

BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE
MINUTES OF THE MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON
TUESDAY 24th MAY 2016

Present: Peter Freeman, Neil Jones, Neil Perry, Sandra Prail, Samantha Smith, Sue Smith, Chris Thomson

In Attendance: Jutta Knapp, James Moncrieff, Chris Nagle Louise Pennington

HR15/28 Apologies and Welcomes:

Apologies: Shirley Brookes-Mills

Welcomes: Sandra Prail was welcomed to her first meeting.

HR15/29 Minutes of the Meeting held on 1st March 2016

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

HR15/30 Matters Arising

The details incorporated into the Actions' Schedule were noted by the Committee and actions updated accordingly.

HR14/31 Declaration of Interest

None.

At this point it was resolved that Item HR15/33 would be taken before item HR15/32 and that item HR15/33 would be transferred to confidential business.

HR15/32 Termly Update on HR Issues

Chris Nagle gave an oral update of current HR matters to the Committee, noting the following:

- HR software update – progressing with the Finance Manager working on transferring all the data sets in respect of payroll. In response to a question from the Committee, it was confirmed that the College would complete two payroll runs before formally utilising the new system.
- Recruitment – the Department has been very busy dealing with the various recruitment requirements and Chris Nagle explained the problems associated with recruiting within certain Teaching areas – Heads of Department for English, Maths and ICT, noting that there had been fewer applications, possibly owing to the cost of living within Brighton and Hove; there remain 7 vacancies on the website, including support staff. The Chair requested that the Committee be kept updated with progress in this area. **ACTION: Jutta Knapp**

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HR 15/33 New Pay Scheme for Teachers

Refer confidential minutes.

HR15/34 JUMCoG Report

Chris Thomson informed the Committee that there had been no meeting since the last HR Committee.

HR15/35 Committee Self-Assessment and Review of Terms of Reference

The Committee reviewed the 9 questions and made the following observations:

Question 3) Group Training Needs – it was agreed that the regular HR Update was useful in ensuring that the Committee remained up to date with issues and developments within HR.

Question 6) Are Number of Committee Meetings Appropriate – it was noted that as agreed last year, the Committee would consider reducing the 3 meetings per annum to 2, should there be insufficient business which would be agreed by Neil Perry and Jutta Knapp.

Question 7) Are there any ways to improve the manner in which the Committee conducts its business – the move to paperless meetings (electronic pdf documents e mailed to Governors) had worked well to date.

The Committee's terms of reference were also reviewed and it was agreed to recommend to Corporation that they remain unchanged subject to adding "Association" to the Sixth Form Colleges" title within item 1 Purpose. **ACTION: Louise Pennington**

HR15/36 Any Other Business

There was no other business.

HR15/37 Date of Next Meeting

To be advised.

HR15/38 Reserved Business

There was no reserved business.

Louise Pennington

Clerk to the Corporation

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CHAIR

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DATE