



GOVERNING BODY

Minutes of Meeting on Thursday 2 June 2016

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| Present: | Mr J Turner (<i>Chair</i>) | Chair of Governors |
| | Ms N Cuffy | Governor |
| | Ms S Gannon | Staff Governor |
| | Ms L Hammond | Governor |
| | Mr S Holderness | Governor |
| | Ms M Moore | Governor |
| | Ms S Overton-Edwards | Principal |
| | Mr J Pain | Governor |
| | Mr H Solanki | Parent Governor |
| | Mr N Unadkat | Student Governor |
| In Attendance: | Mr J Bagley | Vice-Principal Curriculum |
| | Mr N Leivas-Mistry | Vice-Principal Quality |
| | Mr H Ravat | Vice-Principal Resources |
| | Mr R Mansfield | Clerk |
| | Mark Pellatt | Surveylab – item 4 only |
| | Dan Ward | Surveylab – item 4 only |

| Ref. | | Action |
|----------------|---|--------|
| | <i>The meeting commenced with presentation by Surveylab, listed as item 4 on the agenda. Items are however recorded in these minutes in agenda order.</i> | |
| B/16/13 | Item 1 – Apologies for Absence: Apologies for absence were received from Harnish Hadani, John Kirk, Ian Mattioli, Gayatri Mistry and Shirley Munden. The meeting was declared quorate. | |
| B/16/14 | Item 2 – Declarations of Interest in Agenda Items: There were no declarations of interest in agenda items. | |
| B/16/15 | Item 3 – Minutes of the Previous Meeting and Matters Arising: <i>3.1 Minutes of Meeting on 24 March 2016</i> The minutes of the meeting on 24 March 2016 were accepted as an accurate record and were duly signed by John Turner. <i>3.2 Matters Arising</i> Consideration of matters arising from the minutes was held over until the next meeting. | |

B/16/16 Item 4 – Staff Opinion Survey 2016:

John Turner welcomed Mike Pellatt and Dan Ward of SurveyLab to the meeting.

Mike Pellatt introduced a presentation of the results of the second staff opinion survey. This presentation would be given to staff on 6 June 2016. The second survey had been conducted during May 2016. Response rates had again been high, although somewhat below the level achieved in the first year. Jim Pain asked whether responses were confidential and understood by staff to be so. It was explained that both SurveyLab and the College had provided clear assurances to staff on this point in both 2015 and 2016. Participants had also been advised to avoid making comments that might identify themselves or others; in a few instances this advice had not been followed. All reasonable efforts had been made by SurveyLab to preserve the anonymity of respondents. Responses on some issues had become more positive in 2016. Perceptions of communications and the Senior Leadership Team (SLT) remained the key drivers of what was still a relatively low level of staff engagement. The College's results had been benchmarked against a database comprising results from eight sixth form colleges, including Gateway College.

Dan Ward then presented the detailed results. There had been statistically significant improvements with respect to:

- Knowing the members of the SLT and understanding their roles
- Being informed of developments affecting the College
- The SLT seeking feedback
- Communication with the SLT
- The SLT being more visible.

Views about job satisfaction had somewhat improved, as had readiness to commend the College as a place to work. There were significant differences between faculties on many questions, with the responses from Sports and Public Services being generally markedly least favourable. Scores for receiving feedback on personal performance and confidence in the future of the College had declined significantly; it was recognized that external factors might well have influenced the latter.

The action plan produced in response to the first survey was generally viewed as having had little positive effect, especially by those who had been involved in informal (rather than either formal or no) discussion of the survey findings and the priorities for action.

John Turner said he was pleased to see signs of improvement, although there clearly remained considerable further scope, and asked how the College's progress compared with that of other colleges. Mark Pellatt said that the norm was an improvement of five points in respect of areas prioritized for

attention. The College had achieved greater improvements in scores, but it also had had greater scope to improve. Steve Holderness asked whether the non-respondents were evenly distributed across the College. Dan Ward said that he did not know, but that further analysis could answer this question. Nelista Cuffy asked whether Area Based Reviews were affecting the responses from all colleges. Mark Pellatt replied that external factors, including trade union influence, might affect responses. Dan Ward said that SurveyLab's process for gathering responses was designed to reduce the likelihood of individual responses being influenced by other people.

Nelista Cuffy asked how a significant number of respondents could say that they had taken part in 'informal' discussion of the previous survey. Suzanne Overton-Edwards said that time had been set aside for discussion at the start of the academic year; she did not know how session leaders might have approached the task. John Turner thanked Mark Pellatt and Dan Ward for their presentation.

The meeting received the findings of the staff opinion survey 2016.

Mark Pellatt and Dan Ward left the meeting.

B/16/17 Item 5 – Date and Time of Next Meeting:

The date and time of the next meeting were confirmed as Tuesday 28 June 2016 at 5.30 p.m. at the College.

B/16/18 Item 6 – Any Other Business:

There was no other business apart from the items on the confidential agenda. The discussion of these items is recorded separately in confidential minute reference B/16/19.