



## STAFF CONSULTATIVE COMMITTEE

### Minutes of the Meeting held on 9<sup>th</sup> November 2010.

**PRESENT:** Julian Cass, Maureen Deans, Linda Jordan (Chair), Antoinette McIntosh, Denise Brown-Sackey, Zareen Graves, Zeynab Zuka-Bill, Andrew Clark

**IN ATTENDANCE:** Philip Badman, Christine Freestone, Martin O'regan, Zioge Smith (Clerk).

*The Chair welcomed Andrew Clark to the meeting.*

**10/24 Apologies**

Apologies were received from Quintin Peppiatt.

**10/25 Declarations of Interest**

There were no declarations of interest.

**10/26 Minutes of the last meeting held on 20<sup>th</sup> May 2010**

The minutes of the meeting held on 20<sup>th</sup> May 2010 were agreed as a true record.

**10/27 Matters Arising from the Minutes**

10/18 – Learner attendance proposal

There had been some issue around extracting data from mobile technology in a usable format but work remained ongoing.

**10/28 Duty Principal Arrangements**

The Committee noted that:

- The role of Duty Principal had been developed to enhance and maintain the management of the two main campuses during operational hours.
- Staff were being identified to perform the DP role.
- A training programme was being devised for staff with a proposed implementation date of 5 January 2011.

*Martin O'regan left the meeting at this point.*

### **10/29 Proposal for the review and refocus of Student Learning Services**

The Committee noted that: -

- Governmental spending cuts had an impact throughout the College;
- Despite significant investment in this team of staff, attendance had stubbornly remained at 70%.
- The review of the Student Learning Services was a way to use the investment to support the team better.
- Alongside this, a review of the disability support structure had been undertaken with a view to being less discrete and more inclusive.
- Training would continue to be provided to staff.

### **10/30 Teaching and Learning Audit**

The Committee noted that: -

- The teaching staff had demonstrated some amount of disquiet about the teaching and learning audit proposals and further meetings had been arranged to aid satisfactory decisions.
- Teachers had complained earlier that observations had a sudden death grade with no opportunity to show that there were other contributory factors.
- The new audit was a much fairer system as it looked at the job as a rounded profession, providing a holistic view over a period of time.
- The gradings appeared to be achievable especially on a broader range of performance.
- The Union's views had been noted and talks were ongoing to come to a satisfactory outcome.

### **10/31 Middle Management Restructure**

The Committee noted: -

- The College commenced consultations with staff affected by the middle management restructure in September and concluded on 29 October.
- Results will be communicated to staff shortly.

### **10/32 Comprehensive Spending Review**

A paper was tabled: The Committee noted: -

- The Comprehensive Spending Review had raised as many questions as it had answered.
- Tuition fee remissions for Adult Level 3 learners had been withdrawn and a Government back student loan was on offer. This might, however, deter some FE learners from studying at Level 3.
- Educational Maintenance Allowance (EMA) was also being removed and they may be a knock on effect on the most deprived students in the College.
- The College, through CIPs, was working with companies identified to work with the 'Silicon Valley' and Olympic Legacy Park, constructing curriculum to support the technology around the Silicon Valley.
- It was expected that greater detail and clarification would be included in the Skills Investment Strategy expected to be published in November.

### **10/33 Audit Outcomes (verbal report)**

The Committee noted: -

- Two sets of audits had been carried out.
- Annual financial audit carried out by Baker Tilly with a positive outcome where not a penny of error had been identified in the financial accounts,

- The College had also been one of 75 colleges to be identified for a funding audit by KPMG. The verbal feedback was that this had been the cleanest audit undertaken in five years.

**10/34 Reconfiguration of Registration Services space in Stratford Campus (verbal report)**

The Committee noted: -

- The Stratford Campus entrance and facilities for Sales & Marketing were cramped and uninviting.
- Following on from the new facilities for payment of fees, the cash office in Stratford was no longer needed and reduced staffing meant that more space was available.
- Staff would be consulted on proposals to open up a second entrance to SMKT and public enquiries and remodel working space for Registrations Services staff in Stratford.

**10/35 Date of Next Meeting**  
5.00 pm on **Thursday 3 February 2011.**

Signed as a correct record .....  
Linda Jordan – Chair of the Committee