



**MINUTES  
STAFF VOICE COMMITTEE**

Date: Wednesday 13 February 2019  
 Venue: Executive Boardroom, Stratford 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; Rameez Ali; Geovanna Castro; Steven Hitchins; Karlena Huggins; Roxana Jobson; Wajda Khaliq; Cordel Mcfarlane; Khadijah Soopee
<b>In Attendance</b>	Deputy Principal, Finance & Infrastructure: Anil Nagpal Deputy Principal Curriculum & Quality: Janet Gardner 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>Welcome &amp; Introductions</b></p> <p>It should be noted Andrew Edwards Chaired the meeting.</p> <p>The Chair welcomed and thanked members for putting themselves forward and for attending the newly constituted committee. The Chair invited members to make a short introduction.</p> <p>The Principal expanded that this meeting is a two way conversation, the senior management do not always have the knowledge of what is happening in all areas and this is where opportunities could be missed. This should be a group meeting and invited all staff members to bring us matters that excite and make the College better.</p> <p>Ideas and thoughts should be brought to this forum, this is an opportunity for staff to see the work of leadership team and governance.</p> <p>The Deputy Principal added it is very difficult at the College to understand different levels of management. There are shadowing opportunities and if anyone would benefit from shadowing a member of the Executive, then please let the Clerk know.</p>
<b>2.</b>	<p><b>Apologies For Absence</b></p> <ul style="list-style-type: none"> <li>▪ Lloyd Johnson, Governor</li> <li>▪ Nahida Hussain, Staff member</li> </ul>
<b>3.</b>	<p><b>Declaration of Interests</b></p> <ul style="list-style-type: none"> <li>▪ Paul Stephen in respect of Learning Revolution Trust, Digital Skills Solutions Limited and NewTEC</li> <li>▪ Linda Jordan in respect of NewTEC</li> </ul>

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4.	<p><b>Staff Voice Committee Terms of Reference</b> Members noted the Staff Voice Committee terms of reference.</p>
<b>ITEMS FOR DISCUSSION</b>	
5.	<p><b>Action Plan Arising from the Staff Well Being Survey</b></p> <p>Olivia Besly thanked staff for completing the staff well being survey which was launched on 5 December 2018 and closed on 20 December 2018. A total of 184 employees completed the survey which is a response rate of 45.1%.</p> <p>Key highlights from staff:</p> <ul style="list-style-type: none"> <li>▪ 82% of respondents felt they had autonomy over prioritising workload and found this rewarding</li> <li>▪ Respondents want a culture where work/life balance is encouraged.</li> <li>▪ 89% of respondents found their job rewarding</li> </ul> <p>Action plan comprises of the following themes:</p> <ul style="list-style-type: none"> <li>▪ Remove the perception of a 'last minute' culture</li> <li>▪ Dedicated staff room to be identified at both East Ham and Stratford Campus to allow breaks away from desks and increase communication amongst staff</li> <li>▪ Laptops to be rolled to staff to improve working remotely. A roll out plan of implementation to be shared with staff. This will also encourage flexible working. We need to ensure the College IT infrastructure can support and encourage efficient remote working</li> <li>▪ Directorate will have more of a robust plan of how staff fit into the strategic plan and schedule regular 1:1s.</li> <li>▪ Staff felt they were not being informed of decisions that were being made</li> <li>▪ A change / shift in culture needs to take place, workload always be mixed. A view will be taken of how the workload is infringing staff personal time.</li> <li>▪ Training and support will be undertaken to improve time management and prioritising, non urgent and non important workload and most important not missing key deadlines.</li> <li>▪ Steve Hitchin, job coaches whilst working offsite are normally rushing back to catch up with paperwork in the office and working remotely will help and aide flexible working. A bank of laptops will be most supportive.</li> </ul>
6.	<p><b>Stonewall Equality Report</b></p> <p>Newham College has been named one of the most inclusive employers in Britain by lesbian, gay, bi and trans equality charity Stonewall in its Top 100 Employers list for 2019. The College is the only FE College to receive this accolade and in joint place with the DfE.</p>
7.	<p><b>Question &amp; Answer Session, followed by sharing of good practice / Ideas</b></p> <p>Steve Hitchin advised that whilst he was very proud of the Stonewall award, this has forced him to think about other groups in the College i.e. he is a very passionate advocate of autism. Could autism awareness training be made available for staff and students.</p> <p>Steve has experienced:</p> <ul style="list-style-type: none"> <li>▪ Mainstream students laughing at autistic students, this is due to a lack of understanding and we could empower the students with awareness training</li> <li>▪ Canteen staff being very impatient with autistic students whilst placing the order</li> <li>▪ Autistic students face sanctions because of their behaviours</li> <li>▪ Olivia Besly suggested having podcasts to raise student and staff awareness</li> </ul>

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	Linda Jordan (Chair) advised Steve this subject was really timely and there is a need to have an inclusive policy and strategy. There needs to be a better understanding and awareness of students with complex needs and staff development to build on the opportunities.
<b>8.</b>	<p><b>College Key Events</b> Members noted the upcoming College key events as follows:</p> <ul style="list-style-type: none"> <li>▪ Wednesday 27 February 2019 – LGBT Committee Fine Dining Experience</li> <li>▪ Saturday 23 March 2019 – Open Day 10:00am to 1:00pm, East Ham Campus</li> <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>
<b>9.</b>	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>▪ The Principal expanded on the Big Bang event, which is a careers event for secondary schools, focused on STEM subjects, working in collaboration with external organisations. A member of CLT will champion the event.</li> <li>▪ The Principal and Deputy Principal, Curriculum &amp; Quality have just returned from Birmingham regarding the Institute of Technology. The College is in the last 15 over 100 college participants and now at the last process. The College has reached out to the National College of High Speed Rail. They have presence in Doncaster and in Birmingham and they are a world class employer.</li> </ul> <p>The Chair thanked Anil Nagpal and wished him every success in his new job.</p>
<b>10.</b>	<p><b>Meeting Schedule for 2018-19</b> Members noted the date of the next meeting:</p> <ul style="list-style-type: none"> <li>▪ 08 May 2019 @ 5:15pm – East Ham Campus</li> </ul>

Signed.....  
Linda Jordan

Date: 08 May 2019