

## BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

### MINUTES OF THE MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON TUESDAY 24<sup>th</sup> JUNE 2008 at 6.00 p.m. IN THE SPORTS CENTRE CAFE

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

In Attendance: Sally Bromley, Anne Fielding Smith, Tracy Hancock, Louise Pennington

The meeting was quorate.

#### **HR08.13 Apologies and Welcomes**

Apologies were received from Neil Perry and Pippa Smith

#### **HR.08.14 Minutes of the Meeting held on 11<sup>th</sup> March 2008**

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

#### **HR.08.15 Matters Arising**

There were no matters arising.

#### **HR.08.16 Declaration of Interest**

None declared.

It was resolved to deal with item HR.08.24 before HR.08.17 – refer to item.

#### **HR.08.17 Whistleblowing Policy**

AFS introduced the policy to the Committee which was last reviewed in 1999. The policy is based upon the latest Model policy issued by Sixth Form Colleges' Forum, with some minor adjustments to reflect BHASVIC. The policy has been considered by SMT and JUMCoG.

Following a query from PF, AFS confirmed that to date the policy had never been applied.

The Policy was recommended to Corporation for approval. **ACTION: AFS/LEP**

#### **HR.08.18 Policy and Procedures for Staff to Request a Change to their contract or an extended period of planned, unpaid leave of absence**

AFS presented the policy and procedures to the Committee, advising that the policy was applied frequently. Additional wording is given in italics – page 13, 15, 24 and 25. Reference to relevant employment legislation has been incorporated. The document has been considered and approved by SMT, JUMCoG and the Unions.

The Committee recommended the Policy to Corporation for approval. **ACTION: AFS/LEP**

#### **HR.08.19 Pay Policy**

AFS introduced the policy to the Committee, explaining that there were only minor changes to the previous version – refer "Keeping in Touch Days" on page 31.

AFS/LEP agreed to include a document history.

The Policy was recommended to Corporation for approval. **ACTION: AFS/LEP**

#### **HR.08.20 Pay Settlement for 2008-2009**

It was resolved to recommend to Corporation that the College should follow the Sixth Form Colleges' Forum, nationally recommended guidelines for pay settlement for 2008/2009 and in this regard it was noted that the current estimated award of 2.5%, has been provided for within the College's budget (the budget has been considered by F & GP Committee too).

It was also resolved that the other recommendations within the paper should be approved, subject to affordability, including the proposals to increase support staff salaries.

**ACTION: AFS/LEP**

#### **HR.08.21 Redundancy Policy**

AFS presented the policy to the Committee which noted the changes given in italics and based on guidelines issued by the Sixth Form Colleges' Forum.

The policy was recommended to Corporation for approval. **ACTION: AFS/LEP**

#### **HR.08.22 Disciplinary Policy for Senior Post Holders**

#### **HR.08.23 Grievance Policy for Senior Post Holders**

It was resolved to take item 08.22 and item 08.23 together.

AFS introduced the revised procedures which were based on the latest models produced by the Association of Colleges (AoC) and taking into account changes in employment law and the latest Instrument and Articles of Governance.

A discussion was held and it was resolved that further consideration should be given to the wording bearing in mind the apparent inconsistency between the wording of Section 6.9 (page 59) and Section 7 (page 60) of the policy and the related section in the Corporation's Instrument and Articles.

AFS/TAH agreed to liaise with the AoC. **ACTION: AFS/TAH**

It was resolved that the procedures should be recommended to Corporation, subject to a satisfactory conclusion to the queries raised above by PF. **ACTION: AFS/LEP**

#### **HR.08.24 Equality and Diversity Report**

At this point Jabu Xulu joined the meeting.

SLB gave an oral report to the Committee, noting the following:

- a) The College is working on the matter highlighted by Ofsted, the College having drawn Ofsted Inspectors to this as an area for development, namely "insufficient embedding of E & D within the curriculum". As a result, teachers are taking this matter into account when preparing their schemes of work for next year. As an example, SB explained that the Physics department had introduced a new unit (medical) designed to appeal more to girls. Additionally work is being done across the curriculum to improve visual identify materials etc.
- b) The College is also progressing its application to be granted the "Action for Inclusion" award and in this regard Paula Keenan (Head of Learning Support) is working with AFS and SLB on this. The Action for Inclusion award allows Colleges which have

been granted this award, to act as adviser of best practice to other Colleges, in a particular E & D area e.g. deafness/speech impediments etc In BHASVIC's case the option taken is "cultural change".

- c) Teachers' approach in the tutorial programme towards hidden disabilities (including mental health), is also being addressed. There is some funding to support this, which will be used to provide speakers etc, to talk to staff and students to raise awareness and understanding.
- d) Consideration is being given to introduce signing facilities at key talks/speeches e.g. open evenings and following a suggestion by RS it was agreed that consideration should also be given to issuing information on CD too to assist others with disabilities, subject to cost implications.
- e) College Inclusivity Team (comprising staff and students) has been established to review policies and procedures, immediately prior to them being reviewed by SMT and Governors, to take into account E & D issues. The E & D policy is being reviewed currently and has been considered by the Inclusivity Group – this will come to the next HR Committee, as soon as it has been approved by JUMCoG.
- f) Kay Dawes, Student Services Manager, is reviewing the content for the Celebratory Evening, to ensure that this includes representation from all learning groups.
- g) Following a question from RS regarding the identification of hidden disabilities, AFS explained that students are asked to comment on various questions during their enrolment (e.g. "have you ever had extra time in an exam", "is there anything which we can help you with at College") complemented by further work carried out during tutorial times. Usually this allows identification of issues particular to a student in order to help them during their time at BHASVIC.

#### **HR.08.25 JUMCoG Report**

CT gave an oral report to the Committee. He advised that at its last meeting, JUMCoG had examined ways in which to revise protocols for operating whole staff consultations. This matter had arisen following the recent staff standard of appearance consultation at BHASVIC.

#### **HR.08.26 Any Other Business**

The Committee noted that the Voluntary Redundancy Policy was now obsolete and it was resolved to recommend to Full Governors that it be removed from the list of College Policies.

**ACTION: AFS/LEP**

#### **HR.08.27 Date of Next Meeting**

**To be agreed.**

#### **HR.08.28 Reserved Business**

Refer to separate minutes.

**Louise Pennington  
Clerk to the Corporation**

Chair .....

Date.....