

MINUTES of the meeting of the People Committee 9am 13 February L6FC Board Room

Present:	Chair – Jude Owens (JO) Kirk Lower (KL) Tina Ellis (TE) and Alan Debenham (AD)	
In Attendance:	Wendy Stanger – Director of Governance (WS) Ann Wall Director of People and Wellbeing (AW)	
L/24/02/1	Membership and Apologies	Action
	The Director of Governance advised that Associate Governor Liz Howard had resigned due to personal reasons. Governor recruitment was ongoing including campaigns internally led and those by Peridot.	
L/24/02/2	Declarations of Interest	
	There were no declarations of interest related to business on the agenda.	
L/24/02/3	To approve the minutes of the last meeting 28 11 23 and any other matters raised previously not otherwise included in the agenda	
	The minutes of 28 11 23 were approved as a true record.	
L/24/02/4	To review the post meeting action log	
	<p>The action log was reviewed.</p> <p>L/23/06/5 - The Director of People and Wellbeing advised that KPIs needed to be reviewed but data was not currently available from the new HR system. The system was not working as envisaged and this was causing operational and regularity issues. This was very disappointing considering it was an off the shelf system used in education. In addition to reporting not being available absence and probation couldn't be managed correctly on the system.</p> <p>Governors challenged what action was being taken to resolve and commented that if the system didn't meet the brief it should not be signed off. The Director of People and Wellbeing advised that it had been suggested that the company, at an additional cost, be commissioned to write the required reports. The People Team did not have any systems resource within their team and the central systems team were focused on other work. Governors agreed that this was not acceptable as the system purchased needed to meet the needs set out when contracted and this included data and reporting. This was a serious risk and needed to be reflected in the risk register and taken up with the company as a matter of urgency. The College should certainly not pay for reporting that should come with a system.</p> <p>L/23/06/6 - The Director of People and Wellbeing advised that as part of improving leadership visibility and student behaviour 'break duty' had been introduced. This included both support and academic staff with staff paired and had been positively received. The governor engagement visits had also helped to address the leadership visibility concern.</p> <p>Governors agreed the following action:</p> <ul style="list-style-type: none"> • HR System Project scope to be reviewed against that provided and a meeting held with the company to agree resolution with a timeline for action. 	
		AW

L/24/02/5	People Update	
<p>The Director of People and Wellbeing presented the report which was data light due to the issues previously discussed, and updated the committee on staff consultation, professional learning, staff wellbeing and leadership engagement.</p> <p>Governors discussed the different approaches to professional learning. The Director of People and Wellbeing advised that the staff survey had seen some negativity around the CPD offer and this was being addressed through an improved and structured approach and inset days for learning were to be reintroduced. The inset days would be a mix of department led and college led CPD. The College had been able to source additional training which had been focused on areas highlighted by staff as a need and would be a mix of online and in person sessions. An in person 're-induction' had been held for the Wider Leadership Group and fortnightly online meetings which were a mix of information sharing and CPD introduced. These had been well attended with positive feedback.</p> <p>Governors commented that there was a need to track the effectiveness of the professional learning and that this should be a mix of feedback from sessions, discussions in appraisals and overall in the next staff survey.</p> <p>The Director of People and Wellbeing advised that the Recruitment Lead was working well and that the average applicant per vacancy had now risen to 5.35. There was an issue with the length of the College application form, this had been raised as an issue due to the number of applications not being completed, and the consideration was being given to a different approach such as a shorter form with a CV. Governors commented that the application system should be simple to encourage applications.</p> <p>The Director of People and Wellbeing updated the committee on the 'Try before you Teach project.' This had been funded by Norfolk County Council to try innovative recruitment strategies to encourage industry professionals to consider a move into FE/HE teaching. A well attended open evening has been held, with another planned. All who attended have been invited to a 'Try before you Teach' day; a half a day in the classroom with the teacher training team and half a day shadowing a vocational teacher. Those who are self-employed can claim £250 for the day for any loss of earnings.</p> <p>Governor discussed the qualifications teachers needed and how the College would support qualification. The Director of People and Wellbeing advised that the College allowed 3 years for staff to achieve level 5 and this could commence with a level 3 into teaching.</p> <p>Governors commented that the College needed to raise its profile throughout the community so the College was seen as an option by all.</p> <p>The Director of People and Wellbeing updated the committee on staff celebrations and that the Assistant Principal had been invited to a Kings Garden Party due to her work in securing Turing funds and the opportunities that this provided to our students. A governor who had attended the last staff celebration dinner commented that it had been a real positive event. It was agreed that it was important that governors attended these celebration events.</p>		
L/24/02/6	Staff Survey and Action Plan	
L/24/02/6.1	Survey with benchmark	
<p>The Director of People and Wellbeing presented the survey results and action plan. The survey with benchmarked data was added to the portal. The Survey response rate was 73.58% which was 3% lower than the previous year. Staff had raised concern about using their email to log into the survey and questioned whether the results were therefore confidential. This requirement would</p>		

	<p>be removed for the next year's survey. Meetings had been held with each department manager to discuss their departments results and to agree an action plan to address areas for improvement.</p> <p>Governors commented that even though the survey rate was lower than the previous year it was much better than previously. It was really positive to see that 87% of staff responded they would recommend ECC as a place to work, and agreed that the target should be increased to 90% for future surveys. It was disappointing that an area for improvement was 'Best practice is effectively shared across the College' given the use of the RED system.</p> <p>The Director of People and Wellbeing advised that communications was an area for improvement and actions taken included the relaunch of the staff suggestion scheme, the Wider Leadership Group fortnightly briefings, reintroduction of Senior Leadership meetings and the staff listening group. The Committee Chair advised that she had attended the staff listening group and it had been a really positive and open discussion.</p> <p>The Director of People and Wellbeing updated on union activity. The Union consultation meeting had been positive and no industrial action or ballots was to take place.</p> <p>Governors challenged what action had been taken to improve the results related to safeguarding which even though in the 90% were not higher enough. The Director of People and Wellbeing advised that those departments that had not scored 100% on the survey had been followed up and the Assistant Principal Student Services and SEND will be providing a safeguarding refresh along with a myth buster session for teams by March. Staff have raised concerns regarding student behaviour and additional relevant CPD has been arranged as well as the break duty and safety rangers. Governors noted that schools were experiencing student behaviour issues and more exclusions were taking place. Reporting changes had been agreed by Quality and Standards with safeguarding and wellbeing concerns being reported separately and issues such as classroom management being managed by the curriculum areas.</p> <p>The Committee agreed that the survey data and action plan provided the information needed to be able to identify areas of strength and areas for improvement at the College and that this survey should be carried out again at the end of 2024.</p>	
<p>L/24/02/7</p>	<p>Gender Pay Gap</p>	
	<p>The Director of People and Wellbeing presented the report and advised that the report was based on a snapshot date of 31st March 2023 and showed that the median pay gap has widened further. This did not mean that the College did not have equal pay but reflected that females were predominate in support roles that were lower paid and term time only.</p> <p>Governors discussed the reasons for the gap and agreed that there was a need to continually review to see if additional mitigation was needed. This could include proactively recruiting men into the support roles. Mitigation that had already been put in place was the Board's commitment to the Real Living Wage and the increase in pay of Co-Educators.</p>	
<p>L/24/02/8</p>	<p>QD078 Sickness Absence Policy and QD286 Volunteer Policy</p>	
	<p>The Director of People and Wellbeing presented the revised policies and advised that these had been agreed with the Unions.</p> <p>Governors agreed the changes to the policies but challenged how the staff team were made aware of them. The Director of People and Wellbeing advised that at the Wider Leadership Group re-induction a file had been given to every manager with the people policies in it and these were also available on the intranet. The Director of Governance advised that there was a need for better awareness of the College's policies and suggested that an index and summary of College's policies was produced.</p>	

<p>Governors challenged who was responsible for internal communications and suggested that part of this work should include raising awareness on policies. The Director of People and Wellbeing advised that internal communications was not specifically allocated to a member of the senior team but that marketing, who produced the staff newsletter, was under the Deputy Principal Curriculum and Strategic Partnerships. Governors agreed that it would seem sensible for marketing to responsible for both external and internal marketing.</p> <p>Governors agreed the following action:</p> <ul style="list-style-type: none"> • Index and summary of policies to be produced and shared with the College Team. <p>The Committee resolved to approve the policies:</p> <ul style="list-style-type: none"> • QD078 Sickness Absence Policy • QD286 Volunteer Policy 		WS
L/24/02/9	To review the Risk Register	
<ol style="list-style-type: none"> 1. Has the risk register been reviewed <ul style="list-style-type: none"> • Yes, February 2024. 2. Is the Committee content that the risks are relevant and are being updated <ul style="list-style-type: none"> • There is a need for a risk related to the HR System and data - this should be RAG rated as red. 3. Is the Committee content that the risks are being mitigated <ul style="list-style-type: none"> • Yes, and the risks related to industrial action had been mitigated through the pay review. 4. Where a red risk is the Committee assured that appropriate action is being taken <ul style="list-style-type: none"> • Staff absence was a red on variance from risk appetite and was also a risk as the related data could not be accessed from the HR system. 5. Where does the Committee have significant concerns <ul style="list-style-type: none"> • The Committee had significant concern related to the HR System and data. <p>Governors agreed the following action:</p> <ul style="list-style-type: none"> • Chair of People to raise the issues related to the HR System and data with the Deputy Chief Executive. 		JO
L/24/02/10	Agenda Planning	
<p>Governors agreed the following action:</p> <ul style="list-style-type: none"> • To highlight in Committee report to the Board the HR System and data, and internal communications lead. 		JO
L/23/11/11	Review of Meeting	
<ol style="list-style-type: none"> 1. Confidential Items – None 2. Were Learners prominent in discussions? The impact on learners was discussed. 3. Risk Management: any issues discussed which may require an additional Assessment: HR System and data. 4. Health & Safety: any issues discussed which may require an additional Assessment none 5. Equality & Diversity: any issues discussed which may require an additional Impact Pay Gender Gap mitigation. 6. Sustainability: any issues discussed which may require an additional Impact Assessment None 7. Media: any issues discussed to inform local media Need for internal communications lead 		

8. How did the meeting go? A good meeting but hampered by lack of data.

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