

Group :	PERSONNEL COMMITTEE	Date:	16/11/2009
Location:	CONFERENCE ROOM SHREWSBURY SIXTH FORM COLLEGE	Time:	6.00 pm
Attendees:	Assistant Principal – Resources Personnel Manager Clerk to the Corporation	Apologies:	Chris Fountain
Membership:	Anne Dokov, Chris Fountain, Penny Osborne, Martin Ward (Principal), Dominic Wilson		

Election of Chair

1. Resolved:

That Anne Dokov be elected Chair of the Personnel Committee for the academic year 2009/10.

ANNE DOKOV IN THE CHAIR

2. **Declarations of Interest**

There were no declarations of interest

3. **Terms of Reference** (Appendix 1/09)

The terms of reference for this new Committee were submitted for information.

4. **Work Plan** (Appendix 2/09)

The Work Plan for the Personnel Committee for 2009/10 was submitted for information. The Chair suggested that a standing item on the new Independent Safeguarding Authority proposals should be included.

5. **Investors in People (IIP)** (Appendix 3/09)

The Principal presented a report prepared by the Vice-Principal regarding the College reassessment for IIP accreditation. The outcome would be fed into the Quality Improvement Plan.

A Governor referred to the issue of communication between management and staff and the need to map staff satisfaction. Another Governor commented that it was important that staff understood the College strategy and the link it had with their role in moving the college from good to outstanding. The Principal acknowledged the comments made and outlined action being taken to engage staff and improve communication and how the new structure enabled clearer lines of communication to be established.

The Principal stated that the effects of the restructure were still developing and that the role of Curriculum Leaders in particular was one which would enable holders to influence and shape themselves.

It was suggested by a Governor that, when significant issues of strategy/policy arose which would impact on the college, staff should be made aware of these as early as possible through the established lines of communication.

In respect of the Assessor for IIP, the Principal stated that she had provided extremely constructive advice during the assessment process but, unfortunately, was shortly due to retire. The Chair suggested that contact be kept with her for future consultative advice.

6. Resolved:

(a) That the strengths and areas for development contained within the Investors in People report be noted and included in the Self Assessment Report

(b) That the Continuous Improvement Action Plan, as detailed on page 10 to the report, be noted and included in the QUIP.

(c) That the action being taken to improve lines of communication between management and staff, as reported orally by the Principal and Personnel Manager, be noted.

Staff Equality and Diversity Breakdown (Appendix 4/09)

The Assistant Principal, Student Support submitted a report detailing staff equality and diversity breakdown. In considering the breakdown, Governors were asked to bear mind that 98% of the population in Shropshire was white british.

With reference to the data for disabled staff, the Assistant Principal, Resources, commented that it was for individuals to decide whether or not to disclose a disability and that staff did not always choose to disclose.

The Personnel Manager reported that the newly formed Equality of Opportunity Focus Group had held its first meeting and had focussed in particular on recruitment matters.

7. Resolved:

That the information regarding personnel breakdown be noted.

Staffing Update (Appendix 5/09)

The Assistant Principal, Resources submitted a report giving an update on staffing matters.

8. Resolved:

That the report be noted and that data relating to the Foreign Language Assistants be included in the next Staff Equality and Diversity Breakdown report.

9. **Final Staff Development Report for 2008/09** (Appendix 6/09)

The Assistant Principal, Resources submitted for information the annual report for the CPD Manager on the staff development programme for 2008/09.

10. **Staff Development Objectives 2009/10** (Appendix 7/09)

The Assistant Principal Resources submitted for information a report prepared by the CPD Manager setting out the objectives for Continuous Professional Development for 2009/10.

Policies and Procedures (Appendix 8/09)

The Assistant Principal, Resources submitted updated policy and procedure reports for approval based on the revised Sixth Form College Forum model procedures and ACAS guidance.

11. Resolved:

That the following updated policies and procedures be approved:

- (i) Grievance/Appeals Policy/Procedure
- (ii) Disciplinary Policy/Procedure
- (iii) Sickness Absence and Ill Health Policy/Procedure

Support Staff Pay Framework Proposal (Appendix 9/09)

The Assistant Principal, Resources, submitted a report setting out a proposal to set up a pay structure for support staff which would link pay progression to time served/satisfactory performance and additional opportunity for linking pay to higher levels of performance. The Personnel Manager emphasised that the proposal related to performance and was not intended to be a job evaluation exercise.

12. Resolved:

That the aims and objectives for a support staff pay framework, as detailed in the report, be approved.

Update on Pay Award (Appendix 10/09)

The Assistant Principal, Resources submitted a report for information setting out extracts from The Sixth Form Colleges' Forum updates regarding the 2009/2010 pay award. She advised that, since the report had been prepared, the Support Staff had agreed to settle for 1.5% from September 2009 rising to 2.3% from 1 April 2010. The Teachers' Side had still to decide and the NASUWT had extended their consultation time to 23 November. This may result in the pay award not being implemented across the whole staff at the same time.

13. **Date of Next Meeting** – 1 February 2010 at 6.15 pm.