



STAFF CONSULTATIVE COMMITTEE

Minutes of the meeting held on 8 November 2017

PRESENT: Linda Jordan (Chair), Andrew Edwards, Angelina Ikeako, Danielle Giles, Christian Wilton-King, Nazeema Soopee, Rajnesh Malhans, Gordana Stevanovic, Rameez Ali

IN ATTENDANCE: Paul Stephen, Paul Stopford, Anil Nagpal, Carlos Cubillo-Barsi, Angela Mitten, Olivia Besly, Beryl Hughes (Clerk to the Corporation))

The Chair welcomed everyone to the meeting

17/22 Apologies

Jean Cole, Mahjabien Iqbal, Sevcan Yakingun

17/23 Declarations of Interest

Linda Jordan for matters relating to NewTEC

Paul Stopford for matters relating to NewTEC

Angelina Ikeako for matters relating to the Learning Revolution Trust

Paul Stephen for matters relating to the Learning Revolution Trust and Digital Skills Solutions Limited.

17/24 Minutes of the meeting held on 17 May 2017 and matters arising

The minutes were accepted as a true record of the meeting.

17/25 FINANCES

The Committee received a verbal update from AN and noted:

- The financial accounts for the year ending 31 July 2017 are being finalised
- The account show a group surplus of £380k and that is the highest surplus for 5 years.
- The audit went well.
- Digital Skills Solutions did not go as well as was hoped and a rectification plan is in place.
- The accounts will be reviewed by the audit and Risk Committee on 21 November and taken to the Corporation board for approval on 5 December
- The forecast surplus for 2017/18 is £400k and is on track
- There are risks :
 - HE numbers
 - Apprenticeships
 - Pensions

17/26 STAFF CONFERENCE 15 DECEMBER 2017 - THEMES

The Committee received a verbal update from OB and noted:

- The theme is Employer Endorsement
 - We need to think 'corporate'
 - We need to consider how best inform employers of the quality of our students
 - All staff to get involved with ideas on how to raise the profile of the college and its students and share with potential employers.
- Workshops will be during the morning followed by Employee of the Month awards
- There will be a staff party in the afternoon with a band
- The theme of the party will be 'films'
- Staff development days will continue to have workshops during the morning and team meetings during the afternoon.

17/27 2018 STAFF SURVEY QUESTIONS

The Committee received a verbal update from OB and noted:

- A staff survey is undertaken every two years
- There was a 57.2% return in the 2016 survey
- The highlighted questions are the ones we are benchmarked against other colleges

The Committee were asked to:

- Review the questions and send their comments to OB.
- To encourage staff to respond.

The Committee requested:

- Consideration be given to removing or reducing the information requested about employees to ensure anonymity
- A section on mental health and wellbeing be included

The Committee further noted:

- Receiving detailed information about individuals helps the college in improving conditions for all.

17/28 CLERK TO THE CORPORATION – RECRUITMENT

The Committee received the report and noted:

- The Clerk to the Corporation is retiring on 31 December 2017
- The AoC are leading on the advertising.
- The closing date for applications is 20 November
- Interview date is 30 November
- The recommendation of appointment would be taken at the 5 December Corporation board meeting.

17/29 CAR PARKING

The Committee received a verbal update from AM and noted:

- Everyone who asked for a space was allocated one.
- Staff who had requested car parking spaces completed on line surveys
- A spreadsheet containing all requests was prepared.
- The car parks were tidied and more usable spaces were freed up.
- Contractors were not allocated spaces.
- To accommodate all requests some colleagues park in different bays each day
- When the accommodation strategy goes forward it is unlikely parking will be as readily available as it is now.
- The car parking will be reviewed annually.

17/30 ANY OTHER BUSINESS

17/30/1 – Staff absence

Al raised the issue of class cover when a tutor calls to say they will not be in and suggested:

- A pool of support staff be trained and qualified in Education and Training to be available to cover.

It was noted:

- Teacher utilisation is down
- The process for reporting in sick should be reviewed and tightened
- A scheme of work plan should be considered.

17/30/2 – Teaching pay benefits

DG raised the issue of teacher’s pay scales.

The Committee were advised the work has commenced with a view to having some proposals early in 2018.

It was delayed until the Deputy Principal PQI was in post.

Chair reminded the Committee to submit items they wish to include on the agenda in advance of the meeting.

Date of next meeting - 5.15pm on 21 February 2018 at Stratford Campus

Signed as true and accurate record
Andrew Edwards

21 February 2018