

NOTRE DAME SIXTH FORM CATHOLIC COLLEGE

Minutes of the **Human Resources/Search Committee** meeting held via Teams on:
TUESDAY 4 OCTOBER 2022 AT 4.00PM

PRESENT John Barnes (Chair) Principal
 David Wright Graeme Brown

IN ATTENDANCE: Susan Francis – Clerk to Corporation
 HR Manager (for item 7 only)

1.00	APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS	ACTION
1.01	All Committee members were present. Graeme Brown was welcomed to the meeting as a new governor.	
2.00	ELECTION OF COMMITTEE CHAIR	
2.01	The election was carried out by Clerk to the Corporation. John Barnes was nominated as Chair of the Committee. He was voted in for another term of office for a period of one year. Resolved: That John Barnes be Chair of the Human Resources/Search Committee for a one-year term of office.	
3.00	SCHEME OF DELEGATION/TERMS OF REFERENCE	
3.01	Committee members had all had sight of the documents ahead of the meeting. An explanation was given about how the scheme would work moving forwards. They were agreed in principle, subject to a couple of amendments. Resolved The committee adopted the Terms of Reference and Scheme of Delegation.	
4.00	DECLARATION OF INTERESTS	
4.01	There were no declarations of interest.	
5.00	MINUTES OF THE LAST MEETING	
5.01	The minutes from the meeting on Tuesday 24 May 2022 agreed as a true record and the Chair was authorised to sign them.	
6.00	REVIEW ACTIONS AND MATTERS ARISING	
6.01	<u>Minute 4.01– Committee membership</u> Completed: A new governor, Graeme Brown, had been co-opted onto the Board by the Full Corporation and had joined this committee. The Principal would mention the vacancies for Foundation governors at the Friday staff briefing to see if anyone knew of people who would be willing to step forward. A discussion around how best to recruit new Foundation governors took place. The Clerk would follow this up with the Director of Marketing.	Principal Clerk

6.02 Minute 4.04 – Ethical Leadership
Completed: DW had shared contact details with the Principal of someone who had expertise in the Ethical Leadership field.

6.03 Minute 4.05 – Away Day
Completed: All documents, including the colour coded Strategic Plan, had been shared with Governors ahead of the successful Governor Away Day.

HR Manager *joined the meeting.*

7.00 **HR ANNUAL REPORT**

7.01 The report had been shared with the committee in advance of the meeting and the HR Manager highlighted the following points:
Overall, there had been a slight reduction in the senior workforce age:

- 42.1% of staff were over the age of 50, compared with 43.2% in 2019/20 and 41.07% in 2018/19.
- 76.2% were over 40, compared with 77.9% 2019/20 and 71.87 % 2018/2019 according to the SFCA (Sixth Form College Association) workforce survey results.

Q – It is good to see this increase, to what do you attribute it?

A – We employed numerous ECTs (Early Career Teachers) both last and the current academic year. It is a two-year programme now; this has replaced the old one year NQT (Newly Qualified Teacher) scheme. All ECTs are assigned a mentor and so far, all those eligible have passed their ECT probation.

7.02 In terms of staff attendance, the table showed revised figures from 2020/21 which had not included Covid absences. Overall, there had been a decrease in the number of short and long term absences in both teaching and non-teaching staff.

Moving forwards, Covid absences would be counted in the figures. The Sixth Form College Association (SFCA) had not produced their data at the time of writing the report, but in comparison with the benchmarks of last year, College absence was below their benchmark figure.

Q – Do College follow the instruction to self-isolate for 5 days with a positive Covid test?

A - Yes, we follow the latest government guidelines. Although we can't insist staff test themselves, they have a responsibility to manage their own health. There has been a slight increase in the number of positive cases amongst staff recently.

7.03 The HR Manager gave details of the reasons for staff absence (a chart of which was shown on page 9) with minor illness being the main reason given. Detailed information on the number of staff on long term sick was available on page 23 of the report.

7.04 In response to a question about how persistent short-term absence was recorded, it was shared that for 2021/2022, HR had amended the Sickness Return to Work form so Managers could have earlier conversations with members of their team regarding absence levels. The additional section stated the trigger points and action for the line manager to confirm the member of staff was aware of the triggers and also for the line manager to check with HR ahead of holding the Return-to-Work meeting should they need clarification. All absence was managed on a bespoke basis.

7.05 There followed a discussion about the use of the Employee Assistance Programme (EAP). This 24/7 confidential helpline number offered support to staff (and their immediate family members in the same household). The EAP offered a wide range of support from stress and anxiety to consumer, childcare support and family issues. Counselling was offered on a face to face or phone basis (up to 6 sessions per issue, per employee, per year). The feedback from staff who had used this service was very positive. This facility was widely publicised around College, so all staff were aware of how to access it.

7.06 **Q** – How does the number and cost of supply compare to last year?
A – This is an area we can look at more closely. Last year had a higher-than-normal use of supply staff due to the Covid guidelines and compulsory testing, it caused a problem nationwide.

**HR Manager/
Principal**

The HR Manager clarified when supply was bought in, and the difficulty in locating good supply cover for some specialist subjects.

7.07 Details of the Recruitment Equality Statistics for 2021/2022 were reviewed. There were 254 applications submitted (excluding supply/agency staff). As part of College commitment to endeavour to recruit candidates from Black, Asian and Minority Ethnic groups, analysis of ethnicity data as part of the recruitment process had been collated and shared in the report.

7.08 The committee looked at the data on exit interviews and asked if there were any areas that had been flagged up by these. The only common area had been communication, but this varied from department to department. It was agreed that it would be useful to review these interviews in conjunction with the wellbeing survey to see if there were any areas on which to focus.

HR Manager

7.09 **Q** – What is the focus for HR for this academic year?
A – We are doing a data validation exercise to inform the statistics, such as occupational health referrals etc. A new HR Assistant started in February and a lot of work is going in to help with their career development as well as continuing to support staff with any HR concerns.

7.10 Governors thanked the HR Manager for her comprehensive and useful report and for attending the meeting. That Governors were always available to help and support with all areas of College life.

HR Manager left the meeting at 5.20pm.

8.00 STAFFING MATTERS

8.01 The Principal alerted the committee to the fact that, as College was still to recruit a full time Director of Finance and Operations, an interim Director of Finance had been contracted, who would oversee the financial arm of the College only. Therefore, College had to temporarily re-assign the operations support functions usually managed by the Director of Finance and Operations to other senior members of staff. Details of the temporary uplift in salary for these members of staff was shared with Governors.

In addition, a report which would normally be line managed by the Careers Manager had been re-assigned as a maternity cover for this post had not been recruited.

The uplift was from 1 September 2022 to Christmas 2022 in the first instance. Governors would be notified if there were any change to this.

8.02 The performance management of the Principal would be carried out by the Chair and Vice Chair of the Corporation on 20 October 2022.

8.03 Staff Pay Framework and Awards were dealt with following the SFCA guidance.

9.00 SEARCH AND GOVERNANCE

9.01 Following the success of the recent Governor Away Day held in June 2022, it was agreed to schedule in an annual Governors' Conference. The date for this would need to be arranged as soon as possible to give everyone plenty of notice to attend. The time Governors gave was appreciated.

The Principal left the meeting at 5.35pm.

9.02 The committee discussed a number of governance priorities, it was agreed that a separate Search committee meeting would be held to look more closely at these and set priorities.

The meeting would take place on Tuesday 22nd November at 1pm via Teams.

10.00 POLICY REVIEW

The policy was included in the meeting bundle on Teams and via email. Highlighted changes were as follows: Green = additions, Yellow = to delete.

10.01 Magistrates Policy (3 Year review)

Resolved: That the Committee approved this policy.

Full Corp/SLT

Search

11.00 DATE AND TIME OF NEXT MEETING

11.01 A separate meeting of the Search Committee was convened for Tuesday 22nd November at 1pm via Teams.

The HR Committee would meet on Tuesday 31 January 2023 at 4.00pm.

The meeting closed at 5.50pm.