

# **CARDINAL NEWMAN COLLEGE**

## **BOARD OF GOVERNORS – STAFFING AND REMUNERATION COMMITTEE**

A meeting of the above Committee was held at **4.00 p.m.** on **Wednesday 3<sup>rd</sup> February 2016** in the **Conference Room at the College.**

### **Members present:**

Helen Seechurn, Chair  
Charu Ainscough  
Nick Burnham, Principal  
Penny Dineen  
Sue Richmond

### **Officers in attendance**

Justine Barlow, Vice Principal  
Bob Deed, Acting Clerk  
Katie O'Reilly, Director of Corporate Resources  
Paul Vaughan, Deputy Principal

### **Apologies:**

Matthew Ainge  
Father Luiz Ruscillo

## **MINUTES**

The meeting commenced with a prayer

### **MINUTES OF LAST MEETING**

The minutes of the meeting of the Committee held on Wednesday 7<sup>th</sup> October 2015 were accepted as a correct record and signed by the Chair (file copy entered).

### **A SECTION 'A' ITEMS**

There were no items contained in this section of the agenda

### **B SECTION 'B' ITEMS**

#### **1. MATTERS ARISING FROM THE MINUTES**

There were no items not covered elsewhere on the agenda.

#### **2. RISK REVIEW PRESENTATION**

The HR Manager, Karen Howard, outlined how the College manages key risks:

- Recruiting and retaining appropriate quality staff.
- Staff absence levels being sustained.
- Industrial action by trades unions.
- Potential litigation, subsequent award and reputational damage.

The HR Manager further noted how the College was able to manage risks by being increasingly an employer of choice. The Chair asked about the difficulty of recruitment by subject. The Principal noted that this were various but no serious problems. He highlighted the role of School Direct.

**3. STAFFING : UPDATE REPORT**

The HR Manager presented the Staffing report and noted that additional teaching posts were being advertised.

The Chair asked about the number of temporary posts. The HR Manager noted that many of these were maternity cover. The other posts included sick cover for cleaners, an apprentice and a technician who was on temporarily reduced hours.

**4. HUMAN RESOURCES REPORT**

The HR Manager introduced the Human Resources Report and outlined the Key Performance Indicators. She noted that the College was building up time series of data to allow for patterns to be identified.

**5. COLLEGE STRATEGIC PLAN: 2013-2016: STAFFING AIMS AND OBJECTIVES: UPDATE REPORT ON PROGRESS TO DATE**

The Principal outlined the Colleges performance against strategic priorities. The Committee asked about College's work on Prevent and British Values. The Principal noted the integration of issues around radicalisation in the Religious Education programme and the update of the Safeguarding Policy.

**6. STAFF DEVELOPMENT**

The Vice Principal introduced the report on staff development including training and induction programmes covering both teaching and support staff. She highlighted the particular work in the field of the College's Higher Education activity. The Committee asked about the workload associated with Higher Education and the specific quality assurance arrangements.

**7. CONSULTATIVE STAFFING MECHANISMS: STANDING COMMITTEE (SENIOR COLLEGE MANAGERS/TRADE UNION REPRESENTATIVES)**

The Principal introduced the Standing Committee minutes from 20 October 2015. He indicated that relationships were good. The trades unions were involved in discussions about the implications of A Level reforms.

**8. RISK MANAGEMENT: TERMLY UPDATE REPORT ON STAFFING ITEMS FROM THE RISK REGISTER**

It was noted that the main HR risks had been covered earlier in the agenda in the risk presentation by the Hr Manager.

## **9. HEALTH AND SAFETY: UPDATE REPORT**

The Health & Safety Report was presented by the Deputy Estates Manager who highlighted:

- The Health & Safety policy are being updated.
- The Health & Safety Group has met with the minutes being circulated to the next Committee meeting.
- The analysis of accidents has been circulated and shows a reduction on last year.

Deputy Estates Manager asked the Committee for feedback on the format and content of the Health & Safety report. The Chair said that the report was clear but queried whether the number of reportable incidents was included. The Deputy Estates Manager suggested that this might be more clearly highlighted in the report.

## **10. COLLEGE EQUALITY AND DIVERSITY GROUP: UPDATE REPORT**

The Director of Corporate Resources updated the Committee on the recent meeting of the Equality and Diversity Group which reviewed the draft Action Plan which went to the Board of Governors in December. The Group will be meeting later this term.

## **11. PERSONNEL POLICIES UPDATE**

The Principal noted that the next major policy was the whistleblowing policy which will be consulted on with unions in the near future.

## **12. DATE AND TIME OF NEXT MEETING**

The next ordinary meeting of the Committee is scheduled to take place at 4.00 p.m. on Wednesday 18 May 2016.