

**MINUTES OF THE MEETING OF THE
JOINT STAFF-GOVERNORS' CONSULTATIVE GROUP
held on Wednesday 13th October 2010 at 3.35pm**

Present: Mr Graham Baird (Governor), Revd. Guy Bridgewater (Governor), Ms Jayne Fenn (Elected AE tutor representative), Mr Guy Hopkinson (ATL), Mrs Philippa Ibbs (Elected support staff representative), Mr Paul Kulikowski (NAS/UWT), Mr George Lear (Elected teaching staff representative), Mr Ed Tattersall (Staff Governor)

Apologies received: Mr Mark Ramey (NUT)

In attendance: Mr S A Martell, Mrs M J Russell, Ms N Whitehead (Clerk)

In the Chair: Mr E I Tattersall

1. Declaration of interests

There were no declarations of interest.

2. Minutes of the meeting held on 29th June 2010 were approved.

3. Matters Arising None

4. Report from the Equal & Diversity Committee

Papers: Minutes of the Equality & Diversity Committee 27th September 2010

The Assistant Principal (Progress) reported that both Heads of House and the E&D Committee had considered a more secular name such as 'Reflection Room' but the consensus had been in favour of 'Prayer Room'. He agreed that consideration might also usefully be given to a secular space for reflection.

[3.44 p.m. Mr George Lear joined the meeting]

The AP (Progress) further reported that E&D and Safeguarding were now standing items on the SMT's weekly meeting agendas. Training in these two areas had now been provided to Adult Education staff and would shortly be delivered to new staff. Work was underway on new Action Plans to include Equality Impact Assessments on new or revised policies and E&D's profile in subject SARs was now increasingly well established. It had been agreed that a Women's Leadership Network would be an acceptable new addition to college fora so long as it was open to all and reported to the E&D Committee. Members welcomed the College's intention to seek to secure press interest in vocational and adult education results as well as Collyer's AS/A2 outcomes.

[3.50pm Mr Paul Kulikowski joined the meeting]

Further changes to the new Equality Act were possible over the coming months but it was too early to gauge the new Government's intentions.

[3.55pm Mr Steve Martell left the meeting]

5. **Career & Professional Development Report**

Paper: Report on Staff Development to JSGCG

The Assistant Principal (Support) explained that a number of full and part-time staff had joined the college in September, including a PGCE trainee teacher in Chemistry, and induction was underway for both daytime and adult education staff. Enrolment for both PTLLS and the new DTLLS had been good.

The future of the IfL and to a slightly lesser extent the GTC were still not firmly known. The deadline for teaching staff to submit their CPD recorded hours had been extended until the end of October. The staff development budget for the coming year was 8% higher than last year's spend. Edexcel had provided some vouchers for training but further efforts to secure value for money were being led by FE Sussex.

6. **Staff Welfare Action Plan**

Paper: Staff Welfare Action Plan

The AP (Support) explained the key changes to the plan including the removal of the staff wellbeing day in the Summer Term. This had proved burdensome to organise and had led to a number of complaints when some activities were restricted in numbers and some lost out or staff withdrew at the last minute making the activities unviable. Alternative ideas were welcome and regular activities such as the massage sessions throughout the year would continue. Although some might see it as a perk which was unaffordable in hard times, staff members considered the spend modest and regretted that this day was no longer ring-fenced. Many activities could be at no cost, were effective in team-building and could continue to be an important symbol of the need for a work-life balance. Upper managers in particular had an intense fortnight of meetings during study leave and might benefit from timetabled activities. The AP (Support) hoped that staff would be sensible in using the ongoing flexibility and facilities offered both during the study fortnight and at other times of the year.

With reference to the free tea and coffee service at break times, the adult education representative commented on the cuts in the canteen in the evenings. These had left tutors and the greater numbers of enrolled students dependent on one vending machine which, when working, was very slow and which had been out of order 3 times in two weeks so that many were unable to have a drink during the short breaks. Both students, and particularly staff, felt undervalued by comparison with daytime provision. The AP (Support) confirmed that savings had been made and thought that further vending machines might be an option.

7. **Staff Survey 2010**

Paper: Results of Collyer's Staff Survey 2010

The Director of Resources (also the Unison representative) reported that there had been a good response rate to the staff survey. That said further improvements to the survey including consultation with Adult Education staff were being considered for the coming year. Governors noted the options available to staff in securing photocopying at short notice. A number of additional issues were raised on IT including the possibility of chasing up absences electronically. It was thought this had been given serious consideration in the Tutorial Committee but not taken further. Whilst there might be advantages in both reducing staff workload (not least because teaching staff chasing student absence came under the workforce reforms in schools) and in consistently addressing attendance under 80%, there were also concerns that it would remove

discretion and potentially undermine the pastoral support offered through the Collyer's tutorial system.

Action: Clerk to flag with the AP (Support) to ensure both that the issue had been considered and communicated effectively to staff and that the current system was working as effectively as possible.

The Adult Ed representative raised a further IT issue in that neither Adult Ed tutors nor their students were able to access My Progress. This was particularly inconvenient in respect of results.

Action: Director of Resources to raise with IT Support.

8. Premises Sub-committee Update

Paper: Minutes of the meeting held on 29th June 2010

The Chairman of the Governing Body reported that the Premises Sub-committee had met again at the end of September. The focus had been on addressing the outstanding snagging issues with the John Dew building, and particularly the problem of ventilation. Retention monies had not yet been paid whilst issues such as the leaking roof were resolved. He explained further that the potential improvements to the food and nutrition area had proved too expensive in their original design. A revised scheme would go ahead split into two phases over the October half term and the next summer holidays with the expectation that the grant from the Wolfson Foundation could still be fully utilised. Maintenance works over the past summer had included redecoration of the canteen and English Office and additional computers in the LRC although some redecoration in the Buckle classroom had yet to be completed. The fire alarm system had been upgraded and further improvements would be ongoing as part of the college programme.

9. Meeting Assessment

Paper: Quality Framework Sheet

The Group felt that the meeting had addressed both staff and student issues particularly in relation to Adult Education. They had felt suitably equipped with information to make judgements. They welcomed the additional data to be available in the staff survey in the coming year and agreed that the results would in future be considered at the summer meeting of the JSGCG in order that their comments might be more timely in informing the cross college services SAR and subsequent QIP. It was thought that, once available, the results of the staff survey could be more clearly flagged to staff.

10. Date of the next meeting: Wednesday, 9th February 2011 at 3.30 p.m.

Meeting ended at 4.45p.m.

Chairman

Date

NCW 15/10/10