



# 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 20 June 2022.

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

Also Present: Mrs A Bull (Director of Curriculum Development), Mr S Cryer (Director of Finance), Mr T James (Head of Human Resources and Employee Services), Mrs H McKinstry (Director of Apprenticeships and Partnerships) and Mrs A Winter (Clerk to the Corporation)

Apologies: Mr K Conchie

Item	Discussion/Decision	Action
22/13	<p><b>Minutes</b></p> <p>The Minutes of the meeting held on 7 February 2022 were <b>APPROVED</b> as a correct record.</p>	
22/14	<p><b>Matters Arising</b></p> <p><b>14.01 Covid Update (Minute 22/02.02)</b></p> <p>The Committee noted that absence rates were falling but there had been clusters of Covid infections in some departments and there were a small number of staff with long Covid symptoms. In a number of individual cases reduced working hours had been agreed.</p> <p><b>14.02 Apprenticeship Success Rates &amp; Destinations (Minute 22/08)</b></p> <p>Improvements to tracking processes and data monitoring had been implemented. Success rates were looking very positive and well above national benchmarks. Data would be presented to the next meeting.</p> <p><b>14.03 College Social Committee (Minute 22/10)</b></p> <p>The College bowling evening had been a great success with teams from across both campuses and Callywith College taking part.</p>	HMCK for next meeting
22/15	<p><b>Staff Development Needs Analysis and Plan for 2022/23</b></p> <p>The Committee considered the Staff Development Needs Analysis and Plan for 2022/23 and priorities identified. An extensive range of training opportunities were made available both internally and with external providers on dedicated staff development days and throughout the year. Key opportunities included support for:</p> <ul style="list-style-type: none"> <li>ongoing technology developments (eg. change from Moodle to Sharepoint)</li> <li>T Level delivery</li> <li>delivery of the new tutorial programme and improving tutor confidence</li> </ul>	

	<ul style="list-style-type: none"> <li>• equality, diversity and inclusion</li> <li>• supporting learners with Special Educational Needs and mental health difficulties</li> <li>• teaching qualifications</li> <li>• mandatory training and updates (eg. H&amp;S)</li> </ul> <p>The Committee asked about the numbers of lecturers without teaching qualifications and noted that a small percentage of staff, primarily in vocational areas, had moved into teaching from industry and did not hold a teaching qualification. It was very effective to employ experienced practitioners with extensive experience (eg. nursing) and support them to gain qualified teacher status. In most cases the achievement of a qualification was a condition of employment.</p>	
22/16	<p><b>Recovery Funding and Increase to Learning Hours</b></p> <p>The Principal explained the 16-19 recovery funding and how the 40 additional learning hours would be implemented to address learning gaps attributed to the pandemic.</p> <p>A slightly different approach would be adopted for the various cohorts, with extra time generally allocated to supervised directed study, workshops and enrichment activities. The additional 40 hours would be compulsory, integral elements of the study programme. Investment in IT facilities, expanding Learning Resource Centres and additional staffing would enable the extra activities to be delivered.</p> <p>In response to questions the Principal explained how generic topics such as employability, study skills and exam techniques would be included within provision to support achievement and progression.</p>	
22/17	<p><b>Skills and Post-16 Education Act</b></p> <p>Governors noted that new legislation had come into force to support the development of Higher Technical Qualifications, green skills as well as education and training to address local employer's needs. The College was already taking forward a range of new initiatives and working closely with business to meet national skills priorities. The Skills and Post-16 Education Bill also included a new statutory duty for Corporations to review how provision meets local needs. Guidance on this duty was awaited.</p>	
22/18	<p><b>Employer Engagement</b></p> <p>An update on recent activities and developments was provided and the meeting discussed:</p> <ul style="list-style-type: none"> <li>• new partnerships with businesses and employers</li> <li>• the launch of the Future Skills Institute bringing together 19+ provision</li> <li>• new course developments in response to industry needs and sector requirements</li> <li>• sector specific Curriculum Steering Groups set up to advise on curriculum proposals and industry relevance</li> <li>• apprenticeship recruitment – 439 new starts in 2021/22 (compared to 303 in 2020/21)</li> </ul>	

	<ul style="list-style-type: none"> <li>• development of English as a Second Language (ESOL) and Young ESOL qualifications in response to a growing need to support refugees</li> <li>• Skills Bootcamp proposals for 2022/23</li> <li>• Strategic Development Fund phase 2 collaborative bid with The Cornwall College Group (TCCG) to expand the current programme focussing on skills for renewable technologies</li> </ul> <p>The Committee also discussed the changes to the Ofsted inspection framework creating an 'Enhanced Inspection' and new judgement on how well colleges are meeting the needs of the economy.</p> <p>In response to questions, Governors were pleased to note projected growth in Apprenticeship recruitment for 2022/23. This was likely to require additional staffing and facilities in order to maintain the focus on high quality provision, particularly in such a competitive environment.</p>	
<b>22/19</b>	<p><b>Institute of Technology Update</b></p> <p>Governors noted that the College was continuing to work with Petroc although collaboration across the wider partnership remained limited. The College was in the process of submitting new Level 4 and 5 HNC/HND qualifications to the University of Plymouth for approval to start in September 2023. It was hoped that the qualifications would be awarded Higher Technical Qualification (HTQ) quality mark from the Institute for Apprenticeships and Technical Education. Also, potential pathways to University of Exeter courses were being explored.</p>	
<b>22/20</b>	<p><b>Health and Safety Annual Report 2021/22</b></p> <p>The Committee considered the Health and Safety Report which had already been reviewed by the Audit Committee and noted:</p> <ul style="list-style-type: none"> <li>• although Covid absences had remained high, the pandemic was no longer dominating health and safety activity</li> <li>• the Health and Safety Committee had met on five occasions to oversee arrangements – the Committee included representation from each department across the College</li> <li>• provision had been strengthened with Health and Safety Officers at the Truro and Penwith campuses and First Responders who were able to assess incidents and coordinate emergency services</li> <li>• other improvements included additional defibrillators on campus and a supply of EpiPens</li> <li>• a significant number of staff had completed training and development to provide good coverage throughout the College</li> <li>• the numbers of trips and visits had increased and international travel recommenced with all necessary risk assessments</li> <li>• the summary of accident reports indicated no specific concerns or gaps in arrangements</li> <li>• few accidents, incidents or RIDDOR events had occurred, given the size and nature of the institution.</li> </ul> <p>The Committee was pleased to note that a safe return to onsite teaching and learning had been achieved and that effective health and safety procedures were being maintained.</p>	

22/21	<p><b>Staff Wellbeing</b></p> <p>The range of health and wellbeing opportunities were explained and included access to onsite NHS health checks, free counselling provision, referrals to Occupational Health (OH) where appropriate, a wide programme of Health, Wellbeing and Sport (HWS) sessions, a regular staff bulletin and team days during the July staff development week.</p> <p>The Committee asked about take-up rates and noted that around 21 staff were currently accessing College counselling (a slight decline from 2021/22), there had been 38 OH assessments this year and over 330 staff were actively engaged in the HWS programme. Governors also discussed opportunities for flexible working, reduced hours or purchasing additional annual leave and noted that of the 30 proposals submitted changes had been approved in 28 cases.</p>	
22/22	<p><b>AoC Report: College Staffing Challenges in 2022</b></p> <p>The Committee considered the AoC review of staffing challenges which highlighted the key recruitment and retention issues for the FE sector. Key concerns locally were pay rates and the housing crisis which made it extremely difficult for new staff to move into the area. Lecturing posts in Construction, Engineering and Health were particularly hard to fill.</p> <p>The College continued to have a strong reputation and employee benefits such as staff development provision, high quality facilities and working environment were being promoted. The feasibility of creating temporary accommodation for new staff was being explored but this would be a complex and expensive project. AoC suggestions to address the challenges were being assessed and implemented as appropriate.</p>	
22/23	<p><b>Date of Next Meeting</b></p> <p>The Committee would meet at 5.00 pm on Monday 26 Sept 2022.</p>	
22/24	<p><b>Update on National Negotiations and Review of Staff Pay 2022/23</b></p> <p>This confidential item is separately minuted.</p>	