

# Personnel Committee

Monday 30<sup>th</sup> June 2025, 6:00-7:10pm  
Via Teams



Meeting papers link: [30 June 2025 \(GovernorHub\)](#)

## Committee members in attendance:

Joanne Chilton  
Sarah Dawson  
Raj Joshi (Committee Vice Chair)  
Mark Sterling (Committee Chair)

## Officers in attendance:

Jacquie Carman, CEO & Principal  
Steph Morley, Director of Governance

# APPROVED MINUTES

Item	Discussion	Action
<b>1</b>	<b>Welcome</b> The Chair opened the meeting and welcomed all in attendance.  It was confirmed the meeting was quorate and that all attendees were able to hear and participate in the meeting.	
<b>2</b>	<b>Procedural matters</b>	
2.1	<u>Apologies</u> Apologies were received and accepted from R. Charles and J. Priest.	
2.2	<u>Declarations of interest</u> There were no declarations of interest for this meeting.	
2.3	<u>Minutes of last meeting and actions/matters arising</u> The Committee <b>approved</b> the minutes of the meeting held on 05 February 2025.  S. Morley advised the three outstanding actions from the previous meeting (Ref 5, 7 & 8) were scheduled for implementation either before the end of term or during the Autumn term. All other actions were reported as completed.	
<b>3</b>	<b>Strategic/staffing updates</b>	
3.1	<u>Agenda for Positive Change Phase 2 update (CONFIDENTIAL)</u> A separate minute of this item was taken.	
3.2	<u>Recruitment and retention update</u> J. Carman referred the Committee to the report and advised recruitment remained a risk for the college. She spoke about how a more innovative approach was being tried, including the introduction of the new TEACH programme as a pipeline for supporting and hopefully retaining new talent. She informed the Committee succession planning for the senior team was a specific action that arose from her performance appraisal and would be focus this coming year.	

The Committee asked if the college was aware of increased staffing that would be required for growth and the upcoming LUF project. J. Carman reported recruitment for the new Dental Health course (from January 2026) had been successful and staff were in place ready for launch, and that the growth expected for new catering facilities should be able to be staffed using catering students. She was also hopeful the bid being developed by another local college to be a construction technical excellence college (CTEC) would provide opportunities, particularly for the wet trades centre within the LUF project.

The Committee asked how many places were being offered on the TEACH programme. J. Carman advised priority had been given to the universities the college was already working with, which would provide 5 graduates in both Year 1 and Year 2. She reported subject areas had already been identified; however, there was flexibility for an exceptional candidate.

The Committee **noted** the update and looked forward to hearing about the impact of the TEACH programme as it entered its first year.

### 3.3 Industrial relations

J. Carman provided an update on the recent (regular) meeting held with the unions and informed the Committee of the possibility the college could be drawn into the national pay disputes. She advised options for teachers' pay were currently being explored, including the possibility of a role of advanced practitioner for teachers who were experienced experts but did not want a managerial role.

The Committee **noted** the update.

## 4 **Performance against targets and staff data metrics**

J. Carman referred to the PowerBi performance dashboard and highlighted the following:

- There were 639 members of staff, with 48% on fractional contracts
- 61 staff members left the college throughout the year, citing various reasons
- Succession planning would become increasingly important over the coming years given the large proportion of 51-60 year olds currently in the workforce
- 397 different staff members had been absent due to illness this year to date, which equated to approx. 2/3 of the total staff team
- 77% of staff were female and 10% had declared a disability
- Over 1100 job applications had been received during the year, with the highest number for the safeguarding officer role; however, some teaching roles (eg animal care and digital) had very low levels of applications

The Committee thanked J. Carman for the report and asked if benchmarking data was available for these metrics. J. Carman informed the Committee she had been involved in the national AoC group for workforce development and that the DfE was trialling the use of a cross-sector tool using data submitted by colleges, both of which gave her confidence that sector benchmarking data for HR would soon be accessible. She confirmed she would task the new Director of HR with incorporating benchmarking data into the college's performance dashboard once published.

**JCa &  
DofHR**

## 5 Risk monitoring – the top ‘assigned’ risks

J. Carman informed the Committee of the main risks under the remit of this committee:

- Recruitment (for specific roles), covered under Item 3
- Pay costs, financial risk but linked to employment
- Staff IT skills

J. Carman advised supporting staff members to develop their IT skills was a priority within the 2025/26 annual plan, which included the development of a digital training package for staff. She advised IT skill levels were variable across the college and it was important that staff members did not get left behind, particularly given the pace of change with IT and increasing use of AI in the workplace.

The Committee **noted** the risks allocated to the Committee and the work underway to mitigate them.

## 6 Compliance and policy review

### 6.1 Corporation Appointment & Re-appointment Procedure

S.Morley presented the updated appointment and reappointment procedure, which was a more detailed and clarified version of what had already been in place.

The Committee **approved** the Corporation Appointment & Reappointment Procedure.

### 6.2 Corporation Induction & Training Policy

S.Morley presented the updated policy, which was a more detailed and clarified version of what had already been in place.

The Committee **approved** the Corporation Induction & Training Policy.

### 6.3 Corporation Induction Checklist

S.Morley presented the new induction checklist, explaining it was being trialled with the recently appointed governor and would be regularly reviewed (and updated if appropriate). She advised the purpose of the checklist was to not only list the key activities involved in the induction and onboarding process, but to also clarify roles/responsibilities and record the date when activities were undertaken.

The Committee **noted** the Corporation Induction Checklist.

## 7 Governance update – Part 1

### 7.1 Corporation development and training

The Committee **noted** the update provided within the report.

### 7.2 Skills audit refresh

The Committee **noted** the update provided within the report.

### 7.3 Membership, recruitment and succession planning

**Independent governors:** S.Morley referred the Committee to the report, which outlined the governors whose terms of office would end on 31/07/25 – S. Chagan, S. Fisher, A. Jarrett, and G. Rothnie. She advised all four governors had been contacted and confirmed they would like to be considered for a further term. It was noted some of the governors’ current terms of office were not in alignment with the appointment policy and therefore would be brought back in line wherever possible. The following re-appointments were therefore proposed:

- S. Chagan, 01/08/25 – 31/07/30 (final term)
- S. Fisher, 01/08/25 – 31/07/28 (second term)
- A. Jarrett, 01/08/25 – 31/07/30 (final term)
- G. Rothnie, 01/08/25 – 30/04/29 (final term)

**Co-opted committee member:** S. Morley advised a further appointment was presented for consideration – L. Pass as a co-opted member of the SCQC. She informed the Committee L. Pass had previously been the college’s Safeguarding & Inclusion Manager and had retired earlier that year. She confirmed J. Chilton had spoken with L. Pass regarding her interest and the option of acting as a co-opted committee member in the first instance had been discussed, with the possibility of being considered as a full governor after this time. S. Morley advised this also presented a succession planning opportunity regarding J. Chilton’s future departure from the Corporation, given L Pass’ safeguarding experience.

The Committee **agreed** to make the following appointment recommendations to the Corporation at its meeting on 03/07/25:

- The reappointment of S. Chagan, S. Fisher, A. Jarrett and G.Rothnie, as per the terms set out above; and
- The appointment of L. Pass as a co-opted member of the Students, Curriculum & Quality Committee for a term of 12 months

#### 7.4 Chair’s succession planning

J. Chilton informed the Committee of her proposal to stand as Chair for a further two-year term, subject to family circumstances, which would coincide with her maximum tenure as a governor. She explained the rationale for her decision was to provide stability and consistency, and give sufficient time to appoint, induct and handover with her successor, particular if an external appointment needed to be made.

The Committee **supported** J. Chilton’s proposal and agreed this would be presented to the Corporation at its meeting on 03/07/25.

### 8 **INTERVIEWS – GOVERNOR CANDIDATES**

This part of the meeting did not take place due to one candidate withdrawing from the process and the other failing to attend.

The Committee noted the remaining governor vacancies, and it was agreed recruitment activity would re-commence after the summer break.

**SM**

### 9 **Governance update – Part 2**

#### 9.1 Appointment recommendations to the Corporation

Covered under Item 7.3.

## 10 Any other business

### 10.1 Staff awards

J. Chilton advised she had received the nominations for the governors' category of the staff awards. It was agreed J. Chilton would choose the 2-3 winners from the list of nominees on behalf of the Committee.

JCh

### 10.2 Senior postholder

J. Chilton advised she would be presenting a report for consideration by the Corporation regarding a senior postholder matter, which had already been discussed by the Remuneration Committee.

### 10.3 Acknowledgement

On behalf of the Committee, the Chair acknowledged the contribution R. Charles had made to Halesowen College, most recently in her role as Director of HR, and wished her well for her retirement.

There was no further business for discussion and the Chair closed the meeting at 7:10pm.

#### 2025/26 dates:

- 24 September 2025 (governors only), 6:00-6:30pm
- 12 November 2025, 6:00-8:00pm
- 04 March 2026, 6:00-8:00pm
- 13 May 2026, 6:00-8:00pm

#### Actions from meeting

Personnel Committee – 06 February 2025				
Ref		Action	Owner	Deadline
1	4.1	Incorporate benchmarking into performance reports	JCa/DofHR	Aut 2025
2	7.3	Refer (re)appointments to the Corporation	JCh & SM	03/07/35
3	7.4	Refer Chair's appointment proposal to the Corporation	JCh & SM	03/07/35
4	8	Undertake further governor recruitment activity	SM	Aut 2025
5	10.1	Choose the winners of the governors' category for the staff awards	JCh	ASAP