



## THE CORPORATION

### CONFIRMED MINUTES OF THE MEETING OF THE PERSONNEL, FINANCE & GENERAL PURPOSES COMMITTEE HELD ON TUESDAY, 9 FEBRUARY 2010

#### Present:

Mr F Ahmed	Vice-Chair of Committee	Business member	Absent
Ms K Clifford		Principal	Present
Mr T Grainger		Co-opted member	Present
Mr J Hedges		Co-opted member	Present

#### Clerk to the Corporation:

Mr C Bond

#### Also Present:

Dr T Street (until 7.08pm)  
Mr D Ball

*Minute MPF&GP/01/10 (6.33 pm)*

#### Declarations of Interest

There were none.

*Minute MPF&GP/02/10 (6.34 pm)*

#### Apologies for Absence

There were none.

*Minute MPF&GP/03/10 (6.36 pm)*

#### Election of Chair of the Committee to serve until the first meeting of the Autumn Term 2010

James Hedges was elected to serve a Chair of the committee until the first meeting of the Autumn Term 2010. Toby Grainger was elected to serve as Vice Chair of the committee until the first meeting of the Autumn Term 2010.

*Minute MPF&GP/04/10 (6.39 pm)*

#### Unconfirmed minutes of the meeting of the Personnel, Finance and General Purposes Committee held on 10 November 2009

(Document DPF&GP/19/09)

The minutes were approved by the committee and signed by the Chair

*Minute MPF&GP/05/10 (6.40 pm)*

**Matters Arising from the Confirmed Minutes of the Meeting of the Personnel,  
Finance and General Purposes Committee Held on 10 November 2009 which are not  
the subject of separate items on this agenda**

## **Minute MPF&GP/35/09**

### **a. Stress Related Absence**

(Document DPF&GP/02/10)

As requested by the committee Dr Tina Street Assistant Principal HR, provided detailed figures on the stress related absence. Members noted the very careful and effective monitoring of stress related staff absence and also observed that other than in a few individual cases, staff absence was not a particular problem for the college.

### **b. Special Leave**

TS noted that 55% of staff had taken special leave in the academic year 2008-9

*Minute MPF&GP/06/10 (6.51 pm)*

## **Staff Development Report 2008-9**

(Document DPF&GP/03/10)

Dr Street presented the Staff Development report and asked members to note work undertaken in the following areas

1. BTEC Quality Systems Self Assessment
2. Differentiation Techniques in Teaching and Learning Strategies
3. Development of Learning Walks
4. ILT Training
5. Middle Management Training
6. Safeguarding Training

*Minute MPF&GP/07/10 (6.58 pm)*

## **Guidance on Disciplinary and Grievance Procedures for Senior Post holders**

(Document DPF&GP/04/10)

Guidance had been issued from then SFCF which suggested minor amendments to the wording of the procedures. It was agreed that the committee should recommend that the Corporation approve the changes after appropriate consultation with senior post holders.

*Minute MPF&GP/08/10 (7.00 pm)*

## **Grievance Procedure**

(Document DPF&GP/05/10)

Dr Street explained that the college's current grievance procedure had been devised by the college management and approved by the corporation. When recourse had been made to the procedure it had been found to be too unwieldy and repetitive. This had been caused in part by there being too many stages out in the formal process. The management had looked at models issued by the SFCF and these were not felt to be appropriate for the college. The management therefore proposed that there should be modifications to the college's current procedures which would introduce greater clarity and efficiency.

*Minute MPF&GP/09/10 (7.08 pm)*

## **Health and Safety Report, February 2010**

(Document DPF&GP/06/10)

David Ball presented the Health and Safety report. He was pleased to report that there were no significant problems and that most issues identified were predictable and of a routine nature. In relation to the problems in the wider community, he stated that evidence of gang culture was not present in college. He also noted that the college was taking a more active involvement with groups attempting to prevent extremist behaviour within groups.

*Minute MPF&GP/10/10 (7.16 pm)*

## **Management Accounts 2009-10**

(Document DPF&GP/07/10)

David Ball, Vice Principal: Corporate Services presented the report. The committee noted in the budget report that the forecast health scores for the end of the financial year are A (under the old scoring system) and Good (under the new framework for excellence model). David Ball also drew attention to the fact that

although the college was to be funded for 1956 students at the census date only 1901 were on roll. The committee considered the financial implications of under recruitment and the need to successfully recruit and retain students.

*Minute MPF&GP/11/10 (7.28 pm)*

### **Fees Report 2009-10**

(Document DPF&GP/08/10)

David Ball presented the revised fees policy. There were very minor amendments. The committee recommended that the fees policy be approved by the Corporation.

*Minute MPF&GP/12/10 (7.33 pm)*

### **Outsourced Activities**

(Document DPF&GP/09/10)

David Ball presented the report. He noted significant improvements to the performance by the caterers. He also noted that the Cleaning contract had brought about improvements. The security contract was operating very well and there were no issues to report.

*Minute MPF&GP/13/10 (7.37 pm)*

### **Healthy Hub**

David Ball gave an oral report. He had researched issues relating to land ownership and the transfer of land and of placing land in trust. The issue was complex given the rules governing ownership of land by FE colleges. The situation was made more complicated by the current uncertainties as to the nature of the college's relationship with the Local Authority when it the authority assumes responsibility for commissioning. The committee recommended that the Corporation monitor developments and receive regular reports on this issue.

*Minute MPF&GP/14/10 (7.40 pm)*

### **SMT: Proposed New Structure**

The Principal tabled a paper showing the proposed new structure for SMT. As there were no proposed changes to the senior post holder roles, the changes did not require the formal approval of the Corporation. The Principal explained that the aim was to have a flatter structure and a smaller and more cost effective SMT. The new structure would have an SMT of five consisting of Principal, two Vice Principals and two Associate Vice Principals. She also said that she would be proposing a new sliding scale for remuneration to replace the current performance related bonus structure.

*Minute MPF&GP/15/10 (8.01 pm)*

### **Any Other Business**

There was none

*Minute MPF&GP/16/10 (8.02 pm)*

### **Future Items for the Agenda**

None were proposed

*Minute MPF&GP/17/10 (8.07 pm)*

### **Date and Time of Next Meeting**

The next meeting of the Committee is scheduled for Tuesday, 15 June 2010

*The meeting concluded at 8.07pm. No items were to be the subject of separate confidential minutes.*