

**MINUTES of the meeting of the People Committee 14 January 2025
10.30am L6FC Board Room**

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| Present: | Committee Chair – Kirk Lower (KL) Tina Ellis (TE) Ian Lomax (IL) Katie Kerridge (KK) and Paul Padda (Principal and CEO) | |
| In Attendance: | Wendy Stanger – Director of Governance (WS) Ann Wall Director of People and Wellbeing (AW). | |
| P/25/01/1 | Membership and Apologies | Action |
| Apologies – Vicki Paterson | | |
| It was noted that Kirk Lower had been appointed as Interim Chair with Tina Ellis as Vice Chair and Vicki Paterson appointed to the Committee. Recruitment to strengthen the Committee had commenced. | | |
| P/25/01/2 | Declarations of Interest | |
| There were no declarations of interest related to business on the agenda. | | |
| P/25/01/3 | To approve the minutes of the last meeting 4 6 2024 and any other matters raised previously not otherwise included in the agenda | |
| P/25/01/3.1 | To approve the minutes of the joint meeting with F&GP 25 6 24 and any other matters raised previously not otherwise included in the agenda | |
| The minutes of 4 6 2024 and the joint meeting with Finance and General Purposes of 25 6 24 were both approved as a true record. | | |
| P/25/01/4 | To review the post meeting action log | |
| The action log was reviewed and it was noted where actions were closed. | | |
| The actions related to data and reporting from the People System were discussed, and the Director of People and Wellbeing provided an update on the progress and the use of Power BI for reporting. While this was an improvement, it remained impossible for the People Team to run their reports as needed, and system improvements and error fixes were slow to be implemented. | | |
| Governors expressed disappointment that the system was not meeting the College’s needs, despite its widespread use across the sector. The Director of People and Wellbeing explained that each system implementation was bespoke to the college, preventing users from supporting each other. Other colleges had support from a systems person and the College could look to train systems staff so that they could provide support The College had chosen this system because it linked to the payroll system, which in itself was causing issues. There had been a wider discussion at the Senior Leadership Group away day about how systems and data could be improved to ensure they supported the College. | | |
| The Director of Governance advised that an Internal Audit was proposed on data and systems and how it supports the College’s operational and strategic decision-making processes. This was in the process of being scoped. | | |

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| P/25/01/5 | People Update including KPIs | |
| <p>The Committee noted that the People Update had been presented to the December Board but had been included to allow for more detailed discussions.</p> <p>The Director of People and Wellbeing presented an overview of the report and the KPIs. Under the new senior team, there has been a cultural shift towards more visible and student-focused leadership. Trust and engagement among the staff team were high, as evidenced by their active participation in staff voice activities and celebrations.</p> <p>Governors reviewed the KPI report, emphasising the necessity for benchmarking data and assessing the impact of high staff absence. The Director of People and Wellbeing advised that the College operated as a very lean organisation, meaning staff absences had more impact. The People Team operated a triage system and monitored absences to help ensure the policy was followed. The highest reason for absence was mental health and it would appear that people's resilience was lower since Covid.</p> <p>The Principal commented that in some areas, there was only one specialist teacher, leading to a high reliance on expensive agency staff for cover which could have a detrimental effect on the student experience.</p> <p>Recruitment activities were discussed and the Director of People and Wellbeing advised on areas for improvement with the staff induction including a consistent approach across all areas. The Principal commented that the staff induction was being further developed and support to staff in areas such as budget setting was being reviewed.</p> <p>Governors commented that staff retention is improved when employees feel welcomed and have access to support and their managers. They also highlighted the importance of keeping the team informed about new staff members, for example, through features in the staff magazine.</p> <p>Governors agreed the following action:</p> <ul style="list-style-type: none"> • Absence reporting to be reported by long-term and short-term with benchmarking. | | AW |
| P/25/01/6 | Staff Voice | |
| <p>The Director of People and Wellbeing presented the report and updated the Committee on additional staff voice activities since the report was produced. The staff survey was well responded to with an 85% response rate and an 87% staff satisfaction rate. This would now be used to produce an action plan.</p> <p>Governors queried the College's and union's working relationships. The Director of People and Wellbeing advised that the College had an open, transparent, and positive relationship with the local unions but a more challenging one with regional representatives. The College also used its Engagement Ambassadors to assist and support staff engagement and they are assisting with the action plan from the staff survey.</p> <p>Governors discussed when the next survey should be carried out and agreed that these should be annual to allow time for actions to be taken based on the last survey.</p> <p>The Director of People and Wellbeing advised that an accessibility site survey was to be carried out at Lowestoft Campus which would identify areas for improvement. Governors suggested that the plans for the Great Yarmouth redevelopment should also be assessed.</p> <p>Governors agreed the following action:</p> <ul style="list-style-type: none"> • Accessibility review to be carried out of the Great Yarmouth re-development plans. | | AW |

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| P/25/01/7 | Review of Risk Register | |
| <p>1. Has the risk register been reviewed – yes, the register was reviewed in November 2024.</p> <p>2. Is the Committee content that the risks are relevant and are being updated – yes, the risks have been updated and the changes were discussed. It was discussed if data and systems were sufficiently covered in the overall risk register.</p> <p>3. Is the Committee content that the risks are being mitigated – yes, mitigation was included in the reports on the agenda and in the risk report.</p> <p>4. Where a red risk is the Committee assured that appropriate action is being taken – the red risk was unfilled vacancies, the need for additional specialist staff, and staff absence through ill health. The committee discussed the cost of this including agency costs and the effect on teaching and learning and workloads. It was noted that agency costs were reported and reviewed through the management accounts.</p> <p>5. Where does the Committee have significant concerns – concerns related to data and use of the people system and the cost of agency cover which needed to be effectively controlled. Savings in agency costs could contribute to the financial recovery plan. However, any alternatives considered must also consider their impact on teaching and learning.</p> | | |
| P/25/01/8 | Committee Annual Report | |
| <p>The Director of Governance presented the annual report and advised on its purpose and coverage.</p> <p>The Committee resolved to approve:</p> <ul style="list-style-type: none"> • the annual report and agreed its submission to the Corporation. | | |
| P/25/01/9 | Agenda Planning | |
| <p>Next meeting moved to 24th April 9.30am.</p> | | |
| P/25/01/10 | Review of Meeting | |
| <ol style="list-style-type: none"> 1. Confidential Items – none 2. Were Learners prominent in discussions? Impact of decisions on teaching and learning considered. 3. Risk Management: any issues discussed which may require an additional Assessment: HR System and data and effect on risk. 4. Health & Safety: any issues discussed which may require an additional Assessment – None 5. Equality & Diversity: any issues discussed which may require an additional Impact None 6. Sustainability: any issues discussed which may require an additional Impact Assessment None 7. Media: any issues discussed to inform local media: None 8. How did the meeting go? A positive meeting. | | |