

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 18 May 2016** in the Conference Room at the College.

Members present:

Helen Seechurn, Chair
Nick Burnham, Principal
Matthew Ainge
Charu Ainscough
Penny Dineen
Adrian Metcalf

Officers in attendance

Bob Deed, Clerk
Paul Vaughan, Deputy Principal

Apologies:

Sue Richmond
Father Luiz Ruscillo

MINUTES

1 Opening prayer

The meeting commenced with a prayer.

2 Declarations of interest

There were no declarations of interest.

3 Minutes of the last meeting

The minutes of the meeting of the Committee held on Wednesday 3 February 2016 were accepted as a correct record subject to noting the presence of Adrian Metcalf at the meeting. The minutes were signed by the Chair (file copy entered).

4 Matters arising from the minutes

There were no matters arising not covered elsewhere on the agenda.

5 Staffing update report

The Committee discussed the staffing update report. The Committee asked about how staffing was controlled to ensure that the College had a staffing establishment which was sufficient for quality and viable in terms of finance. The Principal explained that the College modelled early and often the expected numbers and set sizes with the associated staffing requirements for the following year. He noted the areas of uncertainty in modelling numbers particularly at times of curriculum change.

The Committee asked whether redundancy requirements were ever flagged by staff modelling. The Principal noted that natural wastage allowed the College to adjust staffing. He said that the College could not see the need for any redundancies for the foreseeable future. The Principal noted that the College had grown against the backdrop of a demographic downturn. He further observed that two local school sixth forms had closed and Preston College was planning to discontinue its A Level provision.

The Committee requested that they should receive more information on staffing, expected numbers and set sizes from the Deputy Principal.

6 Human Resources report

The Human Resources Manager presented the Human Resources report. She highlighted how the College was exploring seeking to advertise more effectively as well as improving the quality of equality and diversity monitoring information. The Human Resources Manager is planning to review the wording used in order to improve the completion rate for equality and diversity data.

The high rate of applications per vacancy were noted. The Principal suggested that the College was an employer of choice. The College was now using longer short lists for jobs.

7 College strategic plan: staffing aims and objectives - update report on progress

The Principal introduced the update in the strategic plan. He highlighted the staffing demands resulting from the likely student numbers in 2016/17 with increased application numbers.

The Committee asked about how the College was ensuring staff were ready for the change to linear A Levels which are in the process of being rolled out. The Principal explained that staff would be attending exam board training. He also noted the College was establishing a scheme to encourage and support staff becoming examiners and feeding back to colleagues. The Human Resources Manager said that 28 staff had signed up to the scheme.

8 Staff development: update

The Deputy Principal presented the report for the Vice Principal who was unable to attend as she was hosting inspectors from the Quality Assurance Agency.

The Principal noted that the College had a successful assurance review of Safeguarding last week. This gave assurance on induction and refresher training

The Committee noted that several staff were participating on the NPQML qualification.

The Committee noted the College's support for staff development and scholarly activity.

9 Consultative staffing mechanisms

The Principal noted that there has not been another Standing Committee since the last Committee meeting. The Committee convenes when necessary. He confirmed that industrial relations continue to be good.

10 Risk management - termly update report on staffing items on the risk register

The Human Resources Manager noted that there had been no substantial changes since the last risk register report.

11 Policy review

The Human Resources Manager introduced the draft revised Confidential Reporting Policy which had been reviewed by the College solicitors and subject to a consultation with the unions. The Committee asked whether staff would be aware of the existence of the policy. The Human Resources Manager said that it would be included on the Moodle intranet. It was suggested that the policy should be included in staff induction. The Clerk confirmed that the obligation to report wrong-doing was also included in the Fraud Policy.

The Committee agreed to recommend the draft Confidential Reporting Policy to the Governing Body.

12 Determination of any items to be treated as Confidential

There were no agenda items or minutes which required treating as Confidential.

13 Date and time of the next meeting

The next ordinary meeting of the Committee is scheduled to take place at 4.00 p.m. on Wednesday 16 November 2016.

14 Any other business

The Clerk noted that the Reserved Agenda had been withdrawn.