



Employment & Personnel Committee – Part I

Minutes of the ninety-fifth meeting of the Brockenhurst College Employment and Personnel Committee held on Tuesday, 9 May 2023 via Zoom.

Present:	Governors		Meetings attended
	Mr G Cooper	Chair	(3 out of 3)
	Mrs X Li-Bloodworth		(3 out of 3)
	Mr L Feingold	Interim Principal	(1 out of 1)
	Mr G Beards		(3 out of 3)
	Mrs D Hawkins		(1 out of 1)

In attendance:		
Mr S Lovegrove	Vice Principal, Curriculum and Quality	
Mrs L Payne	Clerk to Corporation	(3 out of 3)

Meeting commenced at 5.30pm

Minute No:	Paper title	Action
95.1	WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST The Chair welcomed everyone to the meeting and apologies were noted. Apologies had been received from Mr S Williams and Mrs J Jenkin. Assistant Principals, Guy Francis (A-Levels), J Munro (Learning and Quality) and S Jenkin (Vocational) had also apologised for their absence. No member declared any conflict of interest with the agenda.	
95.2	COMMITTEE BUSINESS	
95.2.1	Minutes of the meeting held on 2, February 2023 The minutes of the meeting held on 2, February 2023 having been previously circulated to members, were agreed as a true record and would be signed electronically by the Chair. All Members were agreed.	
95.2.2	Matters arising from 2, February 2023 Matters arising had been actioned or would be covered within the agenda.	
95.2.3	Review of Effectiveness of Committee Members thanked Gary Cooper for chairing the Committee so well in this academic year.	
95.2.4	Terms of Reference The Clerk informed members the Terms of Reference were on the agenda to note, as they would be considered in the next month or so with the new Principal and it was likely the Committee name and remit would be changed. The report was noted.	Next agenda
95.3	HR	
95.3.1	AoC Employment and Personnel Updates since February 2023 Members received a report from the VP-Finance updating members on the AoC updates regarding Employment and Personnel legislation since February of this	

	<p>year. Members noted some of the key updates comprised; information on the pay claim 23-24 and the College Re-classification update. Members also noted the ESFA Senior Pay controls now in place as part of the Managing Public Money framework with which the College must comply following the ONS reclassification.</p> <p>The report was noted.</p>	
95.3.2	Policies	
95.3.2.1	<p>Recruitment Procedure</p> <p>Members noted the significant tracked changes to the Recruitment Procedure and Policy. These were considered and agreed.</p> <p>It was confirmed that this policy could now be approved at this committee.</p> <p>The Recruitment Procedure was approved.</p> <p>All Members were agreed.</p>	
95.3.2.2	<p>Stress Management Policy</p> <p>Members noted the minor changes to the Stress Management Policy. These were considered and agreed.</p> <p>It was noted that this policy could now be approved at this committee.</p> <p>The Stress Management Policy was approved.</p> <p>All Members were agreed.</p>	
95.3.2.3	<p>Disciplinary Procedure for Staff other than Senior Postholders</p> <p>Members noted the minor changes to the Disciplinary Policy for Staff other than Senior Postholders. These were considered and agreed.</p> <p>It was noted that this policy could now be approved at this committee.</p> <p>The Disciplinary Policy for Staff other than Senior Postholders was approved.</p> <p>All Members were agreed.</p>	
95.3.2.4	<p>Absence Management and Sick Pay Policy and Procedure</p> <p>Members noted the minor changes to the Absence Management and Sick Pay Policy and Procedure. These were considered and agreed.</p> <p>It was noted that this policy could now be approved at this committee.</p> <p>The Absence Management and Sick Pay Policy and Procedure was approved.</p> <p>All Members were agreed.</p>	
95.4	HEALTH & SAFETY	
95.4.1	<p>Minutes of the meeting held on 8, March 2023</p> <p>The VP-Finance highlighted the key points.</p> <p>The report was noted.</p>	
95.4.2	<p>AoC Health & Safety updates since January 2023</p> <p>There was no report to the committee and it was agreed that for future meetings these updates could be taken off the agenda.</p>	Clerk
95.4.3	Policies	
95.4.3.1	<p>Health and Safety Policy</p> <p>Members noted the minor changes to the Health and Safety Policy. These were considered and agreed.</p> <p>Members agreed to recommend the Health and Safety Policy to the Board for approval.</p> <p>All Members were agreed.</p>	Refer to Corporation
95.5	OPERATIONAL MATTERS	
95.5.1	<p>Accountability Agreement</p> <p>The VP-Finance comprehensively appraised members of the need for a new Accountability Agreement within the Accountability framework which replaced the College's Funding agreement with the Department for Education. Initially the deadline for the College to submit a new Accountability Agreement was the 31, May 2023 but the College had asked for an extension of time and the ESFA had now agreed a new deadline of the 31, July 2023. It was noted the draft Accountability Agreement to the ESFA did not need to be approved by the Board</p>	

	and would be submitted at the end of May. The final Accountability Agreement would need approval and would be presented to the S&F committee in June and the Board in July and then be submitted to the ESFA. The report was noted.	
95.5.2	Critical Incident Report The VP-Finance advised members that there was nothing to report.	
95.5.3	Stewardship Day 2023 The VP-Curriculum & Quality informed members that the Stewardship Day would take place on 15, June and would be in a similar format to last year. It was hoped that next year there could be a fuller schedule with other activities arranged for Governors. Members noted the report.	
95.6	Evaluation of Meeting Members were happy that the papers were sufficiently comprehensive to inform their decision. The papers had been dispatched on time and were in good order.	
95.7	AOB (to be notified to Clerk in advance of meeting) No other business was raised.	
95.8	Date of next meetings Thursday, 5 October 2023 at 5.30pm	

Meeting ended at 6.06pm