

Group :	PERSONNEL COMMITTEE	Date:	01/11/2010
Location:	CONFERENCE ROOM, SHREWSBURY SIXTH FORM COLLEGE	Time:	6.15 pm
Attendees:	Assistant Principal – Resources Personnel Manager Clerk to the Corporation	Apologies:	Anne Dokov
Membership:	Anne Dokov, Chris Fountain, Penny Osborne, Martin Ward, Dominic Wilson		

PART I – OPEN ITEMS

Election of Chair

1. Resolved:
 - (a) That Anne Dokov be elected Chair of the Personnel Committee for the academic year 2010/11.
 - (b) That Penny Osborne be elected Chair for the meeting.

PENNY OSBORNE IN THE CHAIR

2. Declarations of Interest

There were no declarations of interest

Minutes

3. Resolved:

That the Minutes of the meeting held on 21 June 2010 be approved as a correct record.

Matters Arising:

4. Independent Safeguarding Authority (ISA) (Minute 27)

In response to a Governor's query, the Personnel Manager advised that the Government would be reviewing the whole issue of ISA and CRB checks but that in the meantime, it was still necessary for CRB checks to be carried out.

5. Staffing Plan 2010-11/SLT Re-Structure (Resolution 31)

The Principal stated that he was pleased to advise that Michael Jaffrain, the former Assistant Principal, Student Support, would be taking up a new post in January 2011.

Workplan for the Personnel Committee 2010/11 (Appendix 1/10)

The Assistant Principal, Resources submitted the work plan for the Personnel Committee for 2010/11. She advised that, as this Committee had only been established for a year, it was likely that further items would be added to the agenda as and when necessary.

It was reported that the recently appointed Personnel Assistant would be able to provide more detailed information in future reports on sickness/absence. The Assistant Principal also advised that reports would be submitted on work/training being carried out to change the culture of management in the College and encourage line managers to be more proactive.

In respect of CPD and Policy items on the work plan, the Chair acknowledged that it was necessary to endorse these items but suggested it would be helpful for the Committee to look at strategy, trends and statistics rather than detailed management processes.

6. Resolved:

(a) That the Work Plan for the Committee be noted and that the report on Equality and Diversity be submitted to the January 2011 meeting of the Committee.

(b) That the Annual Staff Satisfaction Survey be included in the Work Plan for report in June 2011

Personnel Manager Report (Appendix 2/10)

The Personnel Manager submitted a report for information on the following:

Recruitment – Appointments
Sickness Absence
New Staff Induction
Employment Law Update

In addition to the new appointments listed, she advised of a further two appointments in the media and graphics departments.

The Personnel Manager reported on changes to the in-house payroll system which would go live in April 2011.

7. Resolved:

That the report of the Personnel Manager be noted.

CPD Report (Appendix 3/10)

The Assistant Principal, Resources, submitted a report with the following documents:

A review of the 2009/10 CPD programme and activities
The 2010/11 Core CPD Programme
The 2010/11 CPD objectives

The Chair stated that it would be helpful in future to include an indication on the summary sheet of what action was expected from Governors .

8. Resolved

That the reports be noted and the 2010/11 Core CPD Programme be approved.

Policies and Procedures (Appendix 4/10)

The Assistant Principal, Resources submitted updated policies and procedures for:

Pay Policy
Equal Opportunities in Employment Policy
Dignity at Work Policy and Procedure

In respect of the Pay Policy, she advised that this document reflected affordability and allowed for more flexibility. She stated that no feedback had been received as yet from union representatives and that it would be considered at the next Joint Consultative Negotiating Committee.

In response to questions from Governors, the Principal reported that the next 2/3 years would be difficult financially for the College and agreed that a pay freeze would alleviate any threat of redundancies which would only be considered as a last resort.

9. Resolved:

That the following updated policies and procedures be approved:

Pay Policy
Equal Opportunities in Employment Policy
Dignity at Work Policy and Procedure

Risk

10. Resolved:

That this item be dealt with following consideration of the confidential items on the agenda.

11. **Date and Time of Next Meeting** – 31 January 2011 at 6.15 pm