

Board of Management

Meeting of the Students, Staffing & Equalities Committee

MINUTE OF 1st MEETING HELD ON WEDNESDAY 23 OCTOBER 2019 AT 1700 HRS (SSEC1)

Present	
Alisdair Barron (AB) (Convener)	Eva Curran (EC)
Dylan Duff (DD)	May Miller (MM)
In attendance	
Paul Clark (PC)	Gillian Plunkett (GP)
John Gribben (JG)	
Sheila Lodge (SL)	Ann Butcher (Minute)
Apologies for absence	
George Galloway (GG)	Paul Little (PL)
Paul Hillard (PH)	Audrey Sullivan (AS)

AB welcomed new members to the first meeting of the SSEC for session 2019-20.

Item SSEC1-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Apologies were received from GG, PH, PL and AS.	

Item SSEC1-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	There were no declarations of interest.	

Item SSEC1-3	Identification of Items to be Discussed Privately	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	None notified.	

Item SSEC1-4	Minute of the Students, Staffing & Equalities held on 29 May 2019	
Paper No: SSEC1-A	Lead: Convener	Action requested: Approve
Discussion/ Matters Arising	<p>Matters Arising iTrent JG assured the Committee that the information used for PSED data reports is securely held within the Wealden system and will be transferred to iTrent in due course. The overall data collection requirements for PSED will be further discussed at the next iTrent Project Board meeting on 30 10 19. Any current issues will be considered and resolved. JG confirmed that Glasgow</p>	

Colleges and GCRB are utilising the same basic iTrent system however he further added that full operation within each College may differ.

JG referred to the HR metrics report which is a standing item of the Committee and advised that a more meaningful and insightful report will be produced once all iTrent issues have been resolved – a further update will be provided under Item 8.

Flexible Lunch Breaks

Members were advised that flexible student lunch breaks have now been implemented. DD confirmed that the impact has improved the overall student experience, with Baxter Storey reporting an increase in revenue. Further student feedback is being monitored. The Committee also noted that use of facilities is also being maximised and were assured that a full equalities impact assessment for this new arrangement had been rigorously undertaken.

Decision/Noted That the minute be approved.

Item SSEC1-5 Committee Annual Report 2018-19

Paper No: SSEC1-B	Lead: P Clark	Action requested: Approve
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**Discussion/
Matters Arising** The high-level review of the Committee's activities throughout 2018-19 were reviewed. It was noted that a Vice Convener had yet to be appointed.

MM commented on the usefulness of the report, particularly as a new member of the Board.

Decision/Noted

- The summary of activities undertaken were noted and the Committee Annual Report 2018-19 was approved.
- To consider appointment of a Vice Convener at the next meeting.

Item SSEC1-6 Committee Programme of Work 2019-20

Paper No: SSEC1-C	Lead: P Clark	Action requested: Approve
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**Discussion/
Matters Arising** The draft schedule of approvals and other work of the Committee for 2019-20 was considered.

Whilst recognising that the role and responsibilities of Board members sits within the remit of the Performance and Nominations Committee, AB suggested that the SSE Committee consider education and development provision for Board members.

PC confirmed that Board members are required to undertake mandatory induction training with additional mandatory training for members of the Remuneration Committee and assured that a record of CPD training is maintained. MM expressed an interest in undertaking inclusive language training.

AB further suggested that a more formalised approach for the provision of Board professional development (ie a formal Board Development Plan) be added to the Schedule.

	GP further advised that Board members have attended various in-house events including Corporate Parenting and PREVENT training and further invited members to attend the forthcoming Mental Health Conference on 08 11 19. AB welcomed the invitation and requested that this be extended to all Board members.
Decision/Noted	<ul style="list-style-type: none"> To approve the Programme of Work 2019-20 subject to the addition of 'Board Development Plan'. To extend an invitation to the Mental Health Conference to all Board member.

Item SSEC1-7	Strategic Risk Review	
Paper No: SSEC1-D	Lead: P Clark	Action requested: Discuss
Discussion/ Matters Arising	<p>The scoring of risks which most closely relate to the Committee's remit were reviewed.</p> <p>Risk 1 – <i>Failure to support successful student outcomes</i> + Risk 14 – <i>Negative impact of Industrial Action</i>. Members noted that industrial action is no longer imminent. It was agreed that the current Risk Score for Risk 1 and Risk 14 should remain at 10 (AMBER) and 12 (AMBER) respectively.</p> <p>Risk 9 – <i>Failure to attract, engage and retain suitable staff</i>. The overall reduction in staff turnover and improvement in recruitment was highlighted however JG added that the turnover amongst senior staff was high. The Committee noted that a range of dynamics including succession planning and senior motivation issues remain challenging. It was agreed that the Risk Score remain at 4 (GREEN).</p> <p>It was agreed that the Risk Score for Risk 21 should also remain at 5 (GREEN).</p>	
Decision/Noted	To endorse the Risk Management Action Plans including Risk Scores with no changes being required.	

Item SSEC1-8	Staff HR Metrics Quarterly Report	
Paper No: Verbal	Lead: J Gribben	Action requested: Discuss
Discussion/ Matters Arising	<p>JG reported that the HR Metrics Report is currently under review. As previously mentioned, the College will be in a better position to provide meaningful data information following on from the next meeting of the iTrent Project Board.</p> <p>JG further advised that the SFC Staffing Return for 2018-19 has just been submitted. The report shows the current staff headcount at 1498 (FTE - 580 teaching and 476 support staff). The Committee noted that 21 lecturers are listed as having no formal qualification. Members recognised that some staff members may have relevant industry experience without a formal qualification however it was suggested than an action plan which provides an appropriate form of study (or validation for industry experience) should be considered. This will be being investigated and an update report will be provided.</p>	

	<p>Progress is being made on the programme to register College lecturers with the General Teaching Council for Scotland (GTCS). Colleges' Scotland is in discussion with GTCS regarding funding opportunities. The matter will be further considered at the next meeting of the Employers' Association during mid-November.</p> <p>The Committee noted that the number of bank lecturing staff is also being reduced.</p>
Decision/Noted	To provide an update report at the next meeting.

Item SSEC1-9	ED&I Current Priorities Update	
Paper No: SSEC1-E	Lead: P Clark	Action requested: Discuss
Discussion/ Matters Arising	<p>PC provided members with a brief update on the current EDI priorities including the forthcoming Stonewall Survey submission in November, the pledge to become a Disability Leader by April 2021 and the development of Staff Equality groups. The Gender Action Plan is also being reviewed. A fuller report will be submitted at the next meeting.</p> <p>PC also advised the Committee on the successful appointment of a new EDI Officer.</p>	
Decision/Noted	To note the update.	

Item SSEC1-10	Student Recruitment & Admissions Review 2019-20	
Paper No: SSEC1-F	Lead: G Plunkett	Action requested: Note
Discussion/ Matters Arising	<p>A high level summary of student recruitment activity for full time courses, applicant satisfaction survey and EDI and widening access statistics for FT applications and enrolments at October 2019 were submitted. GP highlighted the following key points:</p> <p>College FT applications activity for 2019-20 has decreased by 1.8% compared to 2018-19 however this dip has been experienced throughout the sector. A number of external factors has influenced this downturn including a change in demographics, the impact of widening access policies implemented by universities and various youth employment strategies led by Developing the Young Workforce. Faculty Deans are working with Schools Liaison with a view to attracting increased numbers of school leavers.</p> <p>Response rates for the completion of the online admissions survey continue to significantly increase. The survey trend shows an overall improvement particularly in the areas of interview information and the overall experience.</p> <p>Student application and enrolment data by protected characteristics was also reviewed. The College Continues to ensure that the admissions procedures offer fair access to all protected groups. Members particularly noted the increase of 83% in enrolments from care experienced students compared to 2018 and also increased enrolments from students residing within the most deprived postcode areas. Whilst this was welcomed, the interrelating mental health and wellbeing and, financial issues of some</p>	

students have placed added pressure on student services resulting in a long waiting list for counsellor services.

AB raised some concern with regard to the waiting list for counsellor services and suggested that fellow student mentors should be considered. This will be investigated. Members were advised that an onsite community psychiatric nurse would be welcomed however referral to local CAMHS nurses may need to be considered.

AB further highlighted that the College should be more proactive in the recruitment of 25-38 year olds. It was reported that recruitment within this age group was challenging, as those in receipt of universal credits would not be supported in their return to College on a full time basis. AB suggested that the College should lobby against this and make appropriate representation to Ministers.

Decision/Noted To note the report.

EC left the meeting at this time.

Item SSEC1-11		Students' Association (SA) Update	
Paper No: SSEC1-G	Lead: D Duff	Action requested: Note	
Discussion/ Matters Arising	DD provided an overview on the following matters, particularly in relation to the SA Strategic Plan:		
	<ul style="list-style-type: none"> • The Student Experience Survey has now closed with results showing an 87% satisfaction rate. • There are currently 11 active student led societies. • A new class rep training approach has been adopted with 95 class reps trained to date. The training programme is ongoing. • Advertising revenues via the SA website are being investigated. An action plan to raise commercial income will be considered. 		
Decision/Noted	To note the update report.		

Item SSEC1-12		Disclosability of Papers	
Paper No: Verbal	Lead: P Clark	Action requested: Agree	
Decision/Noted	It was agreed that the disclosability status of papers as described on respective cover sheets be retained.		

Item SSEC1-13		Any Other Notified Business	
Paper No: Verbal	Lead: Convener	Action requested: Note	
Decision/Noted	None		

Item SSEC1-14		Date of Next Meeting	
Paper No:	Lead: Convener	Action requested: Note	
Decision/Noted	Wednesday 15 January 2020		

The meeting closed at 1930 hours.

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
SSEC1-5	Committee Annual Report 2018-19: Consider appointment of Vice Convener.	SSEC/PC	15 01 19
SSEC1-6	Committee Programme of Work 2019-20: Invite BoM to Mental Health Conference.	GP/PC	ASAP

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
SSEC4-6	PSED Reports: Provide an update on transfer of data from Wealden to iTrent HR systems, and improved data collection for PSED purposes.	JG/PC	Ongoing
SSEC4-9	Corporate Caring Duties 2018-19: Highlight Committee's concerns regarding additional funding support with the SFC.	SL/GP	ASAP
SSEC4-10	SE Annual Review 2018-19: Consider student brief and reference documents.	GP	Ongoing
SSEC4-13	Staff HR Metrics Report: Provide CPD uptake data.	JG	15 01 20
SSEC4-13	Staff HR Metrics Report: Consider update of College Values and Behaviours.	JG	Ongoing
SSEC2-11	Admissions Update & Review – August Intake: Progress integrated mobile app.	SL/ST/GP/BA	Ongoing
SSEC2-12	Staff Sick Absence Report: Put appropriate initiatives in place to reduce current absence levels and provide update reports.	ST	Ongoing
SSEC2-15	SA Update: Progress implementation of improved timetabling spread and flexible lunch breaks.	SL/ST	Block 2/3 Complete