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MINUTES OF A MEETING OF THE PEOPLE AND TRANSFORMATION COMMITTEE HELD ON MONDAY 13 MARCH 2023

Present

Antony Ball	Governor
Angela Briggs	Governor
John Rees	Governor
Paul Scanlon	Governor
Andrea Ward	Governor

The quorum for the meeting was four Members, at least 2 external. The Meeting was quorate.

In attendance

Sharon Harmon	Clerk to the Corporation
Rachel Maguire	Chief People Officer

The meeting was held via MS Teams and commenced at 5.00pm

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1 Apologies

Apologies for absence were received from Mark Swales and Lee Walker.

2 Declarations of Interest

Members should declare any personal or financial obligation, allegiance or loyalty which would in any way affect decisions in relation to the subjects under discussion.

There were no declarations of interests made.

3 Minutes and Confidential Minutes of the People & Transformation Committee meeting held on 23 November 2022 and any Matters Arising

The minutes and the confidential minutes of the People & Transformation Committee meeting held on 23 November 2022 were approved as a true and accurate record for signature by the Chair.

Matters Arising

Item 7 - The CPO updated the Committee on investigations into the Freedom of Speech Policy in relation to the policy covering broader areas of freedom of speech.

Item 8 - The Clerk to the Corporation confirmed an item would be added to the agenda of the June meeting of the Audit and Risk Committee to discuss the potential audit of DNCG supply chain and services to identify risk of modern slavery occurring.

Clerk

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	<p>Item 15 - The Clerk to the Corporation confirmed a review the Terms of Reference of the committee would be conducted to ensure it captures the fact that student pastoral services now sit under People Services and fall within the remit of the committee. The updated ToRs will be circulated for the next meeting of the committee for review.</p>	Clerk
4	<p>Annual Safeguarding Report</p>	
	<p>The CPO presented the Safeguarding Annual Report 2021/22. Members noted the detailed information and action in relation to Safeguarding activity across the College in 2021/22.</p>	
	<p>Members asked that the table summarising safeguarding incidents referred to the team be updated for the next report to include the number of students involved and for that number to be represented as percentages of cohort as well.</p>	
	<p>Members asked in relation to the number of safeguarding incidents referred to the Safeguarding Team, given the size of the Group, is that figure high or low comparatively. The CPO assured members although the figure may seem high, a very high percentage incidents referred are low level issues that are not for reporting to safeguarding. The CPO further assured members that the system of reporting has improved, including enhanced staff training to ensure incidents are referred appropriately.</p>	
	<p>Members asked if there was some comparison data with similar institutions. The CPO agreed to explore this and liaise with the local authority to see what data was available but cautioned that any such data may not be directly comparable and not set against the same measures.</p>	CPO
	<p>Members noted a decline in the number of students accessing emotional support. Members asked if there is any data behind this figure to explain the reason the number of requests for support has declined. The CPO agreed to investigate and report back findings to the committee.</p>	CPO
	<p>Members noted the positive results from the student surveys. Members asked how many students engaged in the surveys. The CPO confirmed that the number of students engaging in the surveys would be included in a cover report in future.</p>	CPO
	<p>Members had no further questions and thanked the CPO for the detailed report.</p>	
	<p>Resolution: Members approved the Safeguarding Annual Report 2021/22 for recommendation to the Board for approval.</p>	
5	<p>Annual Equality & Diversity Report</p>	
	<p>The CPO presented the Equality, Diversity and Inclusion Annual Report 2021/22. Members noted the contents of the report and the actions that the report identifies for 2022/23.</p>	
	<p>At the request of members, the CPO explained interventions and supports that are being put in place to support learners to improve resilience and manage anxiety.</p>	

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At the request of members, the CPO explained the College's approach, and outlined several measures put in place, to improve the enrolment of students identifying as BME.

Members noted that the achievement rate for male and female leavers aged 16 to 19 were above national averages. However, members noted that the achievement rate for female leavers in this age group had dropped by 5% and that there was a 2% gap between male and female achievement. The CPO assured members that investigations to identify the reason behind the dip and the gender gap were happening and that the findings and actions would be presented at the next meeting of the committee. Members agreed there could be an informed discussion around any potential risk once reasons for the dip and the gender gap in achievement were identified.

Members noted the achievement gap for disadvantaged students and asked whether additional funding was available for disadvantaged students. The CPO explained about bursaries and supports that are available to disadvantaged students. The CEO noted that qualifying thresholds for bursaries have been revised to enable access to financial support to more students more of the time. The CPO reported that the College is looking at ways to encourage more students to come forward to access the support available including free meals.

Members had no further questions.

Resolution: Members approved the Equality, Diversity and Inclusion Annual Report 2021/22 for recommendation to the Board for approval.

6 Employment Law Update

The CPO presented an Employment Law Update report to inform members of the Employment Law landscape for 2023 and updates made and/or proposed post-Brexit. Members noted the content of the report.

7 Well-being and Engagement Update

The CPO presented a Well-being and Engagement update report for members' information, providing an overview of wellbeing and employee engagement activity from September 2022 to February 2023. Members noted the content of the report and agreed the level of activity and engagement was impressive.

Members noted that the planned audit into the impact of initiatives on the improvement of mental health and wellbeing of staff has been delayed until August or September 2023. The CPO explained the impact data will not now be available until September or October 2023 but noted that there was no delay in delivering the services.

Members noted that one measure of impact can be seen in the increase in the percentage of the staff members who are accessing external support but still well in work.

Members noted in terms of risk, one of the risks the committee has oversight of is recruiting and retaining staff. Members asked how these benefits were being advertised to that end. The CPO outlined the many avenues by which the College promotes all the benefits and initiatives on offer for current staff and advertised when recruiting new staff.

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The CEO noted when meeting with new staff, as part of the induction process, one of the questions asked is 'what is your experience of joining the College and what attracted you to us'. The answer to this question informs future planning and measures the appropriateness of current process.

The CPO reminded members that all governors are encouraged to register and access the resources in Vivup. This will then enable Governors to engage with the wellbeing offering/activities within.

8 DNCG Learner Wellbeing Support Strategy (PDBA Restructure)

The CPO presented the DNCG Learner Wellbeing Support Strategy (PDBA Restructure) report for members' information. Members noted that there has been a period of restructure for the Personal Development, Behaviour and Attitudes provision, which encompassed pastoral support. This provision has been realigned to become part of People Services with a central aim of a closer collaboration between learner support, wellbeing and safeguarding. The management structure has also been realigned and a new operational strategy developed. The CPO explained the new structure and provided an overview of the new roles created by the restructure. The CPO additionally provided examples of how the new roles and structure including update to the model of care and approach to supports for progression was already making a positive impact for students. The CPO further explained supports for progression.

Members asked what supports are in place for students who come forward as possible victims of exploitation and who manages those supports. The CPO explained there is package of supports in place to help those young people. The college is working in partnership with the local police and other agencies to deliver ongoing support. The CPO noted that the Safeguarding team are in college throughout the year including holidays. The CPO also noted that some of the outside agencies that work with vulnerable young people also offer out of hours care.

9 Confidential Item

This item is considered confidential and kept as a separate record by the Clerk to the Corporation.

10 Engineering Recruitment and Retention - Update

The CPO present an update report on Engineering Recruitment and Retention. Members noted the actions taken by the DNCG Recruitment Team and the new initiatives being planned to mitigate some of the significant recruitment challenges in Engineering.

Members noted that there continues to be a shortage of qualified engineering candidates in the market, especially those who have industry experience and teaching qualifications. The pool of potential candidates is limited, and this can make it challenging to find suitable applicants.

Members had a discussion around initiatives to retain and recruit engineering lecturers. The CPO explained the College's approach and detailed the incentives and supports in place to retain experienced engineering lecturers and to attract new lectures. The CPO also detailed initiatives to attract engineers from industry and ex-military personnel into

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	<p>teaching. The CPO explained the supports in place to help transition those with a non-teaching background into the classroom.</p> <p>Members thanked the CPO for the update and for the ongoing work to improve recruitment and retention in Engineering whilst recognising the significant ongoing challenge the College faces in attracting and retaining engineering lecturers.</p>	
11	Update on Staff Pay Award	
	<p>The CPO reported that the proposal for the Staff Pay Award will come to the next meeting of the committee on 24th May 2023.</p>	
12	Risk Register Review	
	<p>Members reviewed the College Risk register. Members noted the committee had oversight of one risk which is 'Failure to attract, develop and retain the best staff to support the Group's vision and values.' Members noted this risk currently sits above the target risk appetite score. Members considered whether this was still the same rating or whether the risk had diminished following the work implemented to mitigate this risk. Members agreed the risk rating should remain at the current score, although there has been some improvement in this area, it is still too early to see how much impact on diminishing the risk the implemented mitigations will have. Members agreed to review the score again at the next meeting.</p> <p>Members considered whether there are any additional risks that should be recommended for the risk register. The CEO reported that the risk register was to be reviewed by the SLT.</p> <p>The CPO asked members if it would be useful for the committee to have sight of the EDI and Safeguarding elements of the College's Quality Improvement Plan as a regular agenda item. Members agreed it would be useful.</p>	CPO
13	Committee Chair's Report to Corporation Board	
	<p>Members considered the business of the meeting and recorded key items and any changes to strategic risks identified for feedback to the Board in the Committee Chair's Report to Corporation Board. Members agreed to include this following feedback:</p> <ul style="list-style-type: none"> • Recruitment to engineering still a risk but progress in the right direction is has been made. • Cost Improvement Plan update. • Annual Equality & Diversity Report 	
14	Any Other Business	
	<p>No other business was recorded.</p>	
15	Date and Time of Next Meeting	
	<p>The next meeting of the People and Transformation Committee is scheduled for Wednesday 24 May 2023, 5.00 pm on MS Teams.</p>	

The meeting closed at 7.09 pm.

Sharon Harmon
Clerk to the Corporation

Signed: (Chair)

Date:

TABLE OF ACTIONS				
Date	Item	Action	Responsibility	Date Due
13/03/23	3	Add item to the Audit and Risk Committee agenda to discuss potential audit of DNCG supply chain and services to identify risk of modern slavery occurring.	Sharon Harmon, Clerk to the Corporation	June 2023
13/03/23	3	Review the Terms of Reference of the committee to ensure it captures the fact that student pastoral services now sit under People Services and fall within the remit of the committee. Update the ToR for the committee as required and circulate to committee members for comment.	Sharon Harmon, Clerk to the Corporation	June 2023
13/03/23	4	The CPO to update the table summarising safeguarding incidents reported to the team to include the number of students reporting and those numbers also represented as percentages of cohort in the next Safeguarding Report.	Rachel Maguire, CPO	
13/03/23	4	The CPO to explore available comparable Safeguarding data for similar institutions.	Rachel Maguire, CPO	
13/03/23	4	The CPO to investigate the reasons for the decline in the number of students accessing emotional support.	Rachel Maguire, CPO	
13/03/23	4	The CPO to include the number of students engaging in the surveys in a cover report for future Safeguarding Reports.	Rachel Maguire, CPO	
13/03/23	12	The CPO to present the EDI and Safeguarding elements of the College's Quality Improvement Plan at future committee meetings.	Rachel Maguire, CPO	