



# 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 4 June 2018.

Present: Mrs K Ashworth, Mrs L Batchelor, Mr R Crossland (Chair) and Mr D Walrond

Also Present: Mr M Arnold (Director of Quality), Ms J Cashmore (Director of Operations), Mrs S Dickinson (Director of Finance), Mr K McCoag (Staff Development Co-ordinator – left after item 18/23), Mrs C Mewton (Director of Studies), 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: Mr K Conchie, Mr W Elliott and Ms D Skinnard  
Also, Mrs L Scott (Personnel Officer)

| Item  | Discussion/Decision   | Action |
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| 18/13 | <p><b>Minutes</b></p> <p>The Minutes of the meeting held on 5 February 2018 were <b>APPROVED</b> and signed as a correct record.</p>  |        |
| 18/14 | <p><b>Matters Arising</b></p> <p><b>14.01 Management Information System (Minute 18/02/01)</b></p> <p>Governors noted that the main functions of the new MIS were working well but some specific features were being refined and adapted.</p> <p><b>14.02 EU-Funded Projects (Minute 18/02.02)</b></p> <p>The Committee noted that two bids had been successful and the outcome of others was still awaited. The successful bids involved setting up employer forums to engage businesses, identify and address training needs in the Care and Hospitality sectors. The compressed timescale to complete the projects would be challenging.</p> <p><b>14.03 Student Progression and Destinations (Minute 18/06)</b></p> <p>The Committee noted that the College would be moving from J2Profit to an alternative company for survey work in 2018/19.</p> <p><b>14.04 Student Employability - New Developments (Minute 18/07)</b></p> <p>The Principal reported that the College was one of a small number of providers approved to run new T-Level qualifications in Construction: Planning, Design &amp; Surveying, Childcare &amp; Education from 2020. Securing the necessary 45-day work placement for each student would be particularly challenging. The detailed arrangements for the new qualifications were being developed and many uncertainties remained.</p> |        |

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|              | <p>Governors also noted that the College was part of a Cornwall/Devon/Somerset partnership to establish an Institute of Technology (IoT). The bid, involving six HE and FE institutions, had passed the first stage of approval and a detailed business plan was being prepared for consideration at the next stage. It was likely that a total of 10-15 IoTs would be funded nationally.</p>   |  |
| <b>18/15</b> | <p><b>Staff Development Needs Analysis and Plan 2017/18</b></p> <p>The Staff Development Co-ordinator explained the Staff Development Needs Analysis and Plan for 2018/19 and the key priorities identified.</p> <p>Staff development needs would be met through a mixture of internal/external training, sharing best practice and drawing upon expertise available through the Maths Hub, Physics Hub and Royal Society of Chemistry.</p> <p>A focus on equality and diversity as well as supporting students with special educational needs would continue and mandatory health and safety, safeguarding and other training was ongoing.</p> <p>In response to questions, the Co-ordinator explained that</p> <ul style="list-style-type: none"> <li>• Safeguarding and Prevent sessions had been scheduled in July to ensure all staff had completed the required training</li> <li>• workshops focusing on embedding Maths and English across a range of curriculum levels and subjects would also be part of the July development day</li> <li>• training to support IT developments and the integration of the College's existing Microsoft 365 system into the Moodle and Digital Campus platforms was being rolled out to departmental representatives</li> <li>• where necessary, a small number of staff were being assisted to gain teaching qualifications - these were generally new lecturers recruited from skilled professions to teach on vocational courses</li> <li>• during 2018/19 there were plans to improve staff training records, to better integrate information and use automatic notifications when training updates were due.</li> </ul> <p>The staff development needs and priorities for 2018/19 were noted.</p> |  |
| <b>18/16</b> | <p><b>Employer Engagement Update</b></p> <p>Governors noted the significant growth in the number and range of businesses working with the College across various sectors. As well as apprenticeships, bespoke training packages were being developed, tailored to the specific needs of the employer. The full programme of management courses now offered by the College (from Level 3 to Level 7) were proving popular. Partnerships with new employers had also helped to extend work experience opportunities for students.</p> <p>Many employers remained unclear about the complex apprenticeship arrangements, which were primarily designed for large businesses. Staff were working hard to explain the system and support individual businesses and apprentices. Although there had been a very significant decline nationally, the College had increased recruitment (364 starts in 2018 compared to 339 in 2017) and was continuing to achieve steady growth.</p>   |  |

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|              | <p>During discussion about the new 'standards', members noted the high costs of end point assessments which took up 20% of funding and had still not been finalised for some pathways. The Director indicated interest from employers in new areas such as Electrical and Plumbing.</p> <p>The Committee was pleased to <b>NOTE</b> the positive progress.</p>   |  |
| <b>18/17</b> | <p><b>Analysis of Apprenticeship Success Rates</b></p> <p>The Director of Quality reported that the improvements made last year had been maintained and the in-year success rates for apprentices in May 2018 had risen to 74% (compared to 72% in 2017 and 60% in 2016). The introduction of 'standards' and new methodology meant that achieving timely success would be more challenging but at this stage the forecasts were encouraging.</p> <p>The Committee was pleased to <b>NOTE</b> the positive position.</p>   |  |
| <b>18/18</b> | <p><b>Health and Safety Annual Report 2017/18</b></p> <p>The Director of Operations presented the annual Health and Safety (H&amp;S) Report and explained monitoring activities. The two H&amp;S Committees included representation from across Truro and from Penwith and continued to actively oversee arrangements at each site.</p> <p>During the year the H&amp;S Officer had conducted scheduled reviews to ensure necessary measures were in place and a programme of training and evacuation drills had been successfully completed during the year. Regular internal monitoring and review was crucial as routine visits were not conducted by most external agencies.</p> <p>Numerous trips had taken place during the year, including sporting fixtures, residential trips and overseas visits for which specific risk assessments and appropriate H&amp;S arrangements were made.</p> <p>Governors noted that updates to asbestos management surveys and legionella management had been introduced this year and the necessary assessments completed. Other new developments included radon monitoring (in response to new Radiation Regulations) and silica dust monitoring in Construction and ceramics areas.</p> <p>Members were pleased to note that in relation to the complexity and size of the College, the numbers of accidents and incidents remained low and a very good H&amp;S record had been maintained. The Committee thanked the Director for the thorough report and was satisfied that effective health and safety procedures were in place.</p> |  |
| <b>18/19</b> | <p><b>College Staff Recruitment</b></p> <p>The Committee received and noted a report summarising the appointments made between 1 September 2017 and 12 May 2018.</p> <p>In total, 61 academic staff (64 in 2016/17) and 148 support staff (142 in 2016/17) had been appointed with a marked decline in applications - 89 for academic posts (299 in 2016/17) and 655 for support posts (708 in 2016/17).</p>   |  |

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|              | <p>The Director of Finance explained that applications were generally declining due to national teacher shortages and a buoyant local job market. Feedback also indicated that some staff had left to move to higher paid jobs in other sectors such as the health service, HE and secondary schools. Recruitment of lecturers in some subjects was particularly difficult and resulted in repeat adverts and a limited field of applicants. It was therefore important to promote the success of the College, the positive working environment, extensive health and well-being programme and other advantages of being a College employee.</p> <p>The Committee <b>NOTED</b> the recruitment data and trends with interest.</p> |             |
| <b>18/20</b> | <p><b>Analysis of Gender Pay Gap</b></p> <p>The Committee noted the gender pay reporting requirements introduced by the Government last year and reviewed the mandatory data for 31 March 2018 and commentary providing context.</p> <p>Members noted that the data compared favourably with other organisations and the College's gender pay gap was below national levels for the public sector, education sector and whole economy.</p> <p>The Committee confirmed an ongoing commitment for men and women to receive equal pay for work of equal value and <b>APPROVED</b> the report for publication.</p>  |             |
| <b>18/21</b> | <p><b>Joint Consultative Committee (JCC)</b></p> <p>The Committee received the minutes of the JCC meeting held on 6 February 2018 and noted the various issues considered, including new rules relating to strike pay deductions.</p>   |             |
| <b>18/22</b> | <p><b>College Social Committee</b></p> <p>The Director of Studies reported on a successful cross-College bowling event with staff teams from Truro, Penwith and Callywith and a wide range of different departments taking part. A coastal walk had also taken place recently and a theatre trip and end of term barbecue (hosted by an apprenticeship partner business) were being planned.</p>  |             |
| <b>18/23</b> | <p><b>Date of Next Meeting</b></p> <p>The Committee would meet at 5.00pm on Monday 24 Sept 2018.</p>  | ALL to note |
| <b>18/24</b> | <p><b>Update on National Negotiations and Review of Staff Pay 2018/19</b></p> <p>This confidential item is separately minuted.</p>  |             |