



**Minutes of the People and Governance Committee
held on Wednesday 1 March 2023 at 5.30pm via Microsoft Teams**

Present:	Libby Bush, Independent Governor Ian Looker, Chair of Governors Ann Lees, Independent Governor Janet Dean, Independent Governor Helen Crews, Independent Governor Donald Inglis, Independent Governor Lee Probert, Chief Executive and Principal	
In Attendance:	Carolyn Barker, Director of Governance Chris Leng, Director of Human Resources Victoria Howarth, Director of Quality of Education	
1.	Apologies for Absence / Declarations of Interest	Action
1.1	No apologies.	
1.2	There were no declarations of interest. The Chair of the meeting was Libby Bush. Notice of the meeting was given at least 7 days in advance. The meeting was quorate.	
2.	Minutes of Previous Meeting	
2.1	Members considered the minutes from the 7 November 2022. The minutes were accepted as a true and accurate record. <i>The Committee resolved to approve the minutes of 7 November 2022.</i>	
3.	Matters Arising	
3.1	Action Summary All actions were complete. The Committee was advised that the note regarding the staff survey participation rates is to be reviewed towards the end of the year when the rates from the 2022/23 survey are known. This action is to be carried forward to discuss the staff feedback from the survey and related actions, later in the year.	C/fwd
3.2	Any other Matters Arising Item 6.3 in minutes noted that members had expressed an interest in having sight of the new induction handbook. The link to the handbook is to be shared with members.	CB
4.	Strategic Plan Implementation	
4.1	Strategic Plan KPI Scorecard – Pillar 3 Group (Talented staff team) The Director of Human Resources presented the scorecard briefly outlining the approach to engaging staff more in the annual staff survey. Members were provided with an update on the activities that took place before Christmas.	

	<p>The Director of Human Resources left the meeting briefly to attend to a matter on site.</p> <p>Ann Lees joined the meeting at 17.42 expressing her apologies.</p> <p>The Director of Quality of Education continued with providing an update on the staff forum meeting that took place with approximately 50 staff before Christmas. Members were informed that there was a good mix of staff representatives that were encouraged to take part. Members were reminded of a key concern that came out of the survey regarding the anonymity of responses particularly within small teams. Members noted that the issue had been resolved with technology. A further report is to be provided to the next Committee meeting following the outcome of the staff forum, due around February half term.</p> <p>Members were pleased to hear the steady increase being seen in PDR completion rates and improved engagement in CPD/TCT sessions with feedback being much stronger this year.</p> <p>A member asked how many staff are employed at the College and it was noted that there are approximately 850. Members noted that 7% attendance at the staff forum does not appear to a good representation. The Director of Quality of Education commented that it was a good point made and advised that there are no comparisons at present on which to consider this further. Members were pleased however to hear that there was a cross section of the College represented and commented that it takes time to build participation and will hopefully realise an increase in engagement.</p> <p>A member asked for clarification on TCT time, questioning if it is timetabled to take place, whether it is mandatory or voluntary and if the 39% was suggesting that staff were pleased about it or not. The Director of Quality of Education advised that there is a rolling programme of suggested activity across TCT time that covers a full range of topics. However, there is also a programme of CPD activity every half term for staff to sign up to. Members noted that there is a lot of self-directed training such as webinars and development activities taking place and in terms of the 39% attendance figure this is to be improved upon.</p> <p>A member asked whether there is scope to increase the PDR completion rate target next year from 80% to 95% bearing in mind it is currently close to 90%. Members were advised it could be improved upon. The Director of Quality of Education to note for next year's scorecard.</p> <p>The Committee took the CPD report item at this point.</p> <p>Following the discussion on the CPD report the Director of Human Resources continued to present items from the Scorecard.</p> <p>[confidential – redacted minute]</p> <p>Members requested a report be presented to the next meeting outlining the opportunities available to improve staff retention against the backdrop of the budget challenges.</p>	<p>VH</p> <p>VH</p> <p>CL</p>
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	<p>A member asked whether there are any discussions taking place with partner companies that may be looking to second staff to contribute towards delivery. It was advised that there were no examples of this at present however could be considered for some technical skilled roles. The CE&P advised that further debate is needed on the matter, to draw on the findings from the FE Commissioners work and to give consideration to equality of pay.</p> <p><i>The committee resolved to note the report.</i></p>	
5.	People	
5.1	<p>Staff CPD Report</p> <p>The Director of Quality of Education presented the report.</p> <p>Members heard about the key activities since the last report. Some of the highlights included -</p> <ul style="list-style-type: none"> - The increase in mandatory training, now at 90% for safeguarding with the encouragement given prior to the Ofsted visit helping. It was noted however that if the training can be completed when there is a priority, there shouldn't be an excuse. - PDR completions are near to 90%, with much greater engagement compared to last year. - Leadership development activity has continued with all staff being made aware of the opportunities within college and that not all opportunities have to be a training course to help them progress. This has been well received by those at the staff forum, some not realising all opportunities that are available., - Teaching and learning sessions – there have been an increase in the number of staff who want to be involved and facilitate sessions. A recent session on questioning and next one to share experiences of feedback through inspection process. - Increased engagement with the HOW2 platform with a third of teaching staff using the platform. <p>Areas of development noted were:</p> <ul style="list-style-type: none"> - The implementation of the College IP (new system). Key staff are currently uploading the SAR and QIP at present. The Committee will be provided with a snapshot of how the system works at a future meeting. - To improve the induction experience for new members of staff. <p>Members asked about staff take up rate for the HoW2 modules and if it is classed as continual development for teaching staff. The Director of Quality of Education advised members that managers guide staff to specific HoW2 topics to try them out. A follow up review with staff takes place to check progress and determine if it is leading to improved practice.</p> <p>Members were advised that the HoW2 Platform is to be demonstrated at a forthcoming Quality & Curriculum Committee. The Director of Quality of Education offered to spend time with link governors if this was of interest. Members thanked the director for the offer.</p> <p>A member asked if development opportunities could be made more obvious to staff. It was noted that the College is using various channels of communication to ensure all staff are aware of opportunities available to them.</p>	

5.2	<p>The Director of Human Resources re-joined the meeting at 18.06. The Chair asked to return to the update on the Scorecard.</p> <p><i>The Committee resolved to note the report and would revisit at a future meeting.</i></p> <p>Annual Equality, Diversity & Inclusion Report The Committee noted the report and the verbal update from the Director of Human Resources explaining that it contains student and staff data from last year and year to date.</p> <p>Feedback and questions were invited from members.</p> <p>A member noted that it stated in the report that the EDI Committee reports to the Quality & Curriculum Committee but that the member had not been aware of any updates being submitted to Q&C Committee. The CE&P advised that members have oversight of the agenda for the EDI Committee rather than oversight of the Committee itself.</p> <p>A member noted that there was student data missing from the report. Page 4 of the report (3.3.1 & 3.3.2) requires data to be included. The Director of Human Resources is to advise the Director of Student Experience to provide the data.</p> <p>Members noted that they are awaiting sight of the College's overall EDI Strategy and were keen that it isn't overlooked. The Director of Human Resources advised that the strategy had been discussed at an earlier meeting that day. The strategy is to be presented at a future Committee meeting. It was noted that Ranjit Singh is a member of the Black Leadership Group and that it would be useful to engage with him to draw on his experience and any mentoring to help develop the strategic approach.</p> <p>The Director of Human Resources advised that the EDI Committee meeting had taken place that afternoon and the strategy was discussed in terms of needing to be taken forward. A member commented that the external governance review aspects will need to be included in the strategy.</p> <p>A member questioned the section in the report referring to complaints with an EDI theme and asked for further details because it wasn't clear to members what they were meant to take from the information. It was advised that the report is a standard public report, and all complaints are reported through the Quality & Curriculum Committee. Where there is a need to consider complaints in more detail this would be reviewed through the relevant committee and further detail provided if members felt it was warranted.</p> <p>Members considered the complaint information to be not as open and transparent as it should be and recommended that the complaint detail is to be picked up at the Quality & Curriculum Committee. The CE&P is to refer to the complaint detail and take a view on whether the information in the report can be expanded in terms of whether it was upheld or not.</p> <p><i>Members were happy to approve the report given the audience it is intended for and subject to the student data being added.</i></p>	<p>CL</p> <p>CL</p> <p>CB</p> <p>VH/LP</p>
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5.3	<p>Minutes of Joint Consultative and Negotiating Committee (JCNC) meetings The Committee received for scrutiny the following sets of minutes from union meetings –</p> <p>Joint Consultation and Negotiating Committee (JCNC): 4th October 2022 Joint Consultation Committee (JCC): 8th November 2022 Joint Consultation Committee (JCC): 6th December 2022 (Draft) Joint Consultation and Negotiation Committee (JCNC): 17th January 2023 (Draft).</p> <p>[confidential – redacted minute]</p> <p><i>The Committee resolved to note the minutes of the meetings held with unions.</i></p> <p>The Director of Quality of Education left the meeting.</p> <p>The Committee Chair asked that Item 7.1 and 7.2 be taken at this point to allow the Director of Human Resources to leave the meeting.</p>	
6.	Corporate Governance and Assurance	
6.1	<p>External Governance Review and QIP The Director of Governance presented the report outlining the 6 priority areas for action following the governor seminar session in February.</p> <p>Members noted that the action plan appears to have captured well the essence of what was discussed in the group seminar sessions. Some minor changes to dates were requested by members and consideration to strengthening some of the action points are to be considered.</p> <p>Members were encouraged to provide any further feedback to the Director of Governance and/or Chair of the Governing Body.</p> <p><i>The Committee resolved to approve the action plan subject to any feedback and changes being made.</i></p> <p>The Director of Governance asked members to consider and agree the approach to publishing the External Governance Review Report and recommendations.</p> <p>It was agreed that an introduction and summary of the action plan are to be combined with the executive summary from the public report for publishing on the website subject to approval at the next Governing Body meeting.</p> <p><i>The Committee resolved to recommend to the Governing Body the approval of the External Governance Review public report.</i></p>	<p>CB</p> <p>CB</p>
6.2	<p>Governing Body Membership Review The report was taken as read.</p> <p>Members were advised that Cathy Water's second term of office is due to end on the 28 March 2023, and that she had expressed an interest in continuing in her role. Members were asked to consider her reappointment and were happy to recommend approval to the Governing Body.</p>	CB

7.2	<p>Whistleblowing Policy The policy was presented following its cycle of review. Minor changes were made to update the contact details at the end of the policy.</p> <p>Members noted that most policies are written as if you are the whistleblower and asked that the policy is updated to consider narrative including – (1) If you are subject to a whistleblower what do you expect (2) And if a whistleblowing event is unfounded, what the approach should be.</p> <p><i>The Committee approved the policy subject to the points outlined above being included.</i></p>	CB
7.3	<p>Procedure – Complaints about Governing Body The Director of Governance presented the procedure.</p> <p>The revised draft included updates covering complaints being made in writing, signposting to related College policies, right to appeal and guidance on the escalation process.</p> <p>A member noted the number formatting in the procedure needs to be addressed. Members raised a concern regarding the wording within 6.1.1 and asked that this be re-worded.</p> <p><i>The Committee approved the procedure subject to the changes being made.</i></p>	CB
7.4	<p>Governor Recruitment & Appointment Policy The Director of Governance presented a new policy outlining the recruitment and appointment principles and process.</p> <p>Members were invited to provide feedback.</p> <p>Feedback from members included:</p> <ul style="list-style-type: none"> • To provide additional narrative within section 4 (skills, experience & diversity assessment) to articulate the approach to completing the diversity assessment and how it maps to the current College statistics. • Section 13 (student governor) – revisit the wording of the appointment of the Student Union President to ensure it's clear that it's an annual process and an expectation that the Student Union President joins the Board as a student governor subject to approval at People & Governance Committee. • 7.1 – to check the wording related to the appointment of Chair and Vice Chair for a period of four years. A concern was raised regarding the appointment as Chair in a governor's second term of office. <p>A member referred to the governance action plan discussed earlier in the meeting and asked that further support for the Student Union President should be included within it.</p> <p><i>The Committee resolved to recommend the approval of the Policy to Board subject to the changes being made.</i></p>	CB
7.5	<p>Role Description – safeguarding link governor</p>	

	<p>The role description was issued to members for approval.</p> <p>Members asked that an additional sentence is added to the role description to explain that the Safeguarding Link Governor submits a report to each Quality & Curriculum Committee meeting.</p> <p>It was agreed that the updated role description is to be shared at the next Quality & Curriculum Committee to build awareness.</p> <p><i>The Committee resolved to approve the role description subject to the amendment being made.</i></p>	CB
7.6	<p>Public Benefit Statement This is a deferred item.</p>	
7.7	<p>Schedule of Delegation The Director of Governance presented the Schedule of Delegation that had received several changes to reflect the new duties and recommendations outlined in the FE Governance Guide. Minor updates had also been made to the Office for Students schedule picking up the new Conditions in section A and B.</p> <p>Members commented that there was a lack of visibility for members regarding the responsibilities, requirements and approvals process through the HE Academic Board and Responsible Officer particularly as many of the requirements do not require governing body approval. A proposal is to be provided to members to outline how transparency and oversight for members can be improved.</p> <p><i>The Committee resolved to approve the Schedule of Delegation.</i></p>	LP
8.	Key Meeting Outcomes and/or Actions	
8.1	<p>Matters for report to the Governing Body (if any)</p> <ul style="list-style-type: none"> • Priorities for new governor recruitment • External Governance Review and QIP • EDI Annual Report • Schedule of delegation • Policies – whistleblowing, DSPs grievance procedure, complaints against governing body procedure, governor recruitment & appointment 	
8.2	<p>Matters for report to the Audit Committee (if any)</p> <ul style="list-style-type: none"> • Whistleblowing Policy for oversight 	
9.	Summary Matters	
9.1	<p>Any Other Business No matters raised.</p>	
9.2	<p>Date of next meeting Monday 3 July 2023</p>	
Chair Name:	Libby Bush, Chair of People and Governance Committee	