

EQUALITY AND DIVERSITY COMMITTEE MEETING

Minutes of the Equality and Diversity Committee Meeting held on Monday 8th November 2010 at 2pm in the Boardroom.

Present: D Bailey (chair), M Agate, K Brentnall, C Colvin, I Gostling, D Lawson, H Lightburn, S Macdonald, L Maddock, N Marshall, P Meadows, C Parkinson, P Rollinson, S Senior, P Wright, E Davies (note taker)

Apologies: M Batty, K Brearley, B Brodigan, S Esat-Ali, C Hill, L Stokes, M Sydney, S Syed

Action

1. Minutes of the meetings held on 20th September 2010

The minutes of the meeting held on 20th September 2010 were agreed as a true and accurate record.

2. Matters Arising

2.1 On minute 2.2- Paul Rollinson had produced a news article for staff in regards to 'push the button'. The information had also been circulated to the appropriate staff.

2.2 On minute 2.6- a separated E&D SAR wouldn't be produced however extracts from the E&D Annual Report would be included in the College SAR.

2.3 On minute 2.9- the updated EDIMS would be included in the E&D Annual Report under agenda item 8.

2.4 On minute 3.7- Sally Senior had met and worked with Lloyd Timms to create E&D focus groups of students.

2.5 On minute 4.4- Natalie Marshall had not sent the list of student names to Ian Gostling. Natalie would ask the students permission before sending to Ian. **NM**

2.6 On minutes 6.2/6.4- the meeting between Catherine Parkinson, Diane Bailey and Sally Senior regarding Equality Impact Assessments had not happened due to awaiting further guidance.

2.7 On minute 2.5- the comparative data for the Hate Crime had not been produced as there was no data.

3. ALS Policy

3.1 Paper 14/10- 'Additional Learning Support Policy' from Sally Macdonald.

3.2 Sally Macdonald discussed the policy, which had been updated in line with the new Equality Act. The Committee approved the policy.

4. Access Arrangements for Examinations for SLDD Policy

4.1 Paper 15/10- 'Access Arrangements for Examinations for SLDD Policy' from Sally Macdonald.

4.2 Sally Macdonald discussed the policy, which had been updated in line with the new Equality Act. The Committee approved the policy.

4.3 The policy had also been given to the Exams department.

5. Retention and success Rates for ALS against the whole College

5.1 Paper 16/10- 'Retention and Success Rates for ALS against the whole College' from Sally Macdonald. Agreed that the data would be included in the College SAR.

5.2 Sally Macdonald discussed the data and noted that the data had significantly improved since last year and impacted positively on retention.

5.3 Pat Meadows suggested data for the success rates for students who had been offered support but not taken it should be produced. **SM**

5.4 The Learning Support Assistants role had been clearer and timelier with the provision of support.

5.5 Staff and students with sensory impairments would be entitled to one to one support/lessons.

6. AOC Guidance- Spiritual, Moral, Social and Cultural Education for FE Colleges

6.1 Paper 17/10- 'AOC Guidance- Spiritual, Moral, Social and Cultural Education for FE Colleges' from Catherine Parkinson.

6.2 The paper had been brought to the meeting for information.

6.3 Diane Lawson had attended the FE Conference which Colleges offered good practice of implementing the guidance.

6.4 Diane Lawson would meet with Jo Burgess to discuss the paper and produce a College action plan. **DL**

6.5 Diane Lawson reported on the Chaplaincy event that the College would be hosting on Wednesday 10th November 2010. The event would be held to relaunch the Chaplaincy at the College. 25 external individuals from the faith community would be attending.

- 6.6 Helen Lightburn would relook at the Prayer Room at the Hub to find an alternative room. There had been no Prayer Room at High Melton. Helen Lightburn would also investigate/locate a possible venue. **HL**
- 7. Diversity Champion Award**
- 7.1 Two short video clips from the Diversity Champion Awards held on 20th October 2010 had been presented to the committee members.
- 7.2 Natalie Marshall discussed the submission document which would also be circulated with the minutes for information. **ED**
- 7.3 Sarah Yates had presented the award to the Principal which would be displayed in the Boardroom. This would be moved to front of house in the near future.
- 7.4 An Exemplars in Equality Event would be held on 19th November in Birmingham. The College would hold short workshops at the event.
- 8. Equality and Diversity Annual Report**
- 8.1 Paper 18/10 'Equality and Diversity Annual Report 2009/10' from Diane Bailey.
- 8.2 The report would be submitted as a draft to the Quality of Teaching and Learning Committee on 10th November as the data would not be finalised until 22nd November 2010.
- 8.3 All updated legislation had been included in the report.
- 8.4 On page one of the report 'race' had not been included under the protected characteristics list and would be amended for December Governors meeting. **DB**
- 8.5 Diane Bailey discussed the report to the committee members.
- 8.6 The PMRs in December 2010 would include narrowing the achievement gap.
- 8.7 The College had maintained the Two Ticks and Disabledgo.
- 8.8 The committee noted the progression against College EDIMS to be updated in line with final ILR. **SS**
- 8.9 Pat Meadows suggested a percentage to be included in regards to apprenticeship students who have been made redundant as this had impacted negatively on success rates. In particular to look at 16-18 year old engineering students. **PM/SS**
- 8.10 The committee approved the Annual Report.

9. Equality and Diversity Poster- winner

9.1 The poster was presented to the committee members. It would be made into a College poster and included on plasma screens.

10. HR Update (standing item)

10.1 Paul Rollinson reported on the Single Equality Scheme consultation. A letter had been sent to Governors and report of analysis would be produced.

10.2 The website had been updated with the new disability Statement.

10.3 Paul Rollinson had been working with Jane Dawson on the disabledgo.

10.4 An updated equality and diversity leaflet for inductions would be presented in the January meeting. **PR**

11. Any other business

11.1 Tabled- 'Inclusive Risk assessment Procedure' from Michelle Agate.

11.2 Michelle Agate discussed the new procedure for Inclusive Risk Assessments and Amy Wright would be the main contact for this.

11.3 Michelle Agate would present this at the Academy Cluster Meeting and the Admissions Working Group. **MA**

12. Date and time of next meeting

The next meeting is scheduled to be held on Wednesday 5th January 2011 at 2pm in the Boardroom at the Hub.

TABLE OF ACTIONS – 8 November 2010		
Item No.	Action	To be actioned by:
2.5	Natalie Marshall had not sent the list of student names to Ian Gostling. Natalie would ask the students permission before sending to Ian.	NM
5.3	Data for the success rates for students who had been offered support but not taken it should be produced.	SM
6.4	Diane Lawson would meet with Jo Burgess to discuss the paper and produce a College action plan.	DL
6.6	Helen Lightburn would relook at the Prayer Room at the Hub to find an alternative room. There had been no Prayer Room at High Melton. Helen Lightburn would also investigate/locate a possible venue.	HL
7.2	Natalie Marshall discussed the submission document which would also be circulated with the minutes for information.	NM
8.4	On page one of the E&D Annual Report 'race' had not been included under the protected characteristics list and would be amended for December Governor's meeting.	DB
8.8	The committee noted the progression against College EDIMS to be updated in line with final ILR.	SS
8.9	Pat Meadows suggested a percentage to be included in regards to apprenticeship students who have been made redundant as this had impacted negatively on success rates. In particular to look at 16-18 year old engineering students.	PM/SS
10.4	An updated equality and diversity leaflet for inductions would be presented in the January meeting.	PR
11.3	Michelle Agate would present the new inclusive risk assessment at the Academy Cluster Meeting and the Admissions Working Group.	MA

COMPLETED ACTIONS FROM PREVIOUS MEETING	
Item No.	Actions completed from meeting held on 20 September 2010
2.2	Paul Rollinson had produced a news article for staff in regards to 'push the button'. The information had also been circulated to the appropriate staff.
2.6	A separated E&D SAR wouldn't be produced however extracts from the E&D Annual Report would be included in the College SAR.
2.9	The updated EDIMS would be included in the E&D Annual Report under agenda item 8.
3.7	Sally Senior had met and worked with Lloyd Timms to create E&D focus groups of students.
6.2/6.4	The meeting between Catherine Parkinson, Diane Bailey and Sally Senior regarding Equality Impact Assessments had not happened due to awaiting further guidance.