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Minutes of the Governance and HR Committee Meeting
Monday 14
th
 November 2022 at 4.30pm
in the Boardroom at the College
Present:
 Lee Henderson (LH) Stuart Hibbert (SH) Peg Hulse (PH)
Jeremy Pattison (JP) Nigel Roberts (NR) - Chair Emma Young, Principal (ELY)

In attendance:
Ken Kehoe, Clerk (KK) Emma King, HR manager (EK)

 Action
1 Apologies for Absence
 There were no apologies.
2 Declarations of Interest
 There were no declarations of interest for any items on the agenda.
3 HR Update
 EK introduced the HR Data Report, noting that it was a work in progress and that there was
little benchmarking data available. Trustees raised the following issues:

x Exit Interviews - EK explained that all staff leavers were offered a written form and
an exit interview, except if they were casual contract staff or where the termination
was difficult. The staff were offered a choice of members of the SLT for their
interview. They could have the interview without completing the leavers’ form and
it was as informal as possible. Trustees noted that less than a third of leavers took
the opportunity to provide views.
x Sick Days – EK noted that sick absence was higher, as a result of the impact of COVID,
including delayed operations. The College had data on the number of sick days
compared with the number of workdays expected for teaching staff but until
recently it had not had the same data for support staff. A sickness absence
percentage metric for all staff would be made available as the data became
available. In response to a Trustee question, EK confirmed that managers saw
absence data.
x Catering Staff – There was high staff turnover and significant absences. 6 members
of the catering staff had taken significant sick leave and the College had had to
terminate the employment of one individual for non-attendance. The College had
underestimated the impact on HR when it had taken catering in-house.
x Staff Survey – Trustees noted the very positive Staff Survey results, with only 2.4%
dissatisfied. They asked what factors supported the positive results. SH noted the
team ethos, the supportive management and the nature of the student body; this
made the job much more rewarding.
x Diversity data – Trustees noted that, in addition to data on protected characteristics,
it would be valuable to consider the socio-economic diversity of the staff. EK noted
the difficulty of capturing such data.
x What would improve staff morale? ELY and SH noted that mindfulness of workload
was important. For example, holding Parents’ Evenings online was welcomed by
staff. ELY confirmed that parents had not lobbied to return to on site, parents’
evenings.

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Trustees asked for information on the number of staff on each scale point and agreed that
JP would approach Teacher Tapp regarding benchmarking data.

Action: EK to provide data on numbers of staff on pay scale points.
Action: JP to approach Teacher Tapp about benchmarking data.

The Committee thanked EK for her report.

ELY also briefed the Committee on recruitment and pay. Recruitment of support staff, in
particular, was a challenge; ELY set out the current vacancies. ELY also advised that the
Support Staff pay award had been agreed with such staff getting a 5% pay award, with those
on the lower pay spines getting 5.7%. ELY also updated the Committee on the teaching
staff position and advised that the NEU had voted for strike action.

The Committee thanked ELY for the update.

EK
JP
4 Policies
 Remuneration

3

the policy had been updated to reflect KCSIE 2022. Trustees asked which Trustee checked
the Single Central Register. ELY advised that the Safeguarding Link Trustee and the DSL
checked the SCR. Trustees asked that this should be included in the policy.

Action: EK to amend Safeguarding Recruitment Policy to set out that the Safeguarding Link
Trustee and the DSL check the SCR.

Trustees also noted that:

x Limiting checks to 3 years was not possible when conducting an online search of a
potential candidate;

x The policy stated that information that is passed on to a selection panel should be
relevant and pose a genuine risk but the information should be passed on if it is
relevant or suggests a genuine risk.

Action: EK to amend the Safer Recruitment Policy to reflect Trustee comments.

The Committee approved the Safer Recruitment Policy, subject to the agreed amendments.

EK
EK

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The Committee discussed Trustee attendance and asked JP and ELY to discuss attendance
with those Trustees with low attendance rates.

Action: JP and ELY to discuss attendance with those Trustees with low attendance rates.

Student