

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 20th May 2015** in the **Conference Room at the College.**

Present:

John Crowley (Vice Chair)
Matthew Ainge
Nick Burnham
Zulekha Dala
Penny Dineen
Adrian Metcalf
Sue Richmond
Father Luiz Ruscillo

Officers in attendance:

Justine Barlow
Millie Kozuszkiewicz
Karen Leach
Paul Vaughan

Joe McNamara (Clerk to the Governing Body)

Apologies were received and accepted from:

Charu Ainscough
Helen Seechurn

The Chair then opened the meeting with a prayer.

Before the formal commencement of the meeting the Chair, on behalf of members, warmly welcomed Penny Dineenn, new Foundation Governor, to her first meeting of the Committee.

MINUTES

1. MINUTES OF LAST MEETING

The minutes of the meeting of the Committee held on Wednesday 4th February 2015 were accepted as a correct record and signed by the Chair (file copy entered).

2. SECTION 'A' ITEMS

There were no items for inclusion in this section of the agenda.

3. SECTION 'B' ITEMS

1/B/SRC(5.15)

MATTERS ARISING FROM THE MINUTES

Any such matters were dealt with as main agenda items.

2/B/SRC(5.15)

STAFFING : UPDATE REPORT

Received: **DOCUMENT 2/B/SRC(5.15)** (file copy entered) and oral report from the Human Resources Manager.

Members noted details of changes to the staffing establishment that had taken place since the last meeting of the Committee. These included staff resignations/end of contract details, contractual changes for existing members of staff, new staff appointments and current staff vacancies. Members were also advised about appointments that had been completed since the production of the Report received at this meeting of the Committee.

3/B/SRC(5.15)

COLLEGE STRATEGIC PLAN: (2013-2016) STAFFING AIMS AND OBJECTIVES: UPDATE REPORT ON PROGRESS TO DATE

Received: **DOCUMENT 3/B/SRC(5.15)** (file copy entered) and oral report from the Principal.

Members were aware that for monitoring and evaluative purposes, information on progress to date against the College Strategic Plan Priorities would be considered at all Board and appropriate Committee meetings throughout the year.

Members received details of the progress to date against the Strategic Plan Priorities outlined in this update report to the Staffing Committee. Details were received related to:

- Student applications for 2015/16
- College success in national league tables
- Student satisfaction survey
- Student retention and attendance rates
- Higher Education developments
- College financial viability

Members were pleased to note the good progress the College was making in all priority areas of the Strategic Development Plan.

In answer to Governor queries, the following points were recorded:

- members were advised about the 'AS'/'A' level courses of study that would be on offer to students in the 2015/16 and 2016/17 academic years;
- members were assured of the full level of support and advice that would be available to students during the Student

Induction process.

4/B/SRC(5.15)

STAFF DEVELOPMENT AND PEER OBSERVATION: UPDATE REPORT

Received: **DOCUMENT 4/B/SRC(5.15)** (file copy entered) and oral report from the Vice-Principal.

Members received a very full update report related to the aims of the overall Staff Development Programme and details of the current Internal Staff Development programme.

Members noted in particular, safeguarding training that had been received, or was planned, for College staff.

Members also received details relating to External Staff Development/Training being undertaken by College staff.

Members then received an update report on Peer Observation, a new initiative to aid staff development and share good practice. Members were advised that general feedback on the initiative had been very encouraging. Staff have enjoyed observing other colleagues (frequently colleagues not from their own teaching area) and much discussion and reflection has taken place. It is felt that the new initiative has been very beneficial in developing staff teaching, learning and assessment practice.

In answer to a Governor query related to external training being undertaken by College staff, members were advised that over 100 staff had taken advantage of such training opportunities. Members were further advised that training opportunities were available for all College staff, both permanent and temporary.

5/B/SRC(5.15)

SIXTH FORM COLLEGE PAY FRAMEWORK DEVELOPMENTS

(DOCUMENT 5/B/SRC(5.15)) (file copy entered) and oral report from the Principal.

Members were advised that these developments had been considered at the meeting of the Search Committee held on 6th May 2015. They would also be considered at the meeting of the Board of Governors scheduled to be held on 1st July 2015.

6/B/SRC(5.15)

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

Received: DOCUMENT 6/B/SRC(5.15) (file copy entered) and oral report from the Principal.

Members received a full report from what the Principal described as a very constructive meeting of the Standing Committee held on 28th April 2015.

Matters that were discussed at the meeting included, inter alia:

- **College Finances**

Details related to planned student growth and the financial rationale for such developments were considered.

Members were advised that there were 3 uncertainties related to the year-end accounts viz; pension deficit adjustments, timing and accounting treatment of building works and Voluntary Redundancy costs.

Some of the additional finances related to the growth in student numbers had been expended on temporary staffing and marketing, wireless upgrading and St. Mary's refurbishment.

Cash reserves were needed for protection against the future downturn in central funding. The College will generate cash over the next 2 years which would be used, as far as is possible, to protect staffing.

- **Staff Development**

There was full discussion on the new Peer Observation process. A number of points were recorded that would be borne in mind by College Management as the process develops.

- **Timetable Reform**

Full discussion ensued on this important matter.

- **New Pay Arrangements**

It was noted that the new performance management measures would need to be in place by September 2015 ready for the implementation of the new pay spine that would be operative from September 2016. Discussion with Union representatives would continue and the Deputy Principal would be attending a workshop on the new pay arrangements later this term. A further meeting would be called as soon as further information was available.

7/B/SRC(5.15)

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

Received: **DOCUMENT 7/B/SRC(5.15)** (file copy entered) and oral report from the Human Resources Manager.

Members noted the items related to staffing contained in the College Risk Register and the actions being taken in relation to those risks.

8/B/SRC(5.15)

HEALTH AND SAFETY REVIEW: JANUARY 2015

Received: **DOCUMENT 8/B/SRC(5.15)** (file copy entered).

Members noted the contents of the report and were advised by the Estates Manager that the recommendations contained therein had now been addressed.

9/B/SRC(5.15)

HEALTH AND SAFETY: UPDATE REPORT

Received: **DOCUMENT 9/B/SRC(5.15)** (file copy entered).

Members received an update report on Health and Safety activities and noted, inter alia:

- the recorded Accident/Incident Summary Sheet for the period September 2014 – May 2015;
- that the final Health and Safety Committee meeting of the academic year is planned to take place on 11th June 2015. The Accident Records and the Health and Safety Action Plan will be sent out to Committee members in advance of that meeting;

In conclusion, members noted details related to Health and Safety Training, Fire Risk Assessment and Fire Evacuation Procedure, Annual Departmental Risk Assessments, College Smoking Policy, Construction Design Management, Control of Asbestos Regulations, Service and Maintenance Agreements and College Grounds.

10/B/SRC(5.15)

STAFF ATTENDANCE AND RETENTION REPORT

Received: **DOCUMENT 10/B/SRC(5.15)** (file copy entered) and oral report from the Human Resources Manager).

Members were pleased to note that the Key Performance Absence Indicator had been met.

The Key Performance Turnover Indicator had also been met though

members were reminded that full 12 month data for an accurate reflection of staff turnover would be required.

11/B/SRC(5.15)

STAFF WELLBEING GROUP: UPDATE REPORT

Received: **DOCUMENT 11/B/SRC(5.15)** (file copy entered) and oral report from the Deputy Principal.

Members were advised that the next meeting of the group would take place later this term with a full report being made available for consideration at the next meeting of the Staffing and Remuneration Committee.

12/B/SRC(5.15)

PERSONNEL POLICIES FOR REVIEW

Received: **DOCUMENT 12/B/SRC(5.15)** (file copy entered).

Social Network Policy Review

Agreed: to recommend adoption of the Policy to the Board of Governors at its meeting scheduled to take place on 1st July 2015.

13/B/SRC(5.15)

ANNUAL REVIEW OF THE COMPOSITION, TERMS OF REFERENCE AND ANNUAL CYCLE OF BUSINESS OF THE COMMITTEE

Received: **DOCUMENT 13/B/SRC(5.15)** (file copy entered).

Members agreed a proposed addition to the Terms of Reference related to the annual review of the salaries of Senior Postholders indicating that members of the Remuneration Committee would receive relevant benchmarking information to assist their deliberations.

Agreed: that following the above agreed amendment, to recommend adoption of the composition, terms of reference and annual cycle of business of the Committee to the Board of Governors at its meeting scheduled to take place on Wednesday 1st July 2015.

4. 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 7th October 2015.**