

Group :	PERSONNEL COMMITTEE	Date:	20/06/2011
Location:	CONFERENCE ROOM SHREWSBURY SIXTH FORM COLLEGE	Time:	6.15 pm
Attendees:	Principal Assistant Principal – Resources and Risk Personnel Manager Clerk to the Corporation	Apologies:	Chris Fountain
Membership:	Anne Dokov (Chair) ,Chris Fountain, Penny Osborne, Martin Ward (Principal), Dominic Wilson		

DRAFT

20. **Declarations of Interest**

There were no declarations of interest

21. **Welcome to New Member**

The Chair welcomed Janet Barlow who had been appointed to the Committee by the Board on 21 March 2011.

Minutes

22. **Resolved:**

That the Minutes of the meeting held on 31 January 2011 be approved as a correct record.

Matters Arising:

23. **Equality and Diversity – Progress Report (Resolution 15)**

The Principal updated members on the replacement funding for EMA. Following a transition year when Year 2 students would get EMA of £20 instead of £30, a bursary scheme would be introduced which would need to be operated on a needs basis and require parents/guardians to supply details of income. In response to a Governor's query, he stated that there would be a 5% increase in administrative costs to administrate the system . The replacement £64,000 bursary funding was considerably less than EMA.

Staff Survey 2010/11 and Comparison with 2009-10 (Appendix 10/11)

The Principal submitted the outcomes of the 2010/11 staff survey and comparison with 2009/10.

Particular reference was made to the biggest falls in satisfaction and members considered that, as the survey had been conducted when the proposed funding cuts had first been announced, the results of the survey were understandable. A member commented on the need to build relationships on all sides and hoped that once staff were in their new roles, the outcomes would improve.

In response to a Member's query, the Principal advised that the results were fed into an action plan and shared with staff and appropriate action taken to try to increase satisfaction.

24. Resolved:

(a) That the Staff Survey 2010/11 and comparison with 2009/10 be noted, in particular the biggest falls in satisfaction and timing of the survey.

(b) Noted that the results would be fed into an action plan and shared with staff MJW/JDS

Staffing Plan for 2011-2012 (Appendix 11/11)

The Assistant Principal, Resources and Risk, submitted the staffing plan for 2011/12 together with the College Organisational chart.

She highlighted the outcomes of the staffing restructure and updated members on the current position. In response to a Member's query regarding one member of staff taking redundancy, the Principal advised that the post holder requested compulsory redundancy on the premise that the offer of a full time teaching role was not considered suitable alternative employment. The post holder was also offered enhanced redundancy and this had also been refused.

In respect of Student Support, the Principal stated that he was confident that a strong basis for this had been put in place. In response to a question, he advised that the few vacancies left to be filled should be completed ready for the September 2011 term.

The Chair commented that the overall staffing plan was better than originally anticipated considering the reduction in funding.

25. Resolved:

That the 2011/2012 staffing plan and summary, as set out below, be noted:

- 5 teaching staff required to cut contract value (0.64 fte – circa £25.6k)
- 1 member of staff to appeal.
- 1 teaching member requested compulsory redundancy (was offered full time job)
- 1 teaching member made redundant – 0.2 fte – no teaching in this area
- 2 teaching staff accepted support staff/management posts at reduced salary.
- 1.10 fte staff volunteered reductions in contracts
- 9.85 fte staff took voluntary redundancy.

Staff Training and Development 2010/11 and 2011/12 (Appendix 12/11)

The Assistant Principal, Resources and Risk, submitted a report on Staff Training and Development and highlighted key areas for development, particularly for support and training for staff in new roles.

The Principal referred to the positive feedback received in respect of ILT training which had been delivered externally and had been inspirational and engaging for those who attended.

26. Resolved:

That the Staff Training and Development report 2010/11 and 2011/12 be noted, in particular the key areas for development including support and training for staff in new roles.

27. **Risk**

There were no new issues of risk arising from the meeting.

28. **Date and Time of Next Meeting** – Monday, 31 October 2011 (provisional)