



# TRURO AND PENWITH COLLEGE CORPORATION



## Employment and Business Policy Committee

**Minutes** of the Employment and Business Policy Committee held on Monday 8 February 2021 via Teams.

Present: Mrs K Ashworth, Mrs L Batchelor, Mr K Conchie, Mr R Crossland (Chair), Ms D Skinnard and Mr M Tucker

Also Present: Mrs L Bradley (Director of Quality), Ms J Cashmore (Director of Operations), Mr S Cryer (Director of Finance), Mr T James (Personnel Officer), Ms L Maggs (Director of Operations, Penwith College), Mrs H McKinstry (PTL & Quality Development Manager), Mrs C Mewton (Director of Studies), Mrs V Pearson (Director of Teaching and Learning), Mr A Stittle (Director of Partnerships) and Mrs A Winter (Clerk to the Corporation)

Item	Discussion/Decision	Action
21/01	<p><b>Minutes</b></p> <p>The Minutes of the meeting held on 21 September 2020 were <b>APPROVED</b> as a correct record.</p>	
21/02	<p><b>Investors in Careers (IiC) Accreditation Update</b></p> <p>Governors were pleased to note that developments to meet the Gatsby Benchmarks had been completed and the necessary evidence compiled for the accreditation process. Following a visit in January 2021, which included discussion with stakeholders, the Investors in Careers assessors confirmed the College had met all standards for the Quality in Careers award. The assessors highlighted strengths and identified areas for further development. These were being taken forward.</p> <p>The Committee particularly thanked Tim Moody, Careers Coordinator, for all his work on developments and the accreditation process.</p>	
21/03	<p><b>Covid Update</b></p> <p>The Principal provided an update and explained:</p> <ul style="list-style-type: none"> <li>• remote teaching and learning was continuing to go well with a small number of staff and learners with additional needs working on site</li> <li>• more than 600 laptops had been loaned to students/staff and the IT team was providing excellent support to ensure smooth delivery</li> <li>• a range of e-learning sessions, training, continuing professional development activities and online resources were available to staff</li> <li>• support services for students were being maintained</li> <li>• premises maintenance, minor works and upgrades were ongoing</li> <li>• some of staff employed by commercial outlets on campus had been furloughed</li> </ul>	

	<ul style="list-style-type: none"> <li>• lateral flow testing was continuing to be offered to relevant staff and students - testing capacity was being stepped up in anticipation of a return to full onsite delivery</li> <li>• education unions were pressing government for teaching staff to be prioritised for vaccinations</li> <li>• a government announcement on re-opening (possibly from 8 March) was awaited – it was hoped that colleges would be given flexibility to interpret rules according to local circumstances</li> <li>• most summer exams had been cancelled for 2021 and consultations had been launched on A level/GCSEs and vocational qualification assessments – details were awaited on processes for Teacher Assessed Grades (TAGs)</li> <li>• student recruitment activities had been adapted for remote delivery and online admissions processes were ongoing.</li> </ul> <p>Governors <b>NOTED</b> the continuing arrangements and the preparations for a return to full onsite delivery when feasible.</p>	
21/04	<p><b>Staff Absence Data and Analysis for 2020</b></p> <p>The Committee reviewed staff absence data for 2020 which indicated a low overall absence rate of 2.46%, a slight decline from the 2019 rate of 2.54%, despite the impact of the pandemic. This compared favourably to benchmarks, suggesting a resilient, committed workforce.</p> <p>The number of multiple, short term absences (1-3 days) had again reduced this year indicating an effective absence management policy.</p> <p>During discussion governors noted a high proportion of absences had been related to Covid, with 1 in 5 cases of stress/anxiety/depression attributed to the pandemic. It was likely that the impact of self-isolation and challenges of working from home were taking their toll.</p> <p>A comprehensive range of support was provided for staff including advice from occupational health, phased returns to work, counselling services and a programme of Health, Wellbeing and Sport (HWS) activities to promote a healthy lifestyle.</p> <p>Governors <b>NOTED</b> that absence rates overall remained low, particularly in the context of the pandemic, new challenges and pressures.</p>	
21/05	<p><b>Staff Workforce Analysis 2020</b></p> <p>The Committee considered data on age profile, gender, turnover and a breakdown of full and part time staff numbers.</p> <p>No significant changes in the age profile were identified and the gender split remained at two thirds female, which was typical for the FE sector. The College advertised vacancies widely in order to attract a broad range of applicants.</p> <p>The turnover rate for full time staff in 2020 had dropped considerably to 6.4% (compared to 13.9% in 2019) primarily due to uncertainties in the labour market caused by the pandemic. Turnover remained significantly below the AoC average.</p>	

	<p>The Personnel Officer explained that further efforts were being made to retain staff in roles where there were recruitment difficulties. Where possible, adjustments to roles and remuneration as well as moving staff to permanent contracts had been useful. Feedback from exit interviews was carefully monitored and a Personnel Steering Group had been established to inform workforce policy and developments.</p>	
<b>21/06</b>	<p><b>Analysis of Gender Pay Gap Data for 2020</b></p> <p>The Committee considered the gender pay gap report which provided a snapshot of the position on 31 March 2020.</p> <p>The pay gap was due to the roles in which men and women work in the College and the salaries these jobs attract. The College data compared favourably with other organisations and with the education sector.</p> <p>Governors <b>CONFIRMED</b> a commitment to equal pay for the same or equivalent work, noted the underlying factors causing a gender pay gap and the ongoing monitoring and developments to address this.</p>	
<b>21/07</b>	<p><b>FE White Paper: Skills for Jobs – Lifelong Learning for Opportunity and Growth</b></p> <p>The Principal presented a summary of the key priorities identified in the White Paper which was launched at the end of January. The White Paper emphasised the central role of further education in the development of higher technical qualifications and skills in close collaboration with employers.</p> <p>The College was well placed to take forward government priorities by building on existing links with the LEP, the Chamber of Commerce, business networks and working with employers. Current initiatives, including the Institute of Technology and STEM and Health Skills Centre, were closely aligned to the priorities set out in the White Paper and address the post-Covid recovery.</p> <p>Updates on the White Paper would be provided once the detail had been digested and as the government’s plans emerged.</p>	
<b>21/08</b>	<p><b>Employability and Employer Engagement – Pandemic Response</b></p> <p>The Director of Partnership provided a summary of the ongoing employability and employer engagement activities and the Committee noted the College remained actively engaged with employers across a broad range of sectors and was providing support for businesses in preparation for a post-pandemic recovery. A number of new initiatives were being taken forward, including additional T Levels, courses for people furloughed and retraining ‘bootcamps’.</p> <p>Innovative and effective online alternatives to replace industry work placements for 16-18 students had been created, including remote practical activities, live business projects and skills demonstrations.</p> <p>The Teaching School was also continuing to successfully deliver courses remotely including its programme for newly qualified teachers (NQTs), CPD and school improvement activities.</p>	

21/09	<p><b>Apprenticeship Update and Analysis of Success Rates 2019/20</b></p> <p>The Committee noted that the pandemic had resulted in fewer redundancies than expected and furloughed apprentices were able to continue the taught element of their training online. Apprenticeship recruitment remained positive with around 300 new starts this year. National Apprenticeship Week in February would help to promote opportunities with various webinars, online activities and resources.</p> <p>An update on the new programmes was provided, including Nursing Associates, Senior Healthcare Workers, Leaders in Care (Registered Manager) programmes, and SLTS Teaching Assistant courses. Other business courses, professional qualifications, bespoke management training programmes and ESOL courses were also being delivered.</p> <p>Governors reviewed Apprenticeship Achievement Rates for 2019/20 compared national benchmarks and previous years. However, direct comparisons were not possible due to the transition from ‘frameworks’ to the new apprenticeship ‘standards’. The achievement rates were very positive, well above the DfE minimum standards.</p> <p>Achievement rates for one course was lower than expected and the specific issues were being actively addressed.</p> <p>Due to the pandemic and modifications to assessments, no national apprenticeship achievement data would be published for 2019/20.</p>	
21/10	<p><b>Update on Meetings with Teaching Union Representatives</b></p> <p>The Principal reported on recent discussions with the teaching unions which had primarily related to concerns about changes to processes due to Coronavirus, including the challenges of remote delivery, working from home arrangements as well as the online lesson observation process. Dialogue had been constructive and positive.</p>	
21/11	<p><b>Any Other Business</b></p> <p><b>11.01 2021 G7 Summit</b></p> <p>The Committee noted that the Chamber of Commerce was keen to involve the College in the development of training opportunities associated with preparations for hosting the G7 Summit in Cornwall.</p>	SMT to take forward opportunities
21/12	<p><b>Dates of Meetings in 2021/22</b></p> <p>Dates of meetings in 2021/22 were confirmed as:</p> <ul style="list-style-type: none"> <li>• Monday 20 September 2021</li> <li>• Monday 7 February 2022</li> <li>• Monday 20 June 2022.</li> </ul>	ALL to note
21/13	<p><b>Date of Next Meeting</b></p> <p>The Committee would meet at 5.00 pm on Monday 14 June 2021.</p>	ALL to note