

**MINUTES of the meeting of the People Committee 7 May 2025  
9.30am L6FC Board Room**

<b>Present:</b>	Committee Chair – Rachael Botley (RB) Tina Ellis (TE) Ian Lomax (IL) Katie Kerridge (KK) Kirk Lower (KL) and Vicki Paterson (VP)	
<b>In Attendance:</b>	Wendy Stanger – Director of Governance (WS) Ann Wall Director of People and Wellbeing (AW).	
<b>P/25/05/1</b>	<b>Membership and Apologies</b>	<b>Action</b>
Apologies – Paul Padda (Principal and CEO)		
Vicki Paterson and Rachael Botley were welcomed to their first meeting of the Committee and the Committee were advised that Rachael had been appointed as Chair.		
<b>P/25/05/2</b>	<b>Declarations of Interest</b>	
There were no declarations of interest related to business on the agenda.		
<b>P/25/05/3</b>	<b>To approve the minutes of the last meeting 14 1 2025 and any other matters raised previously not otherwise included in the agenda</b>	
<b>P/25/05/3.1</b>	<b>To approve the minutes of the joint meeting with F&amp;GP 14 1 2025 and any other matters raised previously not otherwise included in the agenda</b>	
The minutes of 14 1 2025 and the joint meeting with Finance and General Purposes of 14 01 2025 were both approved as a true record.		
<b>P/25/05/4</b>	<b>To review the post meeting action log</b>	
<p>The action log was reviewed, and it was noted that all outstanding actions pertained to the HR system. Governors challenged what steps were being taken to address these issues. The Director of Governance advised that an internal audit focused on Systems and Data had been scoped and was scheduled to commence shortly, with findings to be presented at the July Audit Committee. The Director of People and Wellbeing reported that while progress had been made, further work remained. The College’s systems team is currently developing a suite of reports utilising data from the HR system, as the HR system’s reporting was focused on monthly reports. Although the system is widely used across the sector, it is a bespoke platform requiring custom configuration of all fields and reports. To support the utilisation of the system, assistance and advice have also been sought from other colleges using the same HR system.</p> <p>The Director of People and Wellbeing also advised that the College was paying for the storage of archived data from previous HR systems.</p> <p><b>Governors agreed the following action:</b></p> <ul style="list-style-type: none"> <li><b>Report on HR system to the autumn term’s People Committee, to also include the results of the Systems and Data Internal Audit, and how the cost of archived data could be reduced.</b></li> </ul>		<b>AW</b>

<b>P/25/05/5</b>	<b>People Update</b>	
<b>P/25/05/5.1</b>	<b>National Audit Office Teacher workforce: secondary and further education Department for Education</b>	
<p>The Director of People and Wellbeing presented the update and advised on the establishment review that was currently in progress, which was an annual part of the curriculum and budget planning. Staff affected were being supported, and a recruitment freeze was in place to allow for transfers where appropriate. The Principal is really keen on staff listening, and the introduction of new starter drop-in sessions to meet the Senior Team has been well received and allowed for any issues to be quickly addressed.</p> <p>Governors discussed the process, the areas affected, and how the College is looking to improve and reorganise some areas which have increased the number of staff affected by this year's Establishment Review. The Director of People and Wellbeing advised that the College only carried out one establishment review a year, but reserved the right to carry out another due to government or regulatory changes.</p> <p>Governors reviewed the KPIs and noted that absence was above target and that a deep dive into this risk was included on the agenda. They congratulated the People Team for the improvement in onboarding. The Director of People and Wellbeing advised that the College had introduced DocuSign, but that the onboarding time was mainly affected by the time the DBS took. The AOC was looking at HR benchmarking, and it was hoped that these would provide the Board with some comparisons to review the College's performance against.</p> <p>Governors challenged whether the College was providing staff with adequate training and support, and whether there was a need to recruit additional Advanced Teacher Practitioners (ATPs). The Director of People and Wellbeing advised that the ATP role has now been established as a permanent, embedded position, and is currently being advertised internally. A dedicated ATP role is being introduced to support our subcontracting provision with St Eds; however, due to current budget constraints, no further ATP posts can be created. Staff have access to CPD through the National College and Staff Skills Academy, and training provided this year has focused on areas identified as business needs, such as SEND and statutory changes, such as sexual harassment. Staff have also taken part in CPD related to their technical knowledge for their specialism and industry.</p> <p>Governors discussed the Supreme Court ruling on the Equality Act and the impact this could have. The Director of People and Wellbeing commented that the situation was not clear and that advice had been received from the Chartered Institute of Personnel and Development and AOC. An All Staff email would be sent out setting out the College's position.</p> <p>The National Audit Office Teacher workforce: secondary and further education Department for Education report was discussed. Governors commented that it highlighted the difficulty in recruitment and retention, and the disparity between school and college pay, and discussed how this could be addressed. It was noted that to increase pay, the College needed to be more efficient with larger class sizes and students retained. Governors commented that the decision on merger to move new Sixth Form staff away from Sixth Form terms and conditions may need revisiting in order to recruit quality staff.</p>		
<b>P/25/05/6</b>	<b>Workforce Planning</b>	
<p>The Director of People and Wellbeing presented the Workforce Planning Toolkit and advised on the need for the College to job evaluate its support staff and consider their pay scales. This would be a significant piece of work and would take time to implement. To support this work, a capital bid for pay modelling software had been submitted.</p>		

Governors commented that the pay scales had been affected by the Real Living Wage, needed future proofing and agreed that they and the job descriptions needed review.		
<b>P/25/05/7</b>	<b>Three Year Plan</b>	
<p>The Director of People and Wellbeing presented the people sections of the Three-Year Plan.</p> <p>Governors reviewed the proposed plan and raised concerns about the inclusion of a low percentage pay increase in the absence of a formal Pay Strategy. A competitive pay strategy and award are needed to support the recruitment and retention of high-quality staff, and it was suggested that the budget be constructed around this principle.</p> <p>The Director of Governance reminded the Board that it is their responsibility to establish a framework for staff pay and conditions of service. However, this must be balanced against the College's financial solvency, which is also a core responsibility of the Board.</p> <p>Governors discussed in detail how the pay increase should be determined. Options considered included aligning with the AoC's recommended increase, or setting a pay increase in advance and tasking the Senior Leadership Team with developing a budget that could fund it. Governors reiterated that quality teaching and learning are the priority, and attracting and retaining quality staff is essential to achieving this.</p> <p>The Director of People and Wellbeing advised that the AoC did not always issue a pay recommendation.</p> <p><b>Governors agreed the following action:</b></p> <ul style="list-style-type: none"> <li>• <b>Recommend to the Board that the Pay Strategy be included as a substantive item on the Board Away Day and the adopted Pay Strategy be used as a basis for the budget.</b></li> <li>• <b>Recommend to the Board that the % increase for years 2 and 3 of the Three-Year Plan be removed until a Pay Strategy had been agreed,</b></li> </ul>		<b>Chair Chair</b>
<b>P/25/05/8</b>	<b>Gender pay</b>	
The Committee noted the Gender Pay report and that the College was at the sector norm.		
<b>P/25/05/9</b>	<b>Inclusive Excellence Survey</b>	
<p>The Director of People and Wellbeing presented the survey results. Staff were surveyed for the first time around the College's inclusivity and the response rate was 85%. The survey forms part of the Inclusive Excellence Accreditation framework and through it the College achieved its Inclusive Excellence Award. The College will now work on the resultant action plan and review of the accessibility of our buildings by AccessAble to achieve the Inclusive Excellence Leader award.</p> <p>Governors discussed the results and raised concerns that only circa 80% thought the College would take appropriate action in responding to complaints, and that 35% of respondents would like training or more information on Neurodiversity and 23.2% would like training or more information on Mental Health. The Director of People and Wellbeing advised that actions on complaints were affected by staff not agreeing with the action taken, and that training had been provided by the relevant manager, at Professional Learning Days and was available through the National College.</p>		

<b>P/25/05/10</b>	<b>Review of Risk Register</b>	
<b>P/25/05/10.1</b>	<b>Risk Deep Dive - Absence</b>	
<p>1. Has the risk register been reviewed – yes, the register was reviewed in April 2024 and as part of the Board’s breakout session on risk registers.</p> <p>2. Is the Committee content that the risks are relevant and are being updated – yes, the risk had been updated following the review. There was, though a need to further review the scoring.</p> <p>3. Is the Committee content that the risks are being mitigated – yes, additional mitigation had been added and mitigation discussed as part of the agenda items, including a deep dive into the absence risk.</p> <p>4. Where a red risk is the Committee assured that appropriate action is being taken – the Variance from Risk Appetite was red for absence, but the Committee had been assured by the deep dive report that appropriate action had been taken and that the level was not concerningly high. The College was supportive and had in place suitable absence controls, and the report had provided assurance that these were being followed. The Director of People and Wellbeing advised that the College was good at providing support and had a Wellbeing Lead who was excellent at supporting staff.</p> <p>5. Where does the Committee have significant concerns – The committee discussed the importance of taking a holistic view of risk management, noting that reviewing risks in isolation within individual committees could lead to gaps or oversight, such as in areas like AI. Members expressed concern that without a coordinated approach, some risks might not be adequately identified or addressed.</p> <p>The Director of Governance advised that the Audit Committee reviews the College’s risk register at each of its meetings to assess whether there is sufficient oversight and assurance that risks are being effectively managed across the organisation.</p>		
<b>P/25/05/11</b>	<b>Agenda Planning</b>	
<p>Risk Register Scoring Review</p> <p>Staff Well-being Update.</p>		
<b>P/25/05/12</b>	<b>Review of Meeting</b>	
<p>1. Confidential Items – none</p> <p>2. Were Learners prominent in discussions – the effects on learners of the quality of teaching and learning was discussed</p> <p>3. Risk Management: any issues discussed which may require an additional Assessment: scoring to be reviewed</p> <p>4. Health &amp; Safety: any issues discussed which may require an additional Assessment – None</p> <p>5. Equality &amp; Diversity: any issues discussed which may require an additional Impact None</p> <p>6. Sustainability: any issues discussed which may require an additional Impact Assessment None</p> <p>7. Media: any issues discussed to inform local media: None</p> <p>8. How did the meeting go?</p>		