6	<p><b>Local Government Pension Scheme Policy Statement</b> This policy was presented by the Vice Principal, Finance. Members considered the policy and agreed to recommend to the Board for approval. <b>All Members were agreed.</b></p>	<b>Refer to Corporation</b>
93.5.3.7	<p><b>Retention Policy and Schedule</b> This policy was presented by the Vice Principal, Finance. Members considered the policy and agreed to recommend to the Board for approval. <b>All Members were agreed.</b></p>	<b>Refer to Corporation</b>
93.5.3.8	<p><b>Retirement Procedure</b> This policy was presented by the Vice Principal, Finance. Members considered the policy and agreed to recommend to the Board for approval. <b>All Members were agreed.</b></p>	<b>Refer to Corporation</b>
93.5.3.9	<p><b>Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Barring Service (DBS) &amp; certificate information</b> This policy was presented by the Vice Principal, Finance. Members considered the policy and agreed to recommend to the Board for approval. <b>All Members were agreed.</b></p>	<b>Refer to Corporation</b>



93.5.3.10	<p><b>Whistleblowing Policy</b> This policy was presented by the Vice Principal, Finance. Members considered the policy and agreed to recommend to the Board for approval. <b>All Members were agreed.</b></p>	<b>Refer to Corporation</b>
93.5.4	<p><b>AoC E&amp;P updates since June 2022</b> <b>Members noted the report.</b></p>	
93.5.5	<p><b>Update on Freedom of Information requests</b> This item was presented by the Vice Principal, Finance. It was noted the College had received 18 Freedom of Information requests during 2021-2022. <b>The report was noted.</b></p>	
93.6	<p><b>HEALTH &amp; SAFETY</b></p>	
93.6.1	<p><b>Health &amp; Safety Committee minutes from 22 June 2022</b> The minutes from the meeting held on 22 June 2022 were noted.</p>	
93.6.2	<p><b>AoC Health &amp; Safety updates since June 2022</b> The Health and Safety updates were noted.</p>	
93.6.3	<p><b>Annual Health and Safety Report</b> This report was presented by the Vice Principal, Finance. He advised members of developments in the College's management of Health and Safety during 2021-2022. <b>The report was noted.</b></p>	
93.7	<p><b>OPERATIONAL MATTERS</b></p>	
93.7.1	<p><b>Stewardship day report</b> Members were advised that earlier in the year a few governors along with the Chair of the Board had attended a Stewardship Day afternoon tea at MJ's restaurant with staff from across the College. At this event staff with long service, and staff retiring, were acknowledged and thanked. It was hoped a good programme could be put in place for the Stewardship Day in June 2023. <b>The report was noted.</b></p>	
93.8	<p><b>Evaluation of Meeting</b> Members agreed the papers were sufficient to inform their decisions and had were available to them in good time for the meeting. There were good discussions on the items of business and members added value and made appropriate challenge.</p>	
93.9	<p><b>AOB (to be notified to Clerk in advance of meeting)</b> No other business was raised.</p>	
93.10	<p><b>Date of next meetings</b> <b>Tuesday, 2 February 2023 at 5.30pm</b> <b>Tuesday, 9 May 2023 at 5.30pm</b></p>	

**Meeting ended at 6.20pm**