

DONCASTER COLLEGE

EQUALITY AND DIVERSITY COMMITTEE MEETING

Minutes of the Equality and Diversity Committee Meeting held on Monday 28th June 2010 at 2pm in the Boardroom.

Present: D Bailey, C Parkinson, H Lightburn, L Stokes, N Marshall, P Meadows, P Rollinson, S Macdonald, S Senior, Emma Davies (note taker)

Apologies: B Brodigan, C Colvin, C Hill, D Lawson, I Gostling, K Brearley, M Batty, M Sydney, R Morris (student representative), S Syed, S Esat-Ali

	<u>Action</u>
1. <u>vTalent Volunteers</u>	
1.1 John Cooke (vTalent Volunteer) introduced the volunteers and what their roles were in college.	
1.2 Diane Bailey introduced the play that the volunteers would perform which had been part of 'Push the Button' Anti-Bullying Event.	
1.3 The 'Push the Button' had received a good response from students. Business cards would be distributed at Induction to advertise the location and information of 'button'.	
1.4 Diane Bailey would check to see if the information had been included in the Student Handbook.	DB
1.5 Paul Rollinson would ensure all staff would be made aware of it.	PR
2. <u>Minutes of the meetings held on 17th May 2010</u>	
The minutes of the meeting held on 17 th May 2010 were agreed as a true and accurate record subject to the following amendment: <ul style="list-style-type: none">• On minute 7.7- 'developing' would replace 'purchased'	
3. <u>Matters Arising</u>	
3.1 On minute 3.1- Sally Senior had received the Single Equality Scheme from Workforce Development and had attended the Assistant Directors' meeting.	
3.2 On minute 3.2- the word 'reasonable' had been replaced with '5 working days' within the Looked after Children Policy.	
3.3 On minute 3.3- the Equality Impact Assessment for Looked after Children had been updated.	
3.4 On minute 3.5- Natalie Marshall reported on the Launching Success Event on the 29 th June. There had been 9 students nominated for an award from the college. 30 students from Doncaster would receive individual awards. The event had worked closely with DMBC.	

3.5	On minute 3.6- Lynn stokes had received the TextTool information and would arrange to meet with Charlotte Hill and Barbara Brodigan.	LS
3.6	On minute 3.9- Diane Bailey noted there would be no further funding for the Gender Equalities Event.	
3.7	On minute 3.10- Mike Batty had not yet presented the statistics of comparative data on 'Hate Crime' for other regions.	MB
3.8	On minute 7.3 and agenda item 4- Sally Senior would report on the Single Equality Action Plans for Academies and Equality and Diversity Training as agenda items for the meeting.	
3.9	On minute 7.6- Diane Bailey had not yet produced the Widening Participation Strategy.	DB
4.	<u>Life Skills DVD</u>	
4.1	It had been noted the DVD would not be presented at this meeting.	
5.	<u>Cross College Single Equality Scheme Action Plan- Update</u>	
5.1	Sally Senior reported on the action plans from Academies. All the action plans had been different to suit each Academy.	
5.2	Academies would be completing their SARs. The Support Area SAR had been produced by Kathryn Brentnall.	
5.3	The Equality and Diversity SAR would be presented at the E&D Committee on 20 th September for agreement.	DB/SS
5.4	It would be agreed Paul Rollinson (HR) would support Diane Bailey with the SAR.	
5.5	Sally Senior discussed the new format of the SAR.	
5.6	Paul Rollinson reported the Single Equality Scheme Consultation document had been sent out with a global email and to date it had received 16 responses. 3 people had also volunteered to participate in the focus groups.	
5.7	Paper 09/10 'Single Equality Action Plan 2009/2012'	
5.8	Responsibility under 1.14 of the document would need to be reconsidered as there is no longer a Director of Employer Engagement role.	DB
5.9	When reporting equality and diversity issues it had been suggested to include Looked after Children/Care Leavers. Diane Bailey would action.	DB

5.10	Priorities for the Equality and Diversity Action Plan would be the following: <ul style="list-style-type: none"> - Looked after Children - Learner Involvement - Delivery outside the main college (refer to Beryl Myers) 	
5.11	An update on the college EDIMS would be presented at the 20 th September meeting.	DB/SS
6.	<u>Equality and Diversity Training Report</u>	
6.1	Sally Senior reported on the training that had been given to Academies/departments to date.	
6.2	Paper tabled- 'report for E&D Committee- Sally Senior' Sally Senior discussed the training update document.	
6.3	Pictures of the notice boards produced by students in Commercial Enterprise would be presented on the Communecate news site. Sally Senior would investigate.	SS
6.4	Within the Ofsted report it had been noted equality and diversity had been highly promoted within the Sports department and included within Performance Management Reviews. Sally Senior would include this in the Training Report.	SS
6.5	Pat Meadows suggested equality and diversity should be included on Course Reviews. The SPOC had been reviewed and included questions on bullying, safeguarding and equality and diversity. Sally Senior would discuss with Kathryn Brentnall.	SS
6.6	Diane Bailey, Sally Senior and Ann Hill would meet to discuss what would be mandatory training for equality and diversity.	DB/SS/AH
6.7	Sally Senior would provide a training update for 20 th September meeting.	SS
7.	<u>Representation 2010/11</u>	
7.1	Members discussed how to involve students more with the work of the Equality and Diversity Committee.	
7.2	There had been low attendance of students at the Committee meetings through the year.	
7.3	It was suggested that the Committee needed to take equality and diversity to the students to ensure learner involvement.	
7.4	Equality and diversity would be discussed with students at tutorials, Student Parliament and at the Children in Care Council meetings.	

7.5	Diane Bailey would discuss with Mike Batty about creating focus groups of students. The first one would be arranged for within the first term.	DB/MB
8.	<u>HR Update</u>	
8.1	The HR update had been provided under agenda item 5.	
9.	<u>Any other business</u>	
9.1	Natalie Marshall discussed the new guidance for Looked after Children. Emma Davies would circulate with the minutes.	ED
9.2	The Single Equality Action Plan would be updated to include Looked after Children for September.	DB/NM
9.3	Diane Bailey reported on the meeting with Ron Hill to discuss reporting equality and diversity to Governors. It had been suggested it would be fed into the sub-committee board meetings.	
9.4	Diane Bailey would discuss the structure of the reporting system with Sally Senior and Catherine Parkinson.	DB SS/CP
9.5	Equality impact assessments would need to be undertaken for Governance.	
10.	<u>Date and time of next meeting</u>	
	The next meeting is scheduled to be held on Monday 20 th September 2010 at 2pm in the Boardroom at the Hub.	

TABLE OF ACTIONS – 17 MAY 2010		
Item No.	Action	To be actioned by:
1.4	Diane Bailey would check to see if the information had been included in the Student Handbook.	DB
1.5	Paul Rollinson would ensure all staff would be made aware of the 'Push the Button' site.	PR
3.5	Lynn Stokes had received the TextTool information and would arrange to meet with Charlotte Hill and Barbara Brodigan.	LS
3.7	Mike Batty had not yet presented the statistics of comparative data on 'Hate Crime' for other regions.	MB
3.9	Diane Bailey had not yet produced the Widening Participation Strategy.	DB
5.3	The Equality and Diversity SAR would be presented at the E&D Committee on 20 th September for agreement.	DB/SS
5.8	Responsibility under 1.14 of the Single Equality Action Plan would need to be reconsidered as there is no longer a Director of Employer Engagement role.	DB
5.9	When reporting equality and diversity issues it had been suggested to include Looked after Children/Care Leavers. Diane Bailey would action.	DB/NM
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