

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON MONDAY 22nd NOVEMBER 2010 at 6.00 p.m. IN THE SPORTS CENTRE CAFE

Present: Peter Freeman, Neil Jones, Neil Perry, Richard Schaverien, Pippa Smith (Chair), Sue Smith, Chris Thomson

In Attendance: Sally Bromley, Chris Nagle, Louise Pennington

The meeting was quorate.

HR10.26 Apologies and Welcomes

Apologies were received from Anne Fielding Smith.

HR.10.27 Minutes of the Meeting held on 22nd June 2010

The minutes were approved unanimously and signed by the Chair as a correct record of the meeting.

HR.10.28 Matters Arising

HR10/16 – The Committee noted that Sally Bromley would be liaising with Nicky Deakin (Marketing/E & D Officer) to develop marketing posters regarding inclusivity and ESOL. It was recorded that various posters had been introduced relating to other positive inclusivity messages which had been initiated following discussions with Leslie Ironside (Governor on Q & C Committee/Child and Adolescent Psychotherapist). **ACTION SLB**

Chris Nagle confirmed that no further progress had been made regarding the Committee's request to investigate the possibility of obtaining sixth form Colleges' benchmarking statistics and she advised that this matter had been raised with Tim Strickland (FE Sussex) who had agreed to investigate this.

HR10/23 – Following a query from Neil Jones, it was noted that 0.5% had been included in the budget in respect of pay rise for 2010/2011.

HR.10.29 Declaration of Interest

None declared.

HR.10.30 Equality and Diversity Annual Report (including EDIMS)

Sally Bromley presented the report to Committee and it was noted that although this report fell within the remit of the Q & C Committee (presented via SAR), it was relevant for HR Committee to see the E & D analysis.

The Committee discussed the findings from the Equality and Diversity implementation measures and the following points were noted:

- a) Referring to the EDIMS and the Staff Development Review, SARAP and Action Plan paper (item 10/31), the analysis of student disciplinaries was discussed, in particular the significantly greater number of boys placed on a red action plan (stage

3), compared to girls. Neil Perry reported upon analysis within the business sector regarding staff disciplinary actions, which indicated that white male managers were more likely to follow formal disciplinary procedures when dealing with disciplinary issues arising from ethnic minority staff members, compared to white British staff members, whereby a more informal “chat” might be used to solve a disciplinary issue.

- b) Some of the results are not statistically significant, involving very few students.
- c) Gender balance shows imbalance of males to females, with fewer males applying and enrolling at the College. Likewise retention rates for male students is slightly lower than that achieved by female students. In both AS and A2, females outperformed males in most subjects (pass rates and higher grades). Overall differentials relate to those recorded nationally, between males and females.
- d) Value added – the less than satisfactory value added grade achieved by a few students within an ethnic minority group, were noted, particularly “White Asian” category. However it was also noted that the College relied upon students to select the most appropriate ethnic group when enrolling.
- e) Sally Bromley reported upon the recent organisational health check completed at BHASVIC by the LSIS, with a key focus being upon the College E & D. It was assessed that the College should be doing more with regard to addressing race issues, although praise was given for the College’s work regarding its efforts within gender and sexual orientation. In this regard it was suggested that the College should do more to engage the assistance of outside agencies.

It was noted that Sally Bromley would be giving a training session regarding Equality and Diversity to Corporation at its December meeting.

It was agreed that this report would continue to be presented to the Q & C Committee annually (within SAR) and that the HR Committee would only receive the report should Sally Bromley deem it relevant. **ACTION: SLB**

HR.10.31 Staff Development Review, SARAP and Plan

The report, comprising three sections (Previous Year’s Review, SARAP, Staff Development Plan for current year) was presented by Chris Nagle and was noted by the Committee. The following observations were made:

- a) Page 39, Managers’ Away Day – only 57% of managers (37/58 managers responded), felt that most or all of the aims and objectives identified were met, but 100% felt that the quality of the trainer and quality of the content was good/very good. The training day was quite specific, being based upon “managing difficult conversations”.
- b) Area for improvement “Ability for staff to access and input data onto their own CPD and Appraisal record on Select HR” – Chris Nagle and Estelle Williams will be visiting a College in Suffolk this week to review the system used.
- c) Page 48 – amend date in heading to 2010/2011 – **ACTION: CLN**
- d) Page 48 – staff training and development initiatives during 2010/2011 – item C3 Harnessing technology – it was noted that this was an important area for continual development and was partly being achieved via sharing best practice e.g. smart board developments etc. Neil Jones confirmed that staff were well trained within specific curriculum areas, including specific training via exam boards regarding marking techniques etc.

HR.10.32 Human Resources SARAP

In Anne Fielding Smith’s absence, Chris Nagle presented this report, the contents of which

were noted by the Committee.

The Committee congratulated the HR Department staff for the excellent feedback achieved – page 61 Survey of HR Service.

HR.10.33 Annual Complaints Report

Chris Thomson presented the Report to the Committee which was noted. The Committee agreed that the new format worked well, compared to that used for last year's Report. He drew attention to the one unresolved complaint – page 69 which currently with the YPLA for adjudication, although it was noted that this related to a £50 examination fee charge.

Neil Jones advised the Committee that the College's tutorial process was useful in resolving student issues which if not resolved, might become formal complaints. **ACTION: CT**

HR.10.34 Recruitment and Retention of Staff (including appraisal, ethnicity, diversity etc)

Chris Nagle presented the paper to the Committee in Anne Fielding Smith's absence. The Committee noted the Conclusions and proposed actions given on page 73 and in particular the College's aim to seek ways to attract greater numbers of applications from different ethnic backgrounds. This action also ties in with the recommended actions highlighted following the LSIS's organisational healthcheck. It was recommended that this be amended as a formal action within the proposals. **ACTION: CLN** It was reiterated that within the College's Race Equality Policy, the College is permitted to "encourage applications from racial groups that are under-represented in particular work areas".

It was noted that the College did offer exit interviews to departing staff but in the majority of cases, this was not followed up. It was suggested that the exit interview form should be passed to the Inclusivity Group for review and to consider whether the form could be improved and to investigate different procedures for collecting information from departing staff. **ACTION: CLN/SLB**

Referring to page 76 Staff Appointments by Gender, Ethnicity and Disability, Chris Nagle explained that the significant percentage of female teaching staff appointments made during 2009/2010, had arisen as a result of the College's introduction of the Specialist Tutor role, the majority of applicants and therefore appointments, being female. It was noted that further analysis would be processed by the HR Department relating to ethnicity of job applications at all stages of the application process (initial application, interview, short list, appointment etc).

HR.10.35 JUMCoG Report

Chris Thomson reported that JUMCoG had met once this term and had discussed policy changes following AoC guidance. The next meeting will be held before Christmas and will include discussions on teaching staff directed time with the Union representatives.

HR.10.36 Any Other Business

There was no other business.

HR.10.37 Date of Next Meeting

TUESDAY 8th MARCH 2011

HR.10.38 Reserved Business

Refer to separate minutes.

**Louise Pennington
Clerk to the Corporation**

Chair

Date.....