

DONCASTER COLLEGE

EQUALITY AND DIVERSITY COMMITTEE MEETING

Minutes of the Equality and Diversity Committee Meeting held on Monday 20th September 2010 at 2pm in the Boardroom.

Present: D Bailey (chair), C Colvin, I Gostling, D Lawson, S Macdonald, N Marshall, p Meadows, P Rollinson, S Senior, L Stokes, E Davies (notetaker)
K Khan and L Timms (student representatives)

Apologies: M Agate, M Batty, S Esat-Ali, K Brearley, B Brodigan, C Hill, H Lightburn, C Parkinson, M Sydney, S Syed

	<u>Action</u>
1. <u>Minutes of the meetings held on 28th June 2010</u>	
The minutes of the meeting held on 28 th June 2010 were agreed as a true and accurate record.	
2. <u>Matters Arising</u>	
2.1 On minute 1.4- 'Push the Button' information had been included in the Student Handbook.	
2.2 On minute 1.5- Paul Rollinson had yet to inform staff about 'push the button' and would look into sending a global email linking to the bullying posters.	
2.3 On minute 3.4- the report on the Launching Success Event would be an agenda item.	
2.4 On minute 3.5- the TextTool licence for the College had expired and learner destinations would reported through use of student email addresses. All students would have access to their own College email addresses.	
2.5 On minute 3.7- the comparative data had not yet been received from Mike Batty the Hate Crime. Diane Lawson would follow up with Mike.	DL
2.6 On minute 5.3- the E&D SAR would be presented at the meeting in November as data from Academy SARS would need to be included.	DB/SS
2.7 On minute 5.8- responsibilities on the Single Equality Scheme had been relooked at and amended as necessary.	
2.8 On minute 5.9- Looked after Children/Care Leavers had been included in the reporting of equality and diversity issues.	
2.9 On minute 5.11- an update of the College EDIMS would be provided at the November meeting.	DB/SS
2.10 On minute 6.3- pictures of the notice boards in Commercial Enterprise	

	would be included as evidence for the E&D SAR.	
2.11	On minute 6.5- equality and diversity had been included on the Course Review documentation.	
2.12	On minute 6.6- a schedule of mandatory equality and diversity training had been produced. Sally Senior would provide a brief summary in the meeting, however, Anna Simpson would circulate the full schedule.	
2.13	On minute 9.1- Natalie Marshall would incorporate the new Looked after Children/Care Leavers guidance into the policy and present at the November meeting.	NM/DL
2.14	On minute 9.2- Looked after Children had been included in the Single Equality Action Plan.	
2.15	On minute 9.4- an equality and diversity reporting system had been produced.	
2.16	Diane Bailey discussed the event arranged by Ron Hill for Governors and students in January. Governors would meet with students at the meeting in March.	
3.	<u>Composition and Remit</u>	
3.1	Paper 10/10- 'Composition and Remit'	
3.2	The Composition and remit would need to be updated to the new format with amendments.	ED
3.3	The following changes had been agreed: <ul style="list-style-type: none"> - a LAC student representative would attend the meeting - Pam Wright would be invited to attend as a Curriculum representative - Kathryn Brentnall would be invited to attend as a Quality representative - Lorraine Maddock would attend as an LRC representative - Sally Senior would invite representative from the borough's Equality and Diversity Group. 	NM ED ED ED SS
3.4	The Terms of Reference would include a reference to looked after children/care leavers.	DB
3.5	A reference to the Single Equality Scheme and protected characteristics would be included in the function of the committee.	DB
3.6	Lloyd Timms suggested that the meeting and policies/documents would need to be more young people 'friendly'.	
3.7	Sally Senior would work with Lloyd Timms and Kiran Khan to discuss further and create subcommittees for students.	SS/LT/KK

4. **Looked after Children/Care Leavers Pledge**

4.1 Tabled- ' Making Care Count Pledge' from Natalie Marshall

4.2 Natalie Marshall discussed the Looked after Children/Care Leavers Pledge for Doncaster. The College Pledge would launch in June 2011.

4.3 Natalie Marshall would adjust the pledge and Emma Davies would circulate with the minutes. The pledge would be forwarded to Executive to be adopted by the College.

NM/ED

4.4 Natalie Marshall would forward a list of LAC/CL to Ian Gostling to provide updates on attendance.

NM/IG

Update

4.5 Tabled- ' September 2010 Enrolments' from Natalie Marshall

4.6 Natalie Marshall discussed the enrolment statistics for Looked after Children for 2010/11.

4.7 The statistics would be included within Equality and Diversity Annual Report for November and in the Single Equality Scheme.

5. **Launching Success Event Evaluation**

5.1 Tabled- 'Launching Success 2010 Feedback Report and Summary' reported by Lloyd Timms

5.2 Lloyd Timms discussed the statistics and details of the event from the report to the group.

5.3 Natalie Marshall reported that the Looked After Children section had been nominated for an award for equality and diversity. Interviews would be held with learners and staff and the presentation would be held on 20th October.

6. **Equality Impact Assessment Schedule Implementation Plan**

6.1 Tabled-' 2008-11 Equality Impact Assessment Schedule' from Sally Senior

6.2 Sally Senior noted that there would no further legal requirement for impact assessing, although Sally Senior, Diane Bailey and Catherine Parkinson would meet to discuss to take further.

SS/DB/CP

6.3 Responsibilities on the implementation plan would need amending/updating where necessary.

ED

6.4	Sally Senior would create working groups of staff and students to approve impact assessments.	SS
7.	<u>Equality and Diversity Training Update</u>	
7.1	Tabled- 'Overview of Equality and Diversity Training 2010/11' from Sally Senior	
7.2	Ideas for equality and diversity training would be forwarded to Sally Senior by the group.	ALL
7.3	Looked after Children and ALS training sessions by Natalie Marshall and Sally Macdonald would be included in the as Equality and Diversity Training.	NM/SM
8.	<u>Widening Participation Strategy</u>	
8.1	Paper 11/10- 'Widening Participation Strategy'	
8.2	The strategy would be linked to the Equality and Diversity Strategy and Looked after Children.	
8.3	Minor amendments would be made and members would forward any points for inclusion to Diane Bailey by 1 st October.	ALL
9.	<u>Equality and Diversity Strategy</u>	
9.1	Paper 12/10- 'Equality and Diversity Strategy'	
9.2	The strategy had been updated with minor updates with the changes to new legislation	
9.3	Members would forward any points for inclusion to Diane Bailey by 1 st October.	ALL
10.	<u>Disability Statement</u>	
10.1	Paper 13/10- 'Disability Statement'	
10.2	Sally Macdonald would look at further before the members agreed the statement.	SM
10.3	Sally Senior would conduct an impact assessment on the Disability Statement.	SS
10.4	The College had been awarded the 'two ticks'. Paul Rollinson would provide a paragraph to be included.	PR
10.5	Lloyd Timms suggested a learner 'friendly' version of the statement would better for students to understand. Sally Senior would work with	SS

students and include the objectives on the front page.

**11. HR Update
E&D Goals 2010/11**

11.1 Presentation- 'Equality and Diversity -Update on Goals 20th September 2010' by Paul Rollinson

11.2 Paul Rollinson discussed the presentation to the group.

11.3 Emma Davies would circulate the presentation with the minutes.

11.4 The closing date for the consultation on the Single Equality Scheme would be expanded to the 30th September 2010 and a letter would be sent to Governors.

ED

12. Any other business

12.1 Risk Registers would be a standing item on the agenda to identify any potential risks.

13. Date and time of next meeting

The next meeting is scheduled to be held on *Monday 8th November 2010 at 2pm in the Boardroom at the Hub.*

TABLE OF ACTIONS – 20 September 2010		
Item No.	Action	To be actioned by:
2.5	The comparative data had not yet been received from Mike Batty on the Hate Crime. Diane Lawson would follow up with Mike.	DL
2.6	the E&D SAR would be presented at the meeting in November	DB/SS
2.9	an update of the College EDIMS would be provided at the November meeting	DB/SS
2.13	Natalie Marshall would incorporate the new Looked after Children/Care Leavers guidance into the policy and present at the November meeting.	NM
3.2	The Composition and remit would need to be updated to the new format with amendments	ED
3.3	The following would be invited to attend committee meetings: <ul style="list-style-type: none"> - a LAC student representative would attend the meeting - Pam Wright would be invited to attend as a Curriculum representative - Kathryn Brentnall would be invited to attend as a Quality representative - Lorraine Maddock would attend as an LRC representative - Sally Senior would invite representative from the borough's 	NM ED ED ED SS

	Equality and Diversity Group.	
3.4	The Terms of Reference would include a reference to looked after children/care leavers	DB
3.5	A reference to the Single Equality Scheme and protected characteristics would be included in the function of the committee.	DB
3.7	Sally Senior would work with Lloyd Timms and Kiran Khan to discuss further and create subcommittees for students.	SS
4.3	Natalie Marshall would adjust the pledge and Emma Davies would circulate with the minutes. The pledge would be forwarded to Executive to be adopted by the College.	ED/NM
4.4	Natalie Marshall would forward a list of LAC/CL to Ian Gostling to provide updates on attendance.	NM/IG
6.2	Sally Senior noted that there would no further legal requirement for impact assessing, although Sally Senior, Diane Bailey and Catherine Parkinson would meet to discuss to take further.	SS/DB/CP
6.3	Responsibilities on the implementation plan would need amending/updating where necessary.	ED
6.4	Sally Senior would create working groups of staff and students to approve impact assessments.	SS
7.2	Ideas for equality and diversity training would be forwarded to Sally Senior by the group.	ALL
7.3	Looked after Children and ALS training sessions by Natalie Marshall and Sally Macdonald would be included in the as Equality and Diversity Training.	NM/SM
8.3	Points for inclusion to Diane Bailey by 1 st October for the Widening Participation Strategy would be forwarded to Diane Bailey by 1 st October	ALL
9.3	Points for inclusion for the Equality and Diversity Strategy would be forwarded to Diane Bailey by 1 st October	ALL
10.2	Sally Macdonald would look at further before the members agreed the statement	SM
10.3	Sally Senior would conduct an impact assessment on the Disability Statement.	SS
10.4	The College had been awarded the 'two ticks'. Paul Rollinson would provide a paragraph to be included.	PR
10.5	Sally Senior would work with students and include the objectives on the front page of the Disability Statement	SS
11.3	Emma Davies would circulate the E&D goals presentation with the minutes	ED
	COMPLETED ACTIONS FROM PREVIOUS MEETING	
Item No.	Actions completed from meeting held on 28 June 2010	
1.4	'Push the Button' information had been included in the Student Handbook.	
3.4	The report on the Launching Success Event had been discussed in the meeting.	
3.5	The TextTool licence for the College had expired and learner destinations would reported through use of student email addresses.	
5.8	Responsibilities on the Single Equality Scheme had been relooked at and amended as necessary.	

5.9	Looked after Children/Care Leavers had been included in the reporting of equality and diversity issues.
6.5	Equality and diversity had been included on the Course Review documentation.
6.6	A schedule of mandatory equality and diversity training had been produced
9.2	Looked after Children had been included in the Single Equality Action Plan.
9.4	An equality and diversity reporting system had been produced for Governors