

BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE

**MINUTES OF THE MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON
MONDAY 20TH NOVEMBER 2006
IN THE SPORTS CENTRE CAFÉ**

Present: Sonia Cargan, Peter Freeman, Melissa Gibbon, Neil Perry, Richard Schaverien (Chair), Chris Thomson.

In Attendance: Mabu Xulu, Anne Fielding Smith, Chris Nagle, Louise Pennington and Andrew Barnett (for item 1. only)

The Meeting was quorate.

	ACTION
1. Child Protection Training – Kay Dawes, Student Services Manager	
Kay Dawes gave a presentation on Child Protection in relation to Governors' responsibilities and issues and circulated a handout.	
2. Apologies and Welcomes	
Apologies were received from Maria Bailey. Philip Anthony was not present.	
3. Minutes of the Meeting held on 4th July 2006	
The minutes were approved unanimously and signed by RS as a correct record of the meeting.	FILE
4. Matters Arising	
There were no matters arising.	
5. Terms of Reference	
The terms of reference were recommended to Corporation for approval subject to the following amendment: Purpose – item 1) delete "Sixth Form Colleges Employers Forum" and replace with "Sixth Form Colleges' Forum".	

<p>e) Unions have not specifically agreed the Staff Development Plan, but there is a Staff Development team which reviews all staff development matters and also the Plan is shown to JUMCoG.</p>	
<p>8. Recruitment and Retention of Staff (including EDIMS (Equality and Diversity Implementation Measures) 2005/06</p> <p>The paper was presented to the Committee by AFS, the details of which were noted.</p> <p>In conclusion, it was noted that staff turnover appeared to be quite high, but this relates mainly to retirements and the end of fixed term contracts as a result of the College's policy to allow staff to arrange sabbaticals.</p> <p>Benchmarking data would be useful and as reported under 7 this matter will be raised at the next FE Sussex HR Forum in November.</p> <p>As expected there are more female members of staff than male reflecting the attractiveness of the term time only schedule.</p> <p>In 2005/06 the College was awarded "Positive about Disability" status.</p> <p>With regard to ethnicity, the College advertises nationally in "Ethnic Britain" which is supported by the Commission for Racial Equality.</p> <p>It was agreed that should benchmarking data not be made available as a result of the FE Sussex HR Forum, then the initiative should be taken to the Accord for action at a more local level.</p>	<p>AFS</p>
<p>9. Equality and Diversity Annual Report 2005/06</p> <p>CT presented the paper to the Committee, the contents of which were noted and the following points made:</p> <ul style="list-style-type: none"> a) Improved access to the main building during 2005/06 via the new lift and main entrance ramp. b) Learning Support Department has been moved to a more central position (Principal's old office). c) Positive About Disability status achieved during 2005/05. d) E & D SARAP (self-assessment report and action plan) was finalised in March 2006. It is the intention to bring E & D into line with all other College SARAPs this year. e) CT agreed to re-title the sub-Appendices as annexes. f) The Committee noted that it was not possible to obtain a breakdown of student ethnicity (apart from identifying ESOL students) via the current IT systems. 	<p>CT</p>
<p>10. Overseas Trip by a member of staff</p> <p>AFS reported that in line with the College's financial regulations, the Chair of Corporation and the Chair of F & GP had been required to approve</p>	

<p>overseas travel in respect of a training course organised for a teacher, Catherine Clayton. It was noted that the course and travel expenses were covered by a grant and that the College would not be funding this. This will be advised to Corporation at its December 2006 meeting for formal approval too.</p> <p>At this point, Sonia Cargan left the meeting.</p>	AFS/JHK
<p>11. JUMCoG (Joint Union and Management)</p> <p>CT gave a verbal report arising from a recent JUMCoG meeting, noting that the Complaints Policy had been reviewed.</p>	
<p>12. Any Other Business</p> <p>There was no other business.</p>	
<p>Date of Next Meeting</p> <p>Thursday 15th March 2007</p>	
<p>14. Reserved Business</p> <p>Refer to separate minutes.</p>	

Louise Pennington
Clerk to the Corporation

CHAIR..... DATE.....