



**MINUTES  
STAFF VOICE COMMITTEE**

Date: Wednesday 08 May 2019

Venue: Executive Boardroom, East Ham Campus

Time: 5:15pm

<b>Chair</b>	Linda Jordan
<b>Corporation Members</b>	Governor: Andrew Edwards Governor: Lloyd Johnson Staff Governor: Mubin Ahmed Principal & CEO: Paul Stephen
<b>Committee Members</b>	Aftab Ahmed; Roxana Jobson; Khadijah Soopee, Whitney Pamerter
<b>In Attendance</b>	Deputy Principal Curriculum & Quality: Janet Gardner Chief Operating Officer (COO): Nirmal Borkhataria Director of HR & Legal Services: Olivia Besly Finance Director: Pieter Vermeulen
<b>Clerk to the Corporation</b>	Judith Nelson

<b>Item No</b>	<b>Item of business</b>
<b>PRELIMINARY PROCEDURAL MATTERS</b>	
<b>1.</b>	<p><b>Chair's Welcome</b> The Chair welcomed and thanked members for their attendance.</p> <p>The Principal requested that staff members liaise with Judith Nelson regarding the timings of forthcoming meeting dates and times, ensuring this is suitable.</p>
<b>2.</b>	<p><b>Apologies For Absence</b></p> <ul style="list-style-type: none"> <li>▪ Wajda Khaliq</li> <li>▪ Steven Hitchins</li> <li>▪ Cordel McFarlane</li> <li>▪ Karlena Huggins</li> <li>▪ Geovanna Castro</li> <li>▪ Nahida Hussain</li> <li>▪ Rameez Ali</li> </ul>
<b>3.</b>	<p><b>Minutes of the Meeting Held on 13 February 2019</b> The minutes were signed as a true and accurate record.</p>
<b>4.</b>	<p><b>Matters Arising from the meeting</b> Item 7 – Autism awareness. Olivia Besly advised the committee as a follow to the request for the College to raise autism awareness.</p> <ul style="list-style-type: none"> <li>▪ Autism awareness training has been rolled out and it was noted that catering have received the training.</li> <li>▪ A themed autism awareness week is planned.</li> <li>▪ Podcasts are underway to make staff and students aware of the new initiatives.</li> </ul>
<b>ITEMS FOR DISCUSSION</b>	
<b>5.</b>	<p><b>Actions Arising from the Staff Well Being Survey</b></p> <p>Olivia Besly gave an overview of the results and key responses::</p> <ul style="list-style-type: none"> <li>▪ Respondents want a culture where work/life balance is encouraged and staff were</li> </ul>

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	<p>being asked to undertake a number of tasks outside of their JD. A consultation of the staff performance appraisal review has been undertaken. The performance appraisal has been strengthened with a matrix and clear grading correlating to key performance indicators. There is delineation between academic and business support performance appraisal documentation.</p> <ul style="list-style-type: none"> <li>▪ Remove the perception of a 'last minute' culture. Janet Gardner expanded that the directors are forward planning and sometimes last minute requests are not always College deadlines but influenced by external bodies.</li> <li>▪ Staff rooms. Staff requested for a designated staff room and this is now place: <ul style="list-style-type: none"> <li>○ Room 708 at East Ham campus and</li> <li>○ Room C08 at Stratford campus</li> </ul> </li> </ul>
6.	<p><b>Big Bang East London Event: Thursday 4 July 2019 – Update on:</b></p> <ol style="list-style-type: none"> <li>a. Students being accompanied by an adult/ staff</li> <li>b. VIP attendance</li> <li>c. Ambassadors</li> <li>d. Registrations to date</li> <li>e. Careers</li> </ol> <p>Khadija Soopee event organiser made members aware of the following:</p> <ul style="list-style-type: none"> <li>▪ On Thursday 4 July the College will be hosting the Big Bang Fair, bringing science and engineering to life for young people.</li> <li>▪ The event will be attended by many of Newham's primary and secondary schools.</li> <li>▪ Schools have been notified that all students must be accompanied by a staff / adult.</li> <li>▪ There have been a total of 1113 registrations.</li> <li>▪ VIP guests include – TFL; Network Rail; Siemens; Bombardier and Joanna McCartney Deputy Mayor of London. It is hoped once again this event will be supported by local MP Rt. Stephen Timms.</li> <li>▪ Paul Stephen advised that over the next 2 years Big Bang will be the vehicle to promote the Institute of Technology.</li> <li>▪ Janet Gardner thanked Khadijah for organising the event.</li> </ul>
7.	<p><b>An update on RENEWAL and the plans for the present accommodation</b></p> <p>Members noted:</p> <ul style="list-style-type: none"> <li>▪ Going forward the accommodation plans will have a larger focus on the curriculum growth.</li> <li>▪ The plan is to keep a presence at East Ham and Stratford.</li> <li>▪ The College is currently on the GLA's reserve list for capital grants at Stratford and East Ham campuses.</li> </ul>
8.	<p><b>Remission:</b> Curriculum team leaders do not qualify for 3 hours remission however the Advanced practitioners do, staff would like to know the rationale behind this?</p> <p>Members noted the CTL role has been brought to Janet Gardner's attention and this is not a uniformed approach. CTL is not a new role and must align with the needs of the curriculum and learners. Janet Gardner is undertaking a review of this matter and this role must not be compared to advanced practitioners.</p>
9.	<p><b>Staff Benefits Scheme:</b> due to the budget freeze, perks such as gym membership have been placed on hold, how long is this budget freeze for? Is there an alternative incentive?</p> <p>Members noted senior management will be undertaking a review of the College's financial plan. It was noted that the College has its own gym on the ground floor, hence why there is a freeze on the external gym membership. Olivia Besly to explore benefits schemes.</p>
10.	<p><b>College Key Events</b></p>

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	<p>Members noted the upcoming College key events as follows:</p> <ul style="list-style-type: none"> <li>▪ Wednesday 15 May 2019 – Open Evening, 5:00pm to 7:00pm East Ham Campus</li> <li>▪ Saturday 22 June 2019 – Open Day 10:00am to 1:00pm, Stratford Campus</li> <li>▪ Thursday 27 June 2019 – Shining Stars Student Awards Ceremony</li> <li>▪ Thursday 04 July 2019 – Big Bang Event, East Ham Campus</li> <li>▪ Friday 12 July 2019 – Staff Conference</li> </ul>
11.	<p><b>Meeting Schedule for 2019-20</b></p> <p>Members noted the date of the next meeting as follows:</p> <ul style="list-style-type: none"> <li>▪ 06 May 2020 @ 5:15pm – Executive Boardroom, East Ham Campus</li> </ul>

Signed.....

**Andrew Edwards**

Date: 22 January 2020