



TRURO AND PENWITH COLLEGE CORPORATION



Employment and Business Policy Committee

Minutes of the Employment and Business Policy Committee held via Teams on Monday 20 September 2021.

Present: Mrs L Batchelor, Mr K Conchie, Mr J Burnett (in the Chair), Ms D Skinnard, Mr M Tucker and Mr P Wroe

Also Present: Mrs L Briscoe (Director of Student Experience), Ms A Bull (Director of Curriculum Development), Ms J Cashmore (Director of Operations), Mr S Cryer (Director of Finance), Mr T James (Head of Human Resources & Employee Services), Mr K Lewis (Staff Development Co-ordinator), Ms L Maggs (Director of Operations, Penwith College), Ms H McKinstry (Director of Partnerships & Apprenticeships), Mrs V Pearson (Director of Teaching & Learning) and Mrs A Winter (Clerk to the Corporation)

Apologies: Mrs K Ashworth
Also, Mrs L Bradley (Director of Quality)

Item	Discussion/Decision	Action
21/25	<p>Introduction</p> <p>The Chair of the Corporation explained that he was standing in as Chair until the Search and Governance Committee resolved the future chairing of the Committee.</p>	
21/26	<p>Minutes</p> <p>The Minutes of the meeting held on 14 June 2021 were APPROVED as a correct record.</p>	
21/27	<p>Matters Arising</p> <p>27.01 Skills Accelerator Fund (Minute 21/15.03)</p> <p>A successful collaborative bid had funded a mezzanine floor as well as additional equipment and resources for Valency (IoT).</p> <p>27.02 National Skills Fund Bootcamps (Minute 21/15.04)</p> <p>The first Skills Bootcamp in Welding had started in July with around 20 learners and another four cohorts were expected. Bootcamps in Programming and Digital Marketing would commence in October. All funding needed to be used by March 2022.</p> <p>27.03 Health and Safety (Minute 21/17)</p> <p>CCTV systems had been upgraded during the summer to increase coverage. Installation of new car parking barriers had been deferred to enable requirements and options to be re-assessed.</p> <p>27.04 Investors in Diversity (Minute 21/19)</p> <p>Sarah Sanderson had agreed to act as the Lead Governor for EDI.</p>	

21/28	<p>Staff Development Annual Report for 2020/21</p> <p>The Committee considered the Staff Development Report for 2020/21 and noted the key emphasis during the year had been training for remote delivery, digital resources and the transition from the current online learning platform, Moodle, to One Note.</p> <p>Mandatory safeguarding, health and safety and other essential training had been delivered remotely with some practical elements postponed until completion was viable in a Covid-secure environment.</p> <p>As well as an extensive programme of online CPD opportunities, departmental budget allocations enabled subject specific external training to be provided. Teaching qualifications were also continuing to be supported with individual loans, where needed. Overall, the participation in training and development was very positive.</p> <p>In response to questions, governors noted that the staff development programme and delivery timetable in 2021/22 would be adapted in response to the FE Skills and Post-16 Bill and emerging priorities (such as an increased emphasis on sustainable technologies). Also, an objective for the year was to boost the training provided to non-teaching staff and enhance wellbeing and recreational provision.</p>	
21/29	<p>Update on FE Skills and Post-16 Bill</p> <p>The Principal summarised College's responses to the priorities in the Bill. The College's aim was to build on relationships with employers, be proactive and establish greater collaboration with businesses. An internal re-structuring and redirection of efforts would support more consistent and effective employer engagement.</p> <p>The College's investment in new facilities at Valency (Truro) and Ottery (Bodmin) would facilitate the delivery of higher level technical skills in key areas such as renewable technologies and space/aerospace, with T Levels providing progression routes into these higher level technical qualifications.</p> <p>During discussion, the Principal highlighted the challenge of recruiting staff to deliver higher level skills training, due to the housing crisis.</p>	
21/30	<p>Business/Employer Engagement</p> <p>The Director of Business Partnerships and Apprenticeships reported on the remodelling of the Business and Professional curriculum area and shift in focus in response the FE skills and Post-16 Bill, the impact of the pandemic and the changing employer landscape. The Director also explained latest developments and new partnerships with national and local companies across various sectors, including construction, hospitality, space/aerospace and healthcare. The College was also involved in new initiatives with the Cornwall Manufacturing Group.</p> <p>The Committee reviewed apprenticeship recruitment which was continuing to rise, compared to 2020 and 2019, despite some nervousness amongst potential applicants and parents about the stability of the apprenticeship scheme.</p>	

	<p>The College was currently promoting over 100 apprenticeship vacancies and a range of other developments were in the pipeline, including a new Level 4 Space apprenticeship programme, (incorporating an HNC qualification) from September 2022.</p> <p>Governors also discussed the legacy of the G7 Summit which had helped to highlight Cornwall's capacity and ambition to advance sustainable industries and foster greater collaboration.</p>	
21/31	<p>Staff Recruitment Analysis Report 2020/21</p> <p>The Head of Human Resources and Employee Services (HRES) presented an analysis of recruitment activities. The Committee noted that 92 academic appointments, 158 support staff appointments and a further 173 sessional/variable/bank staff had been appointed during the year. This was a significant rise of 74% on the previous year.</p> <p>During 2020/21 there had been two compulsory and four voluntary redundancies as a result of changes to provision.</p> <p>Governors noted that applications for vacancies had also risen - 1057 applications submitted in 2020/21, compared to 912 in the previous year. There had been a marked shift in the impact of advertising with considerable growth in the importance of online promotion and social media.</p> <p>The Committee discussed the local accommodation issues for candidates and noted that there had been unfilled vacancies, due to housing difficulties for selected candidates. The College was exploring various ideas to try to alleviate accommodation problems for new staff.</p> <p>The Head of HRES confirmed that although it had been an exceptionally busy year for recruitment, the overall workforce FTE had not changed significantly. Following the pandemic, more staff were opting for part time/fractional working to maintain a work/life balance.</p>	
21/32	<p>Covid Update</p> <p>The Director of Operations explained that:</p> <ul style="list-style-type: none"> • the College was continuing to adhere to all government directives and had completed the necessary Covid testing for students and staff at the start of the year • very few positive cases were detected and the College was no longer required to undertake contact tracing • the College was continuing to monitor absences and adapt as appropriate • 'pop up' clinics had been set up by Public Health England for 2 days at each campus to provide opportunities for vaccination • with fewer restrictions, a wider range of activities had resumed including sporting events, academies, trips and visits • anti-vaccination campaigners had demonstrated on site and issued legal papers regarding the College's approach. <p>In response to questions, the Director explained that personal data on the numbers of staff who were vaccinated was not available but it was likely that a large proportion of the workforce had received two jabs.</p> <p>Governors were also assured of contingency arrangements and readiness to revert to remote learning if there was a need to do so.</p>	

21/33	<p>Update on Principal's Meeting with the Staff Unions</p> <p>The Principal briefed governors on his recent meeting with the staff unions which had mainly discussed Covid-related issues. The feedback from staff representatives indicated lower levels of anxiety and greater confidence amongst staff, following the vaccination programme for 16+ year olds.</p> <p>The outcome of pay reviews for a significant number of posts, the annual pay award and internal promotion opportunities were welcomed by the unions.</p> <p>In reply to a question, the Principal confirmed that the recent ballot on industrial action with regard to the 2020/21 pay award by the UCU had failed to achieve the required level of support to proceed.</p>	
21/34	<p>College Social Committee</p> <p>The Director of Student Experience explained that a programme of social activities was being planned, now that restrictions had eased, including retirement events, 10-pin bowling and Christmas activities.</p>	
21/35	<p>Cycle of Annual Business for 2022</p> <p>The Committee considered and APPROVED the proposed Cycle of Business for 2021.</p>	
21/36	<p>Date of Next Meeting</p> <p>The Committee would meet at 5.00 pm on Monday 7 February 2022.</p>	All to note