



STAFF CONSULTATIVE COMMITTEE

Minutes of the Meeting held on 4th November 2015

PRESENT: Linda Jordan (Chair), Andrew Edwards, Di Gowland, Nazeema Soopee, Rameez Ali, Christian Wilton-King, Davinder Heer, Mahjabien Iqbal

IN ATTENDANCE: Annette Cast, Olivia Besly, Mary Herbert, Anil Nagpal, Zioge Smith (Clerk).

The Chair welcomed everyone to the meeting.

15/24 Apologies

No apologies were received for this meeting.

It was noted that Scott Williams had stepped down from the Committee due to work commitments which has created a vacancy

15/25 Declarations of Interest

There were no declarations of interest.

15/26 Minutes of the meeting held of 10 June 2015 and matters arising

The Committee noted:

- Team briefings had been launched and it was felt that there was too much information provided;
- The second team briefing will be shorter

15/27 Area Reviews and Alliance Update

The Committee noted that:

- There would be 40 area reviews across the country which will be completed by March 2017.
- London reviews were planned from March 2016, in two tranches. It was likely that the East London area would be in the second tranche of reviews.
- Governors had set up a working group and the College had a steering group focusing on the reviews.
- Discussions were ongoing with the Alliance around curriculum offer in the local areas and the college was also working closely with the London Borough of Newham.

- Staff will need to be able to provide relevant information at short notice and will be kept updated throughout the whole process.
- The College curriculum offer will change; class sizes and the quality of provision will also be of key focus.

15/28 Finance Update

The Committee noted that:

- The 14/15 accounts had been closed with a draft set of accounts going to the Board for approval shortly.
- The accounts showed an outturn of -£1.1m, subject to audit.
- The 15/16 budget was not showing any significant variance and the College was forecast to achieve a surplus of £46k this year and £600k in 2016/17.
- Managers were constantly reviewing financial risks and opportunities and the College had to demonstrate to key stakeholders that it was managing its finances effectively.
- The Financial Recovery Plan was implemented in 14/15 and being monitored by the SFA.
- The space modelling review was to be shared when received but early indications showed only 29% utilisation of the College's estate.
- This and the area review provided a good opportunity for building a College of the future.

The Committee **agreed** that:

- There should be more communication to staff about the Financial Recovery Plan.

15/29 Ofsted Preparation

The Committee noted:-

- The QAA review took place in October and the initial draft showed that NUC had passed the review.
- The review refocused minds on the College's preparedness for Ofsted.
- The Ofsted inspection would be no notice and staff should be prepared all the time.
- The SAR was being moderated and read much better than in the past. There was more staff ownership of the SAR, with staff
- Registers need to be marked and late marks used; the importance of attendance and punctuality could not be over emphasised. There would also be zero tolerance on the use of lanyards.
- Workshops on Ofsted preparedness will be held across the College.

15/30 College Development Day evaluation

The Committee noted:-

- The College Development Day had been judged 91% good or outstanding by staff.
- Office 365 training had been oversubscribed and will be repeated during the staff conference.
- The compulsory session on transgender issues was welcomed by staff as there were more transgender learners in the college.

The Committee agreed that:

- Some thought would be given to unisex toilets.

15/31 Staff Winter Conference

The Committee noted that:-

- The staff conference was scheduled for 17 December, with workshops and some compulsory sessions.

- Staff would be asked to register early and the countdown on the registration form would be removed.
- Staff enjoyed the in house conferences as it was an opportunity for staff and areas within the college to showcase their skills.

15/32 Any other business

- Continuous 20 day leave
 - Removal of the continuous 20 day leave for academic staff was out to consultation with unions.
 - INSET days (now College Development Days) had been moved from Learner Review Weeks to enable staff to take leave during the year.

15/33 Date of Next Meeting

5.10 pm on Wednesday 3rd February 2016, Stratford Campus

Signed as a correct record

.....

Linda Jordan – Chair of the Committee