

MINUTES OF THE STRATEGY AND POLICY COMMITTEE MEETING

Wednesday 5 March 2025 at 6.00pm
Meeting held via Microsoft Teams

Present:

Tim Oliver (Chair)
John Thater (Vice Chair)
Dan Hards, Principal
Alex Cronje
Claire Douglas
Emma O'Brien

Lin Langford, Director of HR (Advising Officer)
Catherine Davies (Clerk)

1. DECLARATIONS OF INTEREST

There were no declarations of business interest from Trustees.

2. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Sophie Cook.

3. MINUTES OF THE LAST MEETING HELD 6th NOVEMBER 2024

The Minutes of the previous meeting of 6th November 2024 were approved as an accurate record

4. MATTERS ARISING

None

5. POLICIES AND PROCEDURES:

The Chair introduced the Director of HR, Lin Langford to the Committee.

- Admissions Policy 2026 and Appeals Procedure 2026

The Principal introduced the Admissions Policy and Appeals Procedure and noted the changes were minimal.

The Chair asked if the new Strategic Plan would have any impact on future Admissions Policies and the Principal replied that a minor change to the College Calendar may extend the application window and the Children's Wellbeing and Schools Bill may have an impact on SEND admissions.

The Chair asked how many admissions appeals are received each year and the Principal replied that the number is low and the number of students admitted via the appeals process is in single figures.

The Committee recommended the Admissions Policy 2026 and Appeals Procedure 2026 to the Board of Trustees.

- Bullying and Harassment Policy for All Staff

The Director of HR introduced this new policy that has replaced previous Bullying and Harassment policies. It reflects the Worker Protection Act that came into effect in October 2024. The Director gave an overview of the Policy that includes definitions of Bullying and Harassment and the steps to make a complaint. All staff will be asked to complete an online training module re bullying, harassment and sexual harassment.

The Chair asked the Director of HR which source had provided the definitions adopted in the Policy and she replied that the definitions came from ACAS.

The Committee approved the Bullying & Harassment Policy for All Staff.

- Pay Policy for Teaching Staff

The Principal introduced the Pay Policy for Teaching Staff which is an update of the outdated 2019 policy. The new Policy has been approved by the Union Reps and reviewed by the external legal advisors. The Principal drew attention to Item 6 in the Policy which has ensured that part-time teaching staff will receive a full responsibility allowance regardless of part-time status.

The Board discussed competitiveness regarding Teacher pay and steps taken by the College SLT to ensure fairness.

The Committee approved the Pay Policy for Teaching Staff.

- Pay Policy for Support Staff

The Principal introduced the Pay Policy for Support Staff, this is a new Policy and whilst not a requirement is recommended. Support Staff Managers have been consulted in relation to the Policy and it has been reviewed by the external legal team.

The Chair asked if a pay review has taken place and the Principal replied that the SFCA Workforce Survey 2024 had been used as a benchmark to review College salaries and identify where action is required.

The Chair asked the Clerk to add Staff Pay Review to the Agenda for the next Board meeting.

The Committee approved the Pay Policy for Support Staff

Action: Clerk to add Staff Pay Review to the next Board meeting Agenda.

6. CONSTITUTION

- 6.1 The Chair updated the Board regarding the recommendation of a candidate for the role of External Trustee to be appointed by the Members to the Board. The candidate is due to meet the Chair, Principal and Clerk shortly and more information will be provided at the next Board meeting.
- 6.2 Skills Audit – The Clerk advised the Committee that she will be sending out the Skills Audit 2025 shortly and the format will follow the 2024 questionnaire.

The Committee discussed training opportunities for Trustees and the Chair asked the Clerk to investigate options.

Action: Clerk to investigate training opportunities for Trustees

7. ANY OTHER BUSINESS

The Principal thanked the Trustees for attending the recent Training Morning; the draft 3 year Strategic Plan will be circulated at the next Committee meeting. He welcomes any feedback from Trustees.

8. DATE OF NEXT MEETING – Wednesday 11th June 2025

*The meeting closed at 6.32pm
Attendance was 85%*

Signed and date

SUMMARY OF ACTIONS

S&P 2 - 001	Clerk to add Staff Pay Review to the next Board meeting Agenda.
S&P 2 - 002	Clerk to investigate training opportunities for Trustees

SUMMARY OF TRUSTEE CHALLENGE [C] / SUPPORT [S]

C/S	Minute	Topic
C	5	The Chair asked the Director of HR which source had provided the definitions adopted in the Policy and she replied that the definitions came from ACAS.
C	5	The Chair asked if an equal pay review had taken place, and the Principal replied that the SFCA Workforce Survey 2024 had been used as a benchmark to review College salaries.
S	7	The Principal thanked the Trustees for attending the recent Training Morning.