

	<p>consulted for a preferred pay date and given the option to choose between 16th, 21st and 26th. The majority of staff opted for 26th of the month. There was more than one member of staff who was very upset to be moving from 16th and HR Legal advised that without unanimous consent college will need to engage in a consultation process before payroll can be moved to one date of the 26th. The DFO reported that the college would continue with two pay dates in the short term and go out to a full consultation with staff which would involve unions and one-to-one consultations. Any new staff employed would be paid on the 16th of the month as a temporary measure but would be moved to 26th in line with other staff.</p>	
5.05	<p>Q: How long will the consultation process last? I do not know how long the process will be - it is assumed a 4 week process - DFO and the HR Manager are engaged with the Legal team to plan the process, the detail of which is not yet ready. A: It is assumed it would be a 4-week process. The DFO and the HR Manager are engaged with the Legal team to plan the process, the detail of which is not yet ready. It was hoped that the single pay date could be implemented from the start of the new financial year in August.</p>	
5.06	<p>A parallel pay run had taken place with Edupay who had provided a list of variances. There would no longer be the facility to pay council tax, union fees and healthcare scheme contributions to be taken directly from a person's salary. The changeover to Edupay would commence in April in line with the financial year.</p>	
5.07	<p>Senior Achievement Tutors The Principal reported that there has been a reduction in the number of Senior Achievement Tutors from six to two. Tutors had raised the issue that they lacked capacity to do the role and fit it around other responsibilities and some of them had wanted to relinquish the role. Internal advertisements were placed for two Senior Achievement Tutors on a full-time basis at a total cost of £57k including oncosts. This provided an additional 2412 hours spent on the role. The Principal reported that the impact could be seen in the improvement in student attendance which stood at 94% for the year to date in December. The Senior Achievement Tutors manage six Achievement Tutors each and they provide regular updates to SLT.</p>	
5.08	<p>Governors were pleased to note the impact of the full-time Senior Achievement Tutor roles.</p>	
6.00	<p>STAFFING UPDATE</p>	
6.01	<p>Student applications have increased by 290 compared to the same time last year, with an expected strike rate to enrolment of 53%. If there is a similar percentage per subject strike rate from application to enrolment, as in previous years, there will be a need to recruit an additional 5.5FTE teaching staff, including 2.5 additional Maths teachers. As there are difficulties in the</p>	

	recruitment of maths teachers nationally the SLT were exploring whether to offer a “golden hello” to attract high quality candidates.	
6.02	Staffing Vacancies Vacancies remain for a Head of Sociology and Head of Law.	
6.03	A temporary measure is in place in the Criminology department to mitigate against potential redundancies. There is a successful team in the department but with the course being defunded by the government the last intake for criminology will be in September 2025. The college would await the result of a general election to see whether this subject would be removed. The Chair of Governors commented that if this is sustainable and does not impact on quality it is a sensible action.	
6.04	Q: Is maths fully staffed? A: No. A supply teacher is covering a long-term sickness absence in the department. It is anticipated that the person on sickness absence leave will return to work in February. It was noted that there are some classes of 27 in maths.	
6.05	The Chair of Governors referred to correspondence received from the NEU representative in college regarding staff wellbeing and capacity. The Principal reported that she had met with the union representatives on staff workload and had asked them for further context to be provided. A response was awaited. It was noted that the letter was not specific to the college and was a union response to the government’s national workload audit.	
6.06	Staff Wellbeing Survey An annual staff wellbeing survey has been carried out for the past three years based on questions which Ofsted might ask and includes questions on mission and ethos.	
6.07	There had been feedback from some staff who were concerned about the confidentiality of the data. It was noted that this is an anonymous survey. Other options have been explored to find a mechanism for more regular feedback and a decision was taken to use TES Pulse survey which is part of the package that the college has with the TES. The survey consists of 10 questions which will be sent to staff every month. The questions will vary, and some questions can be customised. The TES surveys would be launched after half term. This is a secure and anonymous survey, and it is hoped that this will increase the response rate. The Principal added that it shows that the college is listening and responding to staff feedback.	
6.08	An analysis of the data would be reviewed at the next meeting.	

7.00	SEARCH & GOVERNANCE REPORT	
7.01	Governor Vacancies The Clerk reported on the current governor vacancies. Elections for the two staff governor vacancies would take place before half term with an election for the parent governor vacancy taking place after half term.	
7.02	The Chair of Corporation noted the difficulty in recruiting Foundation governors.	
7.03	Q: What skills set would be advantageous in a Foundation governor? A: The Chair noted that financial and legal skills are areas where there are gaps, however, the Co-opted governor role could target one of these areas directly once the Foundation governor vacancies have been filled.	
7.04	The Chair of the Committee suggested that the local Parishes could be contacted to ask them to put an appeal for a governor in their bulletins. This could go through the Diocese who would ask the Parish Priest to include it in their newsletter.	
7.05	Action: Clerk to contact Emma Nicholson at the Diocese to promote the Foundation Governor vacancies for inclusion on the parish newsletters.	Clerk
7.06	The Clerk asked whether consideration had been given to approaching the local feeder Catholic schools to enquire whether they might have a suitable candidate interested in a Foundation governor position. The Chair of Corporation confirmed that this had previously been considered but could potentially be revisited.	
7.07	The Principal agreed to mention the Foundation governor vacancies to the Director of Catholic Education when she attends the next Chief Executives Group Meeting.	Principal
7.08	Attendance The Clerk reported that governor attendance for the current academic year stood at 75% which was at a similar level to the previous year. It was noted that the majority of governors had high levels of attendance, including several with 100% attendance. Overall attendance was being negatively impacted by two governors with lower levels of attendance.	
7.09	The Chair of the Committee suggested that committee chairs should speak with their committee members to emphasize the importance of attendance at Corporation and committee meetings. The Clerk suggested that this could also be done through regularly revisiting the Governor Code of Conduct.	
7.10	It was agreed that the Chair of Corporation review individual attendance figures with the Clerk and speak directly to the committee Chairs concerned.	DW

<p>7.11</p> <p>7.12</p> <p>7.13</p> <p>7.14</p> <p>7.15</p> <p>7.16</p> <p>7.17</p>	<p>Skills, Training and Development Needs The Chair reported that governors regularly receive prompts for online Smartlog training and asked where the agreement had been made for governors to complete all the courses. It was agreed that the Clerk should review the Smartlog training to decide which elements of this training should be continued for governors and contact Lisa Catherall, Health and Safety Officer, regarding governors receiving blanket invitations to the Smartlog staff training.</p> <p>The Clerk agreed to look at other online training for governors provided by the Education and Training Foundation and provide a report back to the Chair of Corporation and the Principal.</p> <p>Scheme of Delegation The Committee reviewed the Scheme of Delegation which had been agreed by Corporation. The Chair of Corporation suggested that the Scheme of Delegation could be tidied up from the point of view of committee responsibilities in readiness for the next academic year.</p> <p>External Review of Governance The Chair of Corporation reported on the statutory duty for Sixth Form colleges to undertake an external review every three years, with the first review to take place before July 2024. He explained the process which would include observation at the Board and a committee meeting, a review of documentation, an anonymous survey and face to face meetings with individual governors. It was suggested that an approach be made to the two main providers of external reviews in the sector: AoC and Stone King, for them to provide a quote for the work. The Search and Governance Committee would then take a lead in identifying a suitable provider.</p> <p>DW noted that as he is engaged by the AoC as a consultant reviewer he would not be involved in the selection process.</p> <p>In response to a question from the DFO the Chair confirmed that there would be a cost for the external review which was likely to be in the region of between £4,500 and £10,000.</p> <p>It was agreed that the Clerk should contact the two providers and share the responses with the committee.</p>	<p></p> <p>Clerk</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>Clerk</p>
<p>8.00</p> <p>8.01</p> <p>8.02</p>	<p>POLICY REVIEW All policies had been reviewed by the SLT.</p> <p><u>Support Staff Pay Review Policy</u> There had been one minor amendment to the policy, replacing 2 with two. Resolved: to adopt the Support Staff Pay Review policy</p> <p><u>Guidance for Contractors</u> This policy had been updated to reflect safeguarding information from the Keeping Children Safe in Education document 2023.</p>	<p></p> <p></p> <p></p>

	Resolved: to adopt the Guidance for Contractors.	
8.03	<u>Menopause Procedure</u> This procedure, which had been reviewed by the SLT, had been provided for information only. This is a new document for the college which includes recommendations from the SFCA. The procedure takes into account the responsibilities of the individual person as well as those of the college. It was noted that individual risk assessments are carried out.	
9.00	ANY OTHER URGENT BUSINESS <i>Governors should decide whether the matter warrants consideration or should be added to the next agenda.</i>	
9.01	There were no items of Any Other Business discussed.	
10.00	DATE AND TIME OF NEXT MEETING	
10.01	Monday 13 May 2024 at 5.00pm	

The meeting closed at 6.53pm.