

**EQUALITY AND DIVERSITY COMMITTEE MEETING****Minutes of the Equality and Diversity Committee Meeting held on Monday 23<sup>rd</sup> May 2011 at 2pm in the Boardroom.**

Present: D Bailey (chair), M Batty, K Brentnall, C Colvin, S Esat-Ali, D Lawson, H Lightburn, L Maddock, N Marshall, C Parkinson, P Rollinson, S Senior, S Stokes, P Wright, E Davies (note taker)

In Attendance: S England

Apologies: K Brearley, B Brodigan, I Gostling, C Hill, S Macdonald, P Meadows, M Sydney, S Syed

- |   | <u><b>Action</b></u> |
|---|----------------------|
| <b>1. <u>Communications</u></b>   |                      |
| 1.1 Simon England attended the meeting to discuss the methods of communication the College has to staff and students.   |                      |
| 1.2 The College had 2 Twitter accounts and 4 Facebook accounts. On the College's main Facebook account there had been 160 followers.  |                      |
| 1.3 Simon England would meet with Diane Bailey and Sally Senior to discuss the use of Facebook for promotion of equality and diversity.   | <b>SE/DB/<br/>SS</b> |
| <b>2. <u>Online Safety Conference Report</u></b>  |                      |
| 2.1 Paper 02/11- 'Report relating to e-safety following attendance at staff development events' from Lorraine Maddock.  |                      |
| 2.2 Lorraine Maddock discussed the report and noted that Ofsted would be grading behaviour and safety and how students are safeguarded as criteria at Inspections.                      |                      |
| 2.3 Guidelines on online safety would need to be produced for staff as there was lack of awareness and to establish personal and professional relationships between staff and students. |                      |
| 2.4 Online safety/e-Safety would also be included as part of Induction for students.  |                      |
| 2.5 Simon England and Paul Rollinson would update the guidance previously circulated with payslips from Eileen Ashmore.   | <b>SE/PR</b>         |
| 2.6 Kathryn Brentnall would take the report from Lorraine to the Communication and Learning Technology Steering Group for   | <b>KB</b>            |

discussion.

- 2.7 Pam Wright would take the report from Lorraine to the Academy Cluster Meeting for discussion. **PW**
- 2.8 Diane Bailey would discuss the Stay Safe Online mouse mats at the Academy Cluster Meeting on the 7<sup>th</sup> June. **DB**
- 2.9 Diane Bailey and Sally Senior would provide a safeguarding session to students at the first Student Parliament meeting in academic year 2011/12. **DB/SS**

**3. Minutes of the meetings held on 4<sup>th</sup> April 2011**

The minutes of the meeting held on 4<sup>th</sup> April 2011 were agreed as a true and accurate record.

**4. Matters Arising**

- 4.1 On minute 2.2- Helen Lightburn reported that the new prayer room at High Melton would be located in AA11/12 in Old Hall. Prices had yet to be confirmed.
- 4.2 On minute 3.4- Natalie Marshall would produce a report on Corporate Parenting for the meeting on the 19<sup>th</sup> September. **NM**
- 4.3 On minute 5.4- Paul Rollinson had worked with Marketing to update the equality and diversity leaflet for staff. Paul Rollinson would update the information within the HR job site. **PR**
- 4.4 Diane Bailey and Sally Senior had worked with Emma Whittaker to update health and safety policies with equality and diversity legislation. The statement produced would be used for all policies.
- 4.5 On minute 6.3- Mike Batty reported that the Anti-Bullying Workshops would be re launched in September.
- 4.6 On minute 6.5- Sally Senior and Kathryn Brentnall would meet to discuss how to monitor bullying and harassment incidents centrally. **SS/KB**

**5. Celebrating Diversity**

- 5.1 Diane Bailey reported on the equality and diversity events the College would be celebrating in the next academic year, which had been as follows:
- October 2011 – Black History Month
    - 10<sup>th</sup> October – World Mental Health Day
    - 17<sup>th</sup> – 21<sup>st</sup> Black History Week
  - November 2011 – 14<sup>th</sup> – 18<sup>th</sup> -Anti Bullying Week
    - 18<sup>th</sup> November Children in Need
  - December 2011- 1<sup>st</sup> World Aids Day

- 5<sup>th</sup> International Day of Persons with a Disability
- February 2012 – LGBT Month
- 6<sup>th</sup> – 10th Contraception Awareness Week
- March 2012 – 8<sup>th</sup> International Women’s Day
- 12<sup>th</sup> No Smoking Day

5.2 Members had been asked to produce a calendar of events that they would promote and celebrate. **ALL**  
 Emma Davies would circulate the calendar of Diversity Events with the minutes. **ED**

**6. Equality and Diversity Training and Data Analysis Report**

6.1 Sally Senior reported that to date 225 staff had been trained on equality and diversity.

6.2 The Inclusion Project ran by LSIS had been completed.

6.3 Lynn Stokes presented and discussed the ‘Marketing Intelligence Data Exchange Service’. Lynn would contact CITS to set up for some staff. **LS**

6.4 The College would be part of DisabledGo, an online training service for staff. Further information would be provided at the next meeting in July. **SS**

6.5 The College would be a member at Stonewall, Diversity Champion for Employees. A LGBT (lesbian, gay, bisexual and transsexual) training package would be trialled through the Student Union Team.

**7. Equality and Diversity Strategy and Strategic Objectives**

7.1 Paper 03/11- ‘Equality and Diversity: Strategy and Strategic Objectives’ from Catherine Parkinson and Diane Bailey.

7.2 Catherine Parkinson discussed the paper to the committee.

7.3 The paper would be included on the agenda for the Senior Management Team Meeting and loaded onto the website. **ED**

7.4 Sally Senior had met with Ann Treacy to discuss the relevant equality and diversity guidance for Procurement.

**8. Health and Wellbeing (standing item)**

8.1 The College had become a member of Mindful Employer to undertake work on mental health. Paul Rollinson would ensure this had been included on the website. **PR**

8.2 A new system to replace Youth Bytes had being considered. Diane Lawson would look into prices and provide further information for the **DL**

July meeting.

**9. HR Update (standing item)**

- 9.1 Paper 04/11- 'HR Work update report to the Equality and Diversity Committee for the meeting on the 23 May 2011' from Paul Rollinson.
- 9.2 Paul Rollinson discussed the paper and updated the group on the HR work produced.
- 9.3 A copy of the new Equality and Diversity leaflet would be presented at the next meeting in July. **PR**

**10. Individual Updates (standing item)**

- 10.1 Lorraine Maddock provided an update on the Learning Resource Centre and reported the following:
- The Waterbabies Nursery children attended story times twice a week with assistance from health and social care students
  - The Six Book Challenge Awards would be held on 23<sup>rd</sup> may and presented by Diane Bailey
  - Displays in May in the LRC had included: Doncaster Book Awards, HSC Curriculum Texts revision and exams, book reviews and a blog for Six Book Challenge.
- 10.2 Kathryn Brentnall reported that policies would now be managed by the Quality Team and would require further work.
- 10.3 Carol Colvin reported that 16 teachers from Denmark had visited the College to look at Inclusion/Life Skills.
- 10.4 Sally Senior reported that the Life Skills students had been undertaking weekly football games with the students from Coppice School.

**11. Any other business**

- 11.1 The Archbishop of York had visited the College on the 18<sup>th</sup> May and had been very successful.
- 11.2 Diane Lawson noted that the first Chaplaincy Reference Group meeting would be held on the 26<sup>th</sup> May.

**12. Date and time of next meeting**

The next meeting will be held on Monday 11<sup>th</sup> July 2011 at 2pm in the Boardroom.

<b>TABLE OF ACTIONS – 23 May 2011</b>		
<b>Item No.</b>	<b>Action</b>	<b>To be actioned by:</b>
1.3	Simon England would meet with Diane Bailey and Sally Senior to discuss the use of Facebook for promotion of equality and diversity.	<b>SE/DB/SS</b>
2.5	Simon England and Paul Rollinson would update the guidance previously circulated with payslips from Eileen Ashmore.	<b>SE/PR</b>
2.6	Kathryn Brentnall would take the report from Lorraine to the Communication and Learning Technology Steering Group for discussion.	<b>KB</b>
2.7	Pam Wright would take the report from Lorraine to the Academy Cluster Meeting for discussion.	<b>PW</b>
2.8	Diane Bailey would discuss the Stay Safe Online mouse mats at the Academy Cluster Meeting on the 7 <sup>th</sup> June.	<b>DB</b>
2.9	Diane Bailey and Sally Senior would provide a safeguarding session to students at the first Student Parliament meeting in academic year 2011/12.	<b>DB/SS</b>
4.2	Natalie Marshall would produce a report on Corporate Parenting for the meeting on the 19 <sup>th</sup> September.	<b>NM</b>
4.3	Paul Rollinson would update the information within the HR job site.	<b>PR</b>
4.6	Sally Senior and Kathryn Brentnall would meet to discuss how to monitor bullying and harassment incidents centrally.	<b>SS/KB</b>
5.2	Members had been asked to produce a calendar of events that they would promote and celebrate. Emma Davies would circulate the calendar of Diversity Events with the minutes.	<b>ALL</b> <b>ED</b>
6.3	Lynn Stokes would contact CITS to set up the 'Marketing Intelligence Data Exchange Service' for some staff.	<b>LS</b>
6.4	Sally Senior would provide further information on DisbaledGo at the next meeting in July.	<b>SS</b>
7.3	The Equality and Diversity: Strategy and Strategic Objectives paper would be included on the agenda for the Senior Management Team Meeting and loaded onto the website.	<b>ED</b>
8.1	Paul Rollinson would ensure Mindful Employer had been included on the website.	<b>PR</b>
8.2	Diane Lawson would look into prices and provide further information on the new system to replace Youth Bytes for the July meeting.	<b>DL</b>
9.3	A copy of the new Equality and Diversity leaflet would be presented at the next meeting in July.	<b>PR</b>

<b>COMPLETED ACTIONS FROM PREVIOUS MEETING</b>	
<b>Item No.</b>	<b>Actions completed from meeting held on 4 April 2011</b>
3.2	John Redmile and Natalie Marshall would attend an Executive Meeting to discuss the LAC Pledge.
4.2	Diane Lawson and Diane Bailey would arrange a meeting with the Senior Manager of the Leaving Care Team at the Local Authority.
5.4	Paul Rollinson and Sally Senior would work further on the results and document for presenting at the Executive Group.
6.4	Lorraine Maddock would produce a report on online bullying for the next meeting.
6.6	Kathryn Brentnall would produce a review on Quality for the next meeting.
6.7	Simon England and a representative from CITS would be invited to the next meeting on 23 <sup>rd</sup> May.
7.4	Catherine Parkinson would provide a HR Goal update at the next meeting.
10.1	The Equality and Diversity Leaflet for Staff would be circulated with the minutes and comments would be forwarded to Paul.
11.1	The update on EMA from the YPLA would be circulated with the minutes.