

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 7th October 2015 in the Conference Room at the College.

Present:

Officers in attendance:

Richard Ainscough (Acting Chair)	Justine Barlow
Charu Ainscough	Karen Howard
Nick Burnham	Millie Kozuszkiewicz
Adrian Metcalf	Katie O'Reilly
Sue Richmond	Paul Vaughan

Joe McNamara (Clerk to the Governing Body)

Apologies were received and accepted from:

Matthew Ainge
Zulekha Dala
Penny Dineen
Fr. Luiz Ruscillo
Helen Seechurn

The Chair opened the meeting with a prayer.

MINUTES

1. MINUTES OF LAST MEETING

The minutes of the meeting of the Committee held on Wednesday 20th May 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(10.15) MATTERS ARISING FROM THE MINUTES

Any such matters were dealt with as main agenda items.

2/B/SRC(10.15)

STAFFING : UPDATE REPORT

Received: **DOCUMENT 2/B/SRC(10.15)** (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.

3/B/SRC(10.15)

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

Received: **DOCUMENT 3/B/SRC(10.15)** (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 relating to:

- Student enrolment 2015/16
- National value-added analysis for 2015 'A' level, 'AS' level and BTEC level
- New building developments
- College financial viability

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

In answer to a Governor query in relation to the increase in student numbers and whether this had caused problems for staff, the Principal advised that it had led to some increases in set sizes. Staff Unions had agreed that such action was necessary and acceptable;

4/B/SRC(10.15)

STAFF DEVELOPMENT: UPDATE REPORT

Received: **DOCUMENT 4/B/SRC(10.15)** (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.

Members were pleased to note that the Internal Staff Development Programme activities to date for curriculum staff, support managers and support staff have been successful, being well attended and received.

Members received full details of the following:

- Mission and Ethos Day: 24th June 2015.
- E-Learning Review: 24th June 2015
- In-Service Events (including PREVENT presentation): 24th/25th June 2015

Feed-back from the various activities was very supportive.

In conclusion members received update reports relating to:

- Newly Qualified Teaching Staff and New Support Staff Induction and Group Development activities;
- Internal and External Staff Development Proposals for 2015/16.

In answer to a Governor query related to staff training, members were advised that staff could suggest possible training opportunities and receive appropriate advice from senior managers as part of the Performance Management Review process.

Members were further advised that in a number of instances Senior Managers would attend specific external training courses and then cascade information to appropriate College staff.

5/B/SRC(10.15)

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

Received: DOCUMENT 5/B/SRC(10.15) (file copy entered) and oral report from the Principal.

Members received a full report from the meeting of the Standing Committee held on 2nd July 2015.

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

- New Pay Arrangements
- Recent Staff Survey
- Financial Planning
- Future Curriculum Modelling
- Area Based Review Process

Members were advised that a sub-committee had been established to

consider Area Based Review developments.

6/B/SRC(10.15)

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

Received: **DOCUMENT 6/B/SRC(10.15)** (file copy entered).

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

7/B/SRC(10.15)

HEALTH AND SAFETY: UPDATE REPORT

Received: **DOCUMENT 7/B/SRC(10.15)** (file copy entered) and oral report from the Estates Manager..

Members received a very full report which included the minutes of the Health and Safety Committee meeting held on 19th June and the recent Accident Monitoring Report. Matters included, inter alia, updates on:

- Health and Safety Policy and Procedures
- Future Health and Safety Committee meetings
- Fire Evacuation Planning and Fire Drills
- H & S Training
- Departmental and Fire Risk Assessments
- Service and Maintenance Agreements
- College Grounds

Members discussed, in particular, a number of issues arising out of the Accident Monitoring Report which were explained in detail by the Estates Manager.

Members further noted the intention to consider providing MIDAS training for the College approved Mini-bus drivers.

8/B/SRC(10.15)

STAFF WELLBEING GROUP: UPDATE REPORT

Received: **DOCUMENT 8/B/SRC(10.15)** (file copy entered) and oral report from the Deputy Principal.

Members received the recent Staff Engagement Survey and were pleased to note that in terms of overall staff satisfaction in all 8 categories (culture, demands, control, relationships, change, role, support, personal wellbeing and work-life balance), the 2015 staff satisfaction rating score increased by between 3.32% and 5.90% on the previous year.

9/B/SRC(10.15)

HUMAN RESOURCES REPORT: SEPTEMBER 2015

Received: **DOCUMENT 9/B/SRC(10.15)** (file copy entered) and oral report from the Human Resources Manager).

Members received a very full update report which included, inter alia:

- Staff Exit Interviews: Summary Report
- Staff Turnover
- Staff Attendance
- Staff Satisfaction Survey
- Staff Recruitment and Selection

Members were pleased to note that the Key Performance Absence Indicator had been met as were the Staff Turnover, Staff Satisfaction and 2 of the 3 Staff Recruitment and Selection Indicators.

10/B/SRC(10.15)

PERSONNEL POLICIES FOR REVIEW

Received: **DOCUMENTS 11/B(i)-(iii)/SRC(10.15)** (file copies entered).

- (i) **Dignity at Work (Bullying and Harassment): Policy and Procedures**
- (ii) **Recruitment and Selection of Staff: Policy and Procedure**
- (iii) **Redundancy Policy and Procedures**

A number of suggested additions/amendments from two of the Trade Unions were noted following which it was then:

Agreed: that following inclusion of the suggested amendments received at the meeting, the Policies be recommended for formal adoption at the meeting of the Board of Governors scheduled to be held on Wednesday 9th December 2015.

12/B/SRC(10.15)

APPRAISAL ARRANGEMENTS FOR SENIOR POSTHOLDERS

Received: an explanatory oral report from the Clerk relating to the current arrangements.

Agreed: that the current arrangements which were in line with the College Articles of Government should continue to apply.

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 3rd February 2016.**