

NOTRE DAME SIXTH FORM CATHOLIC COLLEGE

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

MONDAY 2 OCTOBER 2023 AT 4.30PM

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

IN ATTENDANCE: Principal’s PA – the absence of a Governance professional
 HR Manager for item 4

1.00	APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS	ACTION
1.01	All Committee members were present.	
2.00	ELECTION OF COMMITTEE CHAIR	
2.01	<p>John Barnes was nominated as Chair of the Committee. He was voted in for another term of office for a period of one year.</p> <p>Resolved: That John Barnes be Chair of the Human Resources/Search Committee for a one-year term of office.</p>	
3.00	<p>DECLARATION OF INTERESTS</p> <p><i>Governors must declare any changes or potential conflicts of interest in items on the agenda.</i></p> <p>There were no declarations of interest.</p>	
4.00	<p>HR ANNUAL REPORT</p> <p>Covering the period from 23 August 2022 to 24 August 2034</p>	
	<p>The report had been shared with the committee in advance of the meeting and the HR Manager informed the committee that, as requested, a contents page had been added to the report.</p>	
	<p>The HR Manager walked the committee through the report.</p>	
4.01	<p>This report has data comparisons going back to 2019 as a pre-covid point of reference; future reports will compare data for the previous 2 years only.</p>	
4.02	<p>The internal Data Validation Exercise in June 2023 and changes to the ethnicity codes in 2022-23 have led to some changes in how current staff are coded for ethnicity and disability.</p> <p>In comparison to 2021/22, 2023/23 saw:</p>	
4.03	<p>Teaching staff FTE increase by c3.1 FTE and non-teaching staff by c3.75FTE</p>	

4.04	<p>Staff who consider themselves to have a disability has increased by 10.8% (see 4.02)</p> <p>Q Have there been adjustments to working conditions as a result</p> <p>A Assessments are done at the time of appointment and reasonable adjustments are made where appropriate</p> <p>Q Has this made a significant difference</p> <p>A No – these are largely hidden disabilities rather than physical</p>
4.05	<p>Percentage of non-white staff has decreased by 4.18% (see 4.02)</p> <p>The committee agreed that the recruitment process is positive and inclusive and that appointments can only be made from the pool of applications received</p>
4.06	<p>Male staff have increased by 1 and Female staff by 9</p> <p>The committee acknowledged that this reflects the national picture of staff within education and that the college appoints on the basis of the best person for the role being advertised.</p> <p>The principal noted that it also reflects the student co-hort</p>
4.07	<p>3.7% increase in senior workforce age and 9 ECTs have been recruited</p> <p>Q Does the college retain the ECTs</p> <p>A Yes</p> <p>The committee noted that a balance of older experienced staff and younger less experienced staff is a positive for the college</p>
4.08	<p>Covid absence is now recorded with all other sickness absence which accounts for the increase</p> <p>Q Is the short term absence the number of days</p> <p>A Yes</p> <p>Q It does not seem to be excessive. Is it in line with national statistics</p> <p>A No data has been provided by the SFCA for 2022/23</p> <p>Q How is long-term absence covered</p> <p>A Initially through the department, but when necessary agency staff are utilised</p> <p>Q Do staff return from long term absence</p> <p>A This is totally dependent on the nature of the case. Due process is followed and each case is dealt with on an individual basis</p> <p>The committee commented that the college clearly has staff well being as a priority and the process is being well managed. It will be important to monitor staff mental health issues as these seem to be on the increase nationally.</p>
4.09	<p>There were 368 applications for advertised posts</p> <ul style="list-style-type: none"> • Number of male applicants for posts decreased by 7.6% • Number of female applicants for posts increased by 4.7% • Number or non-binary/not specified applicants was 10% • 50 offers were made and 41 were accepted

	<ul style="list-style-type: none"> • There were 7 internal promotions <p>Q Are posts advertised more than once</p> <p>A Yes, if an appointment is not made. If this happens we review job titles and similar jobs on recruitment sites to ensure that we are talking to the market place correctly</p> <p>4.10 There had been 7 internal promotions</p> <p>The committee noted that this was a positive outcome for both the college and staff and it was evident that the college continued to recruit, retain and support staff to progress in their careers.</p> <p>4.11 Employee Assistance Programme continues to be promoted to staff. Staff using the programme have given positive feedback</p> <p>Q what is the cost</p> <p>A £9.63 + VAT per staff member</p> <p>The committee commented that is important to provide this facility to staff.</p> <p>4.12 The committee agreed that staff disciplinary matters showed good outcomes and that the college was demonstrating good leadership and management</p> <p>4.13 It was noted that 19/20 exit interviews would recommend Notre Dame as a place of work</p> <p>The HR Manager commented that not all exit interviews have been returned and the HR department is looking to see how this could be improved</p> <p>The Principal said it was gratifying that the college is held in such high esteem and that staff enjoy working here and feel supported</p> <p>4.14 The committee discussed the use of agency staff and noted that this had also been discussed at length at the Finance and Physical resources Committee meeting.</p> <p>The committee agreed that the process was being well managed and was working well</p> <p>The committee thanked the HR Manager for a comprehensive report that had been clearly delivered.</p> <p>It was agreed that the format made the information very easy to understand</p> <p><i>The HR Manager left the meeting at 5.30pm</i></p>	
5.00	<p>MINUTES OF THE LAST MEETING</p> <p>The minutes from the meeting on 23 May 2023 were agreed as a true record and the Chair was authorised to sign them.</p>	

<p>6.00</p> <p>6.01</p>	<p>REVIEW ACTIONS AND MATTERS ARISING</p> <p>4:03 Discussion was held regarding the terms of reference for this committee. Further amends were suggested and agreed. Chair confirmed the Terms of Reference and amends were agreed at 4th October 2022 meeting. Committee agreed to adopt the amends. The Terms of reference would be updated and circulated.</p> <p>Action: Governance Professional to amend and circulate new terms of reference.</p> <p>This was deferred to agenda item 7</p>	
<p>7.00</p> <p>7.01</p> <p>7.02</p>	<p>TERMS OF REFERENCE /SCHEME OF DELEGATION</p> <p>Terms of Reference These were approved subject to the following amendments being made (words in bold are to be added) <u>Terms of Reference – Human resources</u></p> <ul style="list-style-type: none"> • point 2. To make recommendations to the Corporation on the Sixth Form College Association’s framework for the pay and conditions of service for all staff, to ensure the College complies with the Sixth Form College Association's framework for the pay and conditions of service for all staff • point 7. Subject to compliance with the annual budget approved by the Corporation to consider and recommend annual pay awards for staff of the College with regard to the advice of the Sixth Form Colleges’ Association. ensure that annual staff pay awards are compliant with the Sixth Form College Association’s framework for pay and conditions • point 10. including information on: • point 13 To apply the framework for Ethical Leadership to is considered in • To delete the addendum <p>Scheme of Delegation The committee recommended that the Full Corporation needed to review the scheme of delegation</p>	
<p>8.00</p>	<p>STAFFING MATTERS The Student Monitoring organisation and Safeguarding Department organisation charts from Sept 2023 had been circulated in advance of the meeting.</p> <p>The Principal reported that the role of Senior Tutor had been undertaken by six member of staff in addition to their substantive posts. Two full time Senior Tutors have now been appointed to provide dedicated support. The cost increase is far less than 2FTE</p> <p>The appointment of a Safeguarding Manager has allowed Deputy Principal to assist the Assistant Principals to focus on QA</p>	

	The safeguarding link Governor commented that he had met the Safeguarding manager and that she is settling in really well.	
9.00	SEARCH AND GOVERNANCE	
9.01	Governor attendance review <ul style="list-style-type: none"> It was noted that 5 governors have 100% attendance Q is committee attendance at least 80% A the figures reported were only on individual attendance 	
9.02	Skills training and development needs <ul style="list-style-type: none"> It was agreed to defer this discussion until a new Governance Professional has been appointed 	GP
9.03	Plan Governors' Conference 2023/24 <ul style="list-style-type: none"> SLT to find an alternative date to Friday 28th June 	
9.04	Standing Orders <ul style="list-style-type: none"> As these are only 12 months old it was agreed to defer a review until a Governance Professional had been appointed 	GP
9.05	Code of Conduct <ul style="list-style-type: none"> Governors will be asked to sign this at the meeting of the Full Corporation on 12 October 2023 	
9.06	Governance Quality Improvement Plan <ul style="list-style-type: none"> It was agreed to defer this decision until a new Governance Professional had been appointed. 	GP
9.07	Governor Vacancies <ul style="list-style-type: none"> The Principal will begin the recruitment process for staff and student governors. Discussion on foundation and co-opted governors to be deferred. It was agreed to defer this decision until a new Governance Professional had been appointed. 	Principal GP
9.08	Committee Structure <ul style="list-style-type: none"> It was noted that Graeme Brown has moved from Audit committee to Curriculum and Standards All agreed that the balance of the structure was working well and that further discussion would be postponed until a Governance Professional had been appointed. 	GP
10.00	POLICY REVIEW It was acknowledged the policies being reviewed were a first draft of new policies. Following a lengthy and robust discussion the following decisions were made:	

	<p><u>Governor Recruitment Policy</u> That this policy needs to be reworked by the new Governance Professional when appointed</p> <p><u>Virtual Meetings Policy</u> Before reviewing this policy any further, Full Corporation needs to decide whether or not virtual meetings will continue to take place. Once that decision has been made, a decision can be made on the policy</p> <p><u>Governor Expenses Policy</u> As this is covered in new governor induction, and a claim form is provided, this policy is not required.</p>	<p>GP</p> <p>Full Corp</p>
	<p>ANY OTHER URGENT BUSINESS <i>Governors should decide whether the matter warrants consideration or should be added to the next agenda.</i></p> <p>The start time of these meetings were discussed, and it was agreed that in future this committee will meet at 5.00pm</p>	
12.00	DATE AND TIME OF NEXT MEETING	
12.01	Monday 29th January at 5.00pm	

The meeting closed at 6.27pm.