

## **EQUALITY AND DIVERSITY COMMITTEE MEETING**

### **Minutes of the Equality and Diversity Committee Meeting held on Monday 14<sup>th</sup> November at 2pm in the Boardroom.**

Present: M Batty, K Brentnall, B Brodigan, S Esat-Ali, I Gostling, C Hunter (HR apprentice), H Lightburn, S Macdonald, L Maddock, P Meadows, C Parkinson (chair), J Reasbeck, P Rollinson, L Stokes, S Senior, P Wright, D Wheatley-Darrand (student), E Davies (note taker)

Apologies: D Bailey, K Brearley, C Colvin, C Hill, D Lawson, N Marshall, M Sydney

- |  | <u><b>Action</b></u> |
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| <b>1. <u>Minutes of the Last Meeting held 19<sup>th</sup> September 2011</u></b>   |                      |
| The minutes of the meeting held on 19 <sup>th</sup> September 2011 were agreed as a true and accurate record.  |                      |
| <b>2. <u>Matters Arising</u></b>   |                      |
| 2.1 On minute 1.4- this would deferred to the next meeting and an update would be provided from Imelda Deheer on LGBT. Emma Davies would contact Imelda Deheer.                      | <b>ED</b>            |
| 2.2 On minute 1.6- Diane Bailey and Catherine Parkinson had been looking into appropriate ways of asking staff and students their sexual orientation but had not yet finalised this. |                      |
| 2.3 On minute 1.7- Sally Senior would contact Dave Hiskey in relation to the press article when the update from Imelda Deheer had been received.                                     |                      |
| 2.4 On minute 3.4- the Corporate Parenting Report would be provided at the next meeting.   | <b>NM</b>            |
| 2.5 On minute 3.6- the Equality and Diversity: Strategy and Strategic Objectives had been approved by the Senior Management Team.  |                      |
| 2.6 On minute 5.4 and 6.3- the process for the Equality Impact Assessments had been approved by the Executive and would be implemented.  |                      |
| 2.7 On minute 7.3- Kathryn Brentnall and Sally Senior would meet to discuss the examples used in classrooms.   |                      |
| 2.8 On minute 8.5- the e-Safety Policy was being considered by the Safeguarding Group and would be discussed further at the next meeting.  | <b>DB</b>            |
| 2.9 On minute 9.7i- the Youth Trust had been invited to attend Student Parliament. However, due to the meetings clashing with classes they   |                      |

had been unable to attend.

- 2.10 On minute 9.9v- the contact for funding for staff to travel internationally had only just been received.

### **3. Looked after Children/Care Leavers Update- Presentation**

- 3.1 The update from Natalie Marshall would be deferred to the next meeting in January.

**NM**

### **4. Induction SPOC Analysis**

- 4.1 Kathryn Brentnall provided a brief analysis on the Induction SPOC and reported the following:

- i) The participation of the survey had increased from 50% last year to 55%
- ii) The outcomes of the survey had been the same as last year.

- 4.2 The analysis and the SPOC would be available on SharePoint.

### **5. Closing the Equality Gap**

- 5.1 Paper tabled 'Narrowing the Achievement Gap Progress Update November 2011' by Sally Senior and Ian Gostling.

- 5.2 Sally Senior discussed the document and provided an update to the committee. Overall reasonable progress had been made.

- 5.3 The success rates for 16-18 had been very good. However, there had been concerns for 19+ success rates. Overall retention had improved.

- 5.4 The in-year retention for 19+ had been worse for females than males. Sally Senior had been discussing this with Academies.

- 5.5 It would be noted that the EDIMS for 2012 would be changing.

### **6. Equality and Diversity Policy Statements**

- 6.1 Papers '10/11 Equality and Diversity Policy Statements' by Catherine Parkinson

- 6.2 The Committee approved the following policy statements, subject to minor format and grammar changes:

- Age Equality
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Race
- Religion, Belief (or lack of Belief)
- Sex/Gender Equality
- Sexual Orientation Equality.

- 6.3 All track changes in the policy statements would be accepted. The policy statements would be fed back to Executive.

**DB**

- 6.4 Kathryn Brentnall and Diane Bailey had arranged a meeting to discuss the process of policies.
- 7. Health and Wellbeing (standing item)**
- 7.1 Healthy College would be promoted and a logo had been designed.
- 7.2 A variety of programmes, including some online, had become available to access. Diane Lawson had worked with Leeds College on a healthy college programme for the College.
- 7.3 Health and Wellbeing would continue to be included on Stop the Track Days.
- 8. HR Update (standing item)**
- 8.1 Paper '11/11 HR Work Update Report to Equality and Diversity Committee' by Paul Rollinson.
- 8.2 Paul Rollinson discussed the document and noted that the Online Applications had been launched.
- 8.3 The application/recruitment data would be monitored through the online system for the next 6 months.
- 8.4 In relation to 'Progress on Goals', the College had struggled to meet targets in some areas due to the impact of College restructures and the subsequent turnover of staff. However, the Goals were still current and relevant and would remain the same for the coming year.
- 8.5 The Employee Forum had been designed on Blackboard and would continue to be developed.
- 9. Individual Updates (standing item)**
- 9.1 Pat Meadows
- i. Thank you to Sally Senior for her hard work in relation to equality and diversity in the Workforce Development Department.
- 9.2 Sally Senior
- i. Thank you to Ian Gostling for the hard work on the data reports
  - ii. Anti Bullying Week this week- student Union would host a variety of events
  - iii. 236 staff and 60 learners had been trained on equality and diversity and online training facilities would be available.
- 9.3 Lynn Stokes
- i. The college would complete a consolidation document for the YPLA on funding for 16-18. An update on the ALS funding would be provided in March 2012.
- 9.4 Helen Lightburn

- i. The signage at High Melton had now been completed and account taken of the needs of those with visual impairments.
- 9.5 Lorraine Maddock
  - i. An author would visit College on the 5<sup>th</sup> December as part of the 6 Book Challenge. 100 tickets had already been sold
  - ii. The Dyslexia software that had been used in the LRC had a licence to be installed on all computers. However, this had not been done. Kathryn Brentnall would discuss this at the CLTSG meeting. **KB**
- 9.6 Sally Macdonald **SM**
  - i. Sally Macdonald would provide a report on ALS data for the next meeting.
- 9.7 Pam Wright
  - i. Academy SARS and action plans had been completed and would feed into the overall SAR.
- 9.8 Barbara Brodigan
  - i. Had worked on the policies for International
  - ii. Would be inspected on Wednesday 16<sup>th</sup> November by the UK BA
  - iii. There was a Holocaust Trip available for 2 students to attend ran by the Educational Trust. The deadline would be February 2012. Barbara would circulate to Academy Directors
  - iv. 2 projects would be run for NEETs.
- 9.9 Michael Batty **MB/ED**
  - i. The Student Union would create a calendar of events that they would hold for students. Emma Davies would circulate with the minutes.
- 9.10 Kathryn Brentnall
  - i. Programme Area SARs had been completed and moderated by Governors
  - ii. The draft College SAR had been sent to Curriculum, Quality and Performance Committee
  - iii. Equality and Diversity and Safeguarding had been graded as good.
- 10. Widening Participation Strategy**
- 10.1 Paper '12/11 Widening Participation Strategy' from Diane Bailey.
- 10.2 The paper had been circulated to the committee for information.
- 11. Equality and Diversity Annual report**
- 11.1 Paper '13/11 Equality and Diversity Annual Report 2010/11' by Diane Bailey.
- 11.2 The paper had been circulated to the committee for information.
- 12. Any other business**

- 12.1 Joan Reasbeck reported that there would be a possible 4 Chaplains for the College:
- Rod Morrison
  - Joan Reasbeck
  - Jude Davies
  - Mike Bradley.
- 12.2 The Chaplains would look to hold 2 hour sessions throughout the week. Faith Advisors would be available to talk to staff and students on the phone. This would be included in a newsletter.
- 12.3 The Higher Education Graduations would be held week commencing 21<sup>st</sup> November.
13. **Date and time of next meeting**

The next meeting will be held on Monday 16th January 2012 at 2pm in the Boardroom.

<b>TABLE OF ACTIONS – 14 NOVEMBER 2011</b>		
<b>Item No.</b>	<b>Action</b>	<b>To be actioned by:</b>
2.1	An update would be provided from Imelda Deheer on LGBT. Emma Davies would contact Imelda Deheer.	<b>ED</b>
2.4	The Corporate Parenting Report would be provided at the next meeting.	<b>NM</b>
2.8	The e-Safety Policy had been approved and would be discussed at the next meeting.	<b>DB</b>
3.1	The update on Looked after Children from Natalie Marshall would be deferred to the next meeting in January.	<b>NM</b>
6.3	The Equality and Diversity Policy Statements would be fed back to Executive.	<b>DB</b>
9.5ii	Kathryn Brentnall would discuss the Dyslexia Software at the CLTSG meeting.	<b>KB</b>
9.6i	Sally Macdonald would provide a report on ALS data for the next meeting.	<b>SM</b>
9.9i	The Student Union would create a calendar of events that they would hold for students. Emma Davies would circulate with the minutes.	<b>MB/ED</b>

<b>COMPLETED ACTIONS FROM PREVIOUS MEETING</b>	
<b>Item No.</b>	<b>Actions completed from meeting held on 19 September 2011</b>
4.2	Amendments would be made to the composition and remit document.
4.3	Terminology would be updated to the composition and remit in line with the new Equality Act 2010 by Sally Senior and Diane Bailey

4.4	The meeting requested that if Pam Wright was not able to attend the meeting then she would arrange for another Academy representative to attend.
4.5	Diane Lawson would arrange for a College Chaplain to attend meetings when available.
4.7	Diane Bailey would meet with Maureen Sydney to discuss a HE representative to attend the meetings
5.2	Emma Davies would circulate the updates to the legislation document with the minutes.
5.4	Catherine Parkinson, Diane Bailey and Sally Senior would meet to discuss the new regulations for Equality Impact Assessments.
6.3	The Strategy would be presented at Executive and the Senior Management Team Meeting for information.
7.1	Emma Davies would circulate the new research that had been published from the Skills Funding Agency document with the minutes.
8.3	Paul Rollinson would upload the Safeguarding Guidance document and Equality and Diversity Leaflet to the Intranet.
8.7	Paul Rollinson would provide an update on the number of people who have met the shortlisting criteria in relation to equality and diversity.
9.3i	A report would be produced for the next meeting on equality and diversity data.
9.4ii	A copy of an example of a report from the new EBS4 would be sent with the minutes.