



TRURO AND PENWITH COLLEGE CORPORATION



Employment and Business Policy Committee

Minutes of the Employment and Business Policy Committee held at Truro College, College Road, Truro on Monday 3 June 2019.

Present: Mrs L Batchelor, Mr K Conchie, Ms D Skinnard (in the Chair) and Mr D Walrond

Also Present: Mr M Arnold (Director of Quality), Ms J Cashmore (Director of Operations), Mr D Haughton (Director of Finance), Mr T James (Personnel Officer Designate), Mr K McCoag (Staff Development Co-ordinator – left after item 19/28), Mrs C Mewton (Director of Studies), Mrs L Scott (Personnel Officer), Mr A Stittle (Director of Teaching and Learning), Mr M Tucker (Director of Penwith College), Mr M Wardle (Director of Curriculum) and Mrs A Winter (Clerk to the Corporation)

Apologies: Mrs K Ashworth and Mr R Crossland

Item	Discussion/Decision	Action
19/17	Welcome Tristan James was welcomed to his first meeting prior to taking up the role of Personnel Officer in August 2019.	
19/18	Minutes The Minutes of the meeting held on 11 February 2019 were APPROVED and signed as a correct record.	
19/19	Matters Arising 19.01 Staff Development (Minute 19/03) The Director of Studies explained that due to ongoing staffing changes the in-house Mental Health First Aid trainer had not yet been replaced. However, over 140 members of staff had completed the training, including representatives from every staff team. It was hoped that an in-house trainer would be appointed in due course. 19.02 Institute of Technology (Minute 19/05) The Committee noted that the SW IoT had been given approval in early April and negotiations with the DfE to finalise the contract were progressing. It was expected that the licence and capital funding agreement would be confirmed in June 2019. As capital funds would have to be spent by March 2021, detailed plans for the proposed capital build were already being drawn up. It was hoped that around 250 learners would be recruited by the IoT to high level vocational qualifications (levels 4,5 & 6) in Digital and Engineering.	

	<p>19.03 T Levels (Minute 19/05)</p> <p>Preparations were in place for piloting three T Levels (level 3) courses from 2019/20. Additional funding had been secured to enable the College to appoint Work Placement Co-ordinators to develop relationships with businesses and expand the number of 45-day work placements which were an integral part of the T Level qualification.</p> <p>Awareness of the new qualifications was being raised through the Chamber of Commerce and other employer groups across the region.</p>	
19/20	<p>Staff Development Needs Analysis and Plan 2019/20</p> <p>The Committee considered the Staff Development Needs Analysis and Plan for 2019/20 and the key priorities identified. During discussion the Staff Development Co-ordinator responded to questions and the Committee noted that:</p> <ul style="list-style-type: none"> • Staff development needs would be met through a mixture of internal/external training and sharing best practice to ensure the maximum benefit whilst keeping costs down • a focus on improving the teaching and learning experience for students, embedding English and Maths across curriculum areas, and supporting students with special educational needs would continue • mandatory training in areas such as health and safety and safeguarding would be maintained to ensure compliance • an emphasis would be placed on supporting curriculum changes, the transition to new vocational qualification frameworks and preparation for the introduction of T Levels • other training needs would be identified through the staff appraisal system and the Staff Development Group • an online system was being implemented for maintaining continuing professional development training records and to issue automatic notifications when training updates were due. 	
19/21	<p>Employer Engagement Update</p> <p>Governors noted the breadth of business courses and apprenticeships being offered in 2019/20 as well as the wide range of employers working with the College across various sectors. The College remained focused on providing high quality training and was continuing to achieve steady growth.</p> <p>New areas next year included the addition of an apprenticeship in Mechatronics and a Level 3 Senior Health Care Support Worker qualification for the Royal Cornwall Hospitals Trust (RCHT). Discussions with the RCHT about further provision were ongoing.</p> <p>Many employers remained unclear about the complex apprenticeship levy arrangements and change from frameworks to standards. Staff were working hard to explain the system and support individual businesses and apprentices. Travel logistics and costs remained a key challenge for many potential apprentices.</p> <p>The Committee was pleased to NOTE positive progress and continued growth.</p>	

19/22	<p>Student Progression and Destinations 2017/18</p> <p>The Committee received a report on the progression and destinations of students who had completed courses in 2017/18. Although an external company had been engaged in the past to survey former students, the follow up work had been undertaken in-house this year and a very positive response rate had been achieved.</p> <p>More than 1300 students were progressing into Higher Education with 339 starting courses at Russell Group universities. 92% had successfully gained places at their first choice institution and 18 students had accepted places at Oxford/Cambridge. As previously, a large proportion of students had chosen institutions within the South West (particularly, the University of the West of England, Plymouth, Exeter, Falmouth and Cardiff universities).</p> <p>Governors were pleased to note that 70% of students who had secured employment were working for more than 16 hrs/week, compared to 24.3% last year.</p> <p>A further 387 students had successfully completed an apprenticeship programme and 278 progressed into substantive paid employment (16+ hrs/week). 31 had progressed to a Higher Level Apprenticeship.</p> <p>The Committee NOTED that overall the data demonstrated excellent outcomes and successful progression for a huge number of learners.</p>	
19/23	<p>Health and Safety Annual Report 2018/19</p> <p>The Director of Operations presented the annual Health and Safety (H&S) Report and the Committee discussed the range of monitoring activities as well as improvements to practices undertaken during the year. The Committee noted that during the year:</p> <ul style="list-style-type: none"> • the Health and Safety Committee had met on five occasions to oversee arrangements – the Committee included representation from every department across the College • regular internal monitoring and reviews had been completed to ensure the necessary measures were in place - routine visits were no longer conducted by external agencies • among the priorities was a focus of procedures relating to lighting rigs in theatre performance spaces and photographic studios with new and improved guidance developed for staff • considerable work had been done to manage silica dust levels, to ensure they remained within the specified limits • measures to address Radon levels were being implemented where needed • fire evacuation drills had been successfully completed • numerous trips and visits had taken place, including sporting fixtures, residential trips and overseas visits for which specific risk assessments and health and safety arrangements were made • the summary of accident reports indicated that the number of incidents remained low, given the size of the College. <p>The Committee was satisfied that effective health and safety procedures were in place with a comprehensive range of training and advice available to staff.</p>	

19/24	<p>College Staff Recruitment</p> <p>The Committee considered a report summarising appointments made between 1 September 2018 and 3 May 2019. The number of appointments had fallen considerably and reflected the significant reduction in FE funding, changes in provision and efficiency measures.</p> <p>In total, 14 full and part-time academic staff (61 in 2017/18) and 74 full and part-time support staff (148 in 2017/18) had been appointed since September 2018. Also, a number of sessional/variable/bank staff had been appointed and some posts were on a fixed-term basis in order to provide flexibility to adjust staffing as needed. Several vacancies were being ring-fenced for internal re-deployment.</p> <p>Governors noted that 16 lecturing staff and 5 support staff had come forward as a result of the recent voluntary redundancy offer. As this had not produced sufficient savings, a consultation process with staff unions had been completed and a compulsory redundancy process was underway for up to forty posts (from a total workforce of around 1300 employees). The number of job losses was relatively low in the sector due to the College's continuing success, ongoing growth, new developments and long term pay restraint. The process was being very carefully and sensitively managed by Personnel staff and the SMT.</p>	
19/25	<p>Analysis of Gender Pay Gap</p> <p>The Committee noted the gender pay reporting requirements and reviewed the data for the snapshot date of 31 March 2019.</p> <p>Governors noted that the College's gender pay gap remained low and compared favourably with other organisations - below national levels for the public sector, education sector and whole economy. The College workforce was around two thirds female and in line with the UK economy as a whole, women were more likely to be employed in the lower paid front-line and part time roles, and to take career breaks.</p> <p>The Committee confirmed an ongoing commitment for men and women to receive equal pay for work of equal value and APPROVED the report for publication.</p>	DH to note
19/26	<p>College Social Committee</p> <p>The Director of Studies reported on a successful cross-College bowling event with staff teams from Truro, Penwith and Callywith. A theatre trip and end of term barbecue were being planned.</p>	
19/27	<p>Any Other Business</p> <p>The Committee recorded its thanks to Lin Scott, Personnel Officer, and wished her well for her retirement.</p>	
19/28	<p>Date of Next Meeting</p> <p>The Committee would meet at 5.00 pm on Monday 23 September 2019.</p>	ALL to note
19/29	<p>Update on National Negotiations and Review of Staff Pay 2019/20</p> <p>This confidential item is separately minuted.</p>	