

**NOTRE DAME CATHOLIC SIXTH FORM COLLEGE**

Minutes of the **Human Resources/Search and Governance Committee** meeting held via Teams on:

**MONDAY 13 May 2024 at 5.00PM**

**PRESENT**                      John Barnes (Chair)                                              Justine Barlow (Principal)  
                                          David Wright                                                              Graeme Brown

**IN ATTENDANCE:** Denise Hark (Clerk to the Corporation)

1.00	<b>APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS</b>	<b>ACTION</b>
1.01	There were no apologies for absence as all committee members were in attendance.	
<b>2.00</b>	<b>DECLARATION OF INTERESTS</b>	
2.01	<i>Governors must declare any changes or potential conflicts of interest in items on the agenda.</i> There were no declarations of interest made.	
<b>3.00</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>	
3.01	The minutes of the previous meeting held on 29 January 2024 were <b>AGREED</b> as a correct record for signature by the Chair, subject to the amendment of minute number 5.05 to remove the duplicated line.	
<b>4.00</b>	<b>MATTERS ARISING</b>	
4.01	Q: Has the staff consultation on budgets started yet? A: The college will continue with the two pay dates in the short term while the new system is embedded. All new contracts will have a pay date of 26 <sup>th</sup> of the month.	
4.02	The Principal added that the number of staff being paid on the 16 <sup>th</sup> of the month was reducing. This was not an area that audit had been concerned about. They had wanted to ensure that issues around checks and balances have been resolved, which is now the case with the new payroll provider.	
4.03	It was requested that a further update be provided at the next meeting.	
<b>5.00</b>	<b>STAFFING UPDATE</b>	
5.01	The Principal reported that there had been some good recruitment to teaching posts since the last meeting.	
5.02	An appointment had been made to the Head of Sociology position.	
5.03	The position of teacher of Environmental Science has gone out to advert for the third time. This is a difficult post to recruit to as it is a new curriculum area which overlaps geography and science.	

5.04	There are temporary line management arrangements in the Law Department with the Head of Criminology currently acting as Head of Law.
5.05	A Lay Chaplain has been recruited and she is working for two days per week until August when she will become full-time.
5.06	An advert has been placed for a Head of Computer Science. This is a new post as the Head of Digital has responsibility for 4 different programmes which is a large area to manage.
5.07	The Director of Catholic Life has resigned with effect from the end of term and this post has been advertised externally as Head of PTE. Interviews are planned to take place on 23 May and the panel will include the RE Co-ordinator from the Diocese. Once the appointment has been made an Assistant Head of PTE will be recruited to, to bring the subject in line with the other core subjects.
5.08	Q: Is there still long-term supply cover in maths? A: The supply teacher had been retained to maintain consistency; however all supply teachers would finish at the end of May. There is currently one supply teacher in Law and Criminology and one in Maths.
5.09	Q: Will you be able to cover teaching requirements at the start of the new academic year? A: Yes. Two maths teachers have been recruited and will join the college in September.
5.10	Q: Are any more resignations expected for the end of the year? A: Hopefully not but one member of staff is currently out for interview.
5.11	The Committee Chair commented that this was a positive sign that staff are settled and can see a career path within the college.
5.12	Q: Has there been any feedback relating to the NEU correspondence discussed at the previous meeting? A: Feedback was taken to staff as a whole and a Staff Workload Review group has been established which is staff driven.
5.13	Eight members of staff who represent a cross-section of staff expressed an interest in a workload review group. The group met on 24 March and reviewed the curriculum and class sizes. A further meeting is planned for June. The notes from the meeting have been forwarded to the union representative.
5.14	Q: Who chairs the group? A: This is rotated and another SLT member had been invited to attend.
5.15	Q: What can be done to remove workload obstacles? A: There is a flexible working procedure, whereby staff are able to request reducing or increasing their working hours. Each request is reviewed

	<p>individually. Assessment points have been reduced from 10 to 8 over a 2-year period, and exam admin staff are photocopying exam papers.</p>	
5.16	<p>Q: Some schools had reported an issue with GCSE exam papers being sent through on the day of the exam for photocopying if there had been a security breach. Is this also an issue for A-Levels?</p> <p>A: It could happen if there was a security breach, but the college would only know on the day of the exam. The addition of the post of exams assistant will help to alleviate workload issues of this nature.</p>	
5.17	<p>Q: Had anything been raised in the TES Pulse survey over workload issues?</p> <p>A: There has only been two surveys to date. The response rate for the latest survey was 104 out of a possible 216 with 8.8 out of 10 staff saying they would recommend Notre Dame to their friends as a good place to work. Positive responses were above the national benchmark for all areas including workload which was significantly above the national benchmark.</p>	
5.18	<p>The Principal reported that some of the commentary from the survey had raised concerns about the uncertainty of the curriculum regarding the future of CTEC and BTEC exams and the marking of coursework. The survey has a set of different questions each month relating to different themes, with the only consistent question being “would you recommend Notre Dame to your friends as a place to work”.</p>	
5.19	<p>The Chair of Corporation commented that it would be interesting to review responses at the 12-month point to see if there were any key messages.</p>	
5.20	<p>Q: How might it be possible to increase the response rate from 48%?</p> <p>A: The survey is not time consuming. There is a similar response rate to the 12-month survey which had been around 53%.</p>	
5.21	<p>Q: Is there a difference between the response rates of teachers and non-teaching staff?</p> <p>A: The response rate from Heads of Department who are teachers was 75%, 46.2% from teaching staff and 42.9% from support staff.</p>	
5.22	<p>Q: How is feedback provided to support staff who might not attend the staff briefings?</p> <p>A: All notices delivered at the staff briefing are minuted and emailed out to all staff.</p>	
<b>6.00</b>	<b>POLICY APPROVAL</b>	
6.01	<p>All policies brought for governor approval had been approved by the SLT. It was noted that all the policies had either a minor change or no change at all.</p>	
6.02	<ul style="list-style-type: none"> <li>● Bullying and Harassment (Staff)</li> <li>● Disciplinary Procedure</li> <li>● Grievance Procedure</li> <li>● Flexible Working Policy</li> </ul>	

	<ul style="list-style-type: none"> <li>• Leave of Absence for Personal Reasons</li> <li>• Recruitment &amp; Selection Policy</li> <li>• Redundancy Policy</li> <li>• Staff Code of Conduct Policy Statement</li> <li>• Capability Policy</li> </ul> <p>6.03 Governors queried section 3.0 of the Flexible working policy which did not appear to be consistent with section 2.3. The Principal agreed to clarify this with HR. <b>Note: subsequent to the meeting it was noted that “cannot” in section 3.0 should have said “can”.</b></p> <p>6.04 A governor noted that the front page of the Capability policy still showed that it was waiting for approval by the SLT. The Principal clarified that this policy had been approved by the SLT and agreed to amend the statement.</p> <p>6.05 The Chair of Corporation noted that there was some inconsistency around policy review periods and suggested that policies could move to requiring governor approval every 3 years rather than 2 years as there had been very little that had changed. The Principal agreed that if there was any new legislation affecting policies they would be brought for approval.</p> <p>6.06 The Principal recommended that the Leave of Absence policy and the Staff Code of Conduct should continue to be approved every two years.</p> <p>6.07 It was recommended that the list of policies at the end of the Staff Code of Conduct should be removed as all college policies support the Staff Code of Conduct.</p> <p>6.08 It was <b>resolved</b> that all policies listed at 6.02 above should be approved, subject to the agreed amendments.</p>	<b>Principal</b>
<p>7.00</p> <p>7.01</p> <p>7.02</p> <p>7.03</p>	<p><b>EXTERNAL BOARD REVIEW</b></p> <p>The Committee had received a copy of the external review schedule and notes from the scoping meeting.</p> <p>The Chair of Corporation requested that the Clerk circulate the timeframe to all governors.</p> <p>The closing date for receipt of questionnaires was 15 May. The Chair noted the importance of completion as this would give the reviewer an insight on which to base his questioning.</p>	<b>Clerk</b>
<p><b>8.00</b></p> <p>8.01</p>	<p><b>STRATEGY DAY</b></p> <p>It was reported that the governors’ annual Strategy Day would be held on 13 June 2024 at Weetwood Hall Hotel. An agenda for the meeting would be sent out in due course.</p>	

<b>9.00</b>	<b>GOVERNANCE MATTERS</b>	
9.01	The Committee Chair reported that he had been reappointed by the Diocese as a Foundation Governor for a 4-year term of office.	
9.02	The difficulty with appointing Foundation Governors at a national level was noted.	
9.03	The Chair of Corporation commented that it was positive that governor attendance overall was over 80% to date this year.	
9.04	The Committee Chair commented that the committee should make sure that every possible step is taken to ensure that any skills or training gaps are addressed. A governor suggested that a targeted approach to training should be considered to this.	
9.05	The Chair of Corporation said that the key is to identify what skills need to be strengthened on the Board.	
9.06	A copy of the current year's governor training record had been included with the papers for the meeting and the Chair of Committee noted that some of the staff training from Smartlog which he had undertaken this year had not been recorded. The Clerk agreed to amend the training record.	<b>Clerk</b>
9.07	A discussion took place regarding governor training and whether there should be a more targeted approach to enable governors to carry out their role effectively. The Chair of Corporation suggested that some groundwork be carried out over the summer to look at different governor training options with a view to discussing how best to take this forward in September. This work would also take into account a full induction and the skills audit which would be the starting point.	
<b>10.00</b>	<b>COMMITTEE SECTION OF ANNUAL PLANNER</b>	
10.01	The Committee reviewed the draft Committee section of the Corporation's Annual planner.	
10.02	It was agreed that a Skills Audit should take place as the previous one had been completed around 18 months ago.	
10.03	Self-assessment would remain as part of the college SAR for 2024-25.	
10.04	The Annual staff survey should be renamed TES pulse survey and be moved from the summer term to the spring term.	
<b>11.00</b>	<b>ANY OTHER URGENT BUSINESS</b>	
	<i>Governors should decide whether the matter warrants consideration or should be added to the next agenda.</i>	
11.01	There were no items of Any Other Business discussed.	

<b>12.00</b>	<b>DATE AND TIME OF NEXT MEETING</b>	
12.01	Tuesday 17 September 2024 on Microsoft Teams.	

The meeting closed at 6.50pm.