



MINUTES

STAFF CONSULTATIVE COMMITTEE

Date: Wednesday 21 February 2018

Venue: Executive Boardroom, Stratford Campus

Time: 5:15pm

Chair	Linda Jordan
Corporation Members	Independent Governor: Andrew Edwards Staff Governor: Angelina Ikeako Principal & CEO: Paul Stephen
Committee Members	Chistian Wilton-King, Gordana Stevanovic, Jean Cole, Mahjabien Iqbal, Nazeema Soopee, Rajnesh Malhans, Rameez Ali, Sevcan Yakingun, Sonia Hill
In Attendance	Deputy Principal, Financial & Infrastructure: Anil Nagpal Deputy Principal Curriculum, Performance Quality & Inclusion: Paul Stopford Vice Principal, Business Development, Marketing & Funding: Carlos Cubillo-Barsi Executive Director of Estates and Operations: Angela Mitten Director of HR & Legal Services: Olivia Besly Director of Finance: Pieter Vermeulen
Clerk to the Corporation	Judith Nelson

Item No	Item of business
PRELIMINARY PROCEDURAL MATTERS	
1.	Chair's Welcome & Opening Remarks The Chair welcomed members and introduced Judith Nelson, Clerk to the Corporation.
2.	Apologies For Absence <ul style="list-style-type: none"> ▪ Linda Jordan
3.	Declaration of Interests <ul style="list-style-type: none"> ▪ Paul Stephen for matters relating to the Learning Revolution Trust and Digital Skills Solutions Limited ▪ Carlos Cubillo-Barsi for matters relating to Digital Skills Solutions
4.	Minutes of the Last Meeting Held on 08 November 2017 The minutes were signed as a true and accurate record.
5.	Matters Arising and Action Points from the Meeting <ul style="list-style-type: none"> ▪ Olivia Besly thanked staff for their input and feedback, following the December staff conference. ▪ The staff survey was now closed and Olivia confirmed the response rate was 63%, making this the highest response to date.
ITEMS FOR DISCUSSION	
6.	Finance Update The Deputy Principal, Financial & Infrastructure updated members as follows: <ul style="list-style-type: none"> ▪ Currently reporting on track ▪ With a surplus of £91k against a budgeted surplus of £223k ▪ This is £132k worse than budget. ▪ An adverse variance in DSS, -£137k, offset by a favourable variance in the college, +£5k ▪ Key risks still remain at three and a close eye will kept on this with a tight year ahead.
7.	Leaders in Diversity Accreditation Olivia made members aware: <ul style="list-style-type: none"> ▪ The College is working towards the National Centre of Diversity's Leaders in Diversity.

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	<ul style="list-style-type: none"> ▪ Bruce Waller will be the College's assessor and he has assessed the College on the last two occasions. ▪ This assessment will take place in the summer term however a short diagnostic survey needs to be completed by staff, students and stakeholders before then. ▪ More information will be sent out shortly. ▪ Olivia will work closely with the Clerk in order to ascertain governance input and availability. <p>Olivia confirmed that the college was now only 2% over on the gender pay.</p>
8.	<p>Staff Development Day – Monday 19 February Outcome/Feedback</p> <p>Olivia Besly provided feedback from 19 February staff development day:</p> <ul style="list-style-type: none"> ▪ There was an increase in the number of hourly paid staff in attendance at the recent staff development day. ▪ There was a lot of positive energy during the Ofsted readiness staff meetings ▪ GDPR readiness training was undertaken by staff <p>The Staff Governor requested that different models of staff training and CPD were looked at prior to the next staff development day. Olivia responded that staff can request for CPD as part of their role through their line manager.</p>
9.	<p>Any Other Business</p> <ul style="list-style-type: none"> ▪ The Principal reminded staff the purpose of this meeting was for staff to focus and share what was on their minds. Staff had no questions or items for sharing. ▪ The Principal asked for staff input into the engagement training he is currently undertaking with the college leadership team. The Principal will email staff present the survey that has been rolled out to the management team and is very mindful this may be time consuming and did not want to over burden workload. The completed survey results will be pulled together by Olivia who in turn is looking to roll out outcome through performance management. Staff should note this is currently work in progress and there is still some work to be undertaken.
10.	<p>College Key Events</p> <p>All noted the upcoming college key events as follows:</p> <ul style="list-style-type: none"> ▪ Wednesday 28 February 2018 – LGBT Committee Fine Dining Experience ▪ Thursday 22 March 2018 – STEM Careers Convention, Stratford Campus ▪ Saturday 24 March 2018 – Open Event ▪ Monday 14 May 2018 – Parents' Evening, East Ham Campus ▪ Tuesday 22 May 2018 - Parents' Evening, Stratford Campus ▪ Tuesday 12 June 2018 – Student Day Awards East Ham & Stratford Campus ▪ Thursday 28 June 2018 – Shining Stars Student Awards Ceremony ▪ Friday 06 July 2018 – Term ends for ESOL & YAD ▪ Thursday 12 July 2018 – Terms for 10+ ▪ Friday 13 July 2018 – Staff Conference
11.	<p>Meeting Schedule for 2017-18</p> <p>All noted the date of the next meeting:</p> <ul style="list-style-type: none"> • 23 May 2018 – East Ham Campus @ 5:15pm • 07 November 2018 – Stratford Campus @ 5:15pm <p>The meeting closed at 17:48</p>

Signed as true and accurate record:

Andrew Edwards

23 May 2018