

NORTHERN REGIONAL COLLEGE

STAFFING COMMITTEE

Minutes of the meeting of the Staffing Committee held on 22 February 2011 at the Ballymena Campus, Northern Regional College.

Present Mr S Davidson (Chairperson), Mr T Neilands (Director) and Mrs L Wallis.

In Attendance Mrs B Crotty, Mrs B Lavery and Mr J Hunter.

UNRESERVED BUSINESS

17.1 Apologies

Apologies were received from Mr I Goldsworthy and Mrs U O'Kane.

17.2 Declarations of Interests

There were no declarations of interest.

17.3 Minutes of the Last Meeting

The unreserved minutes of the meeting of the Staffing Committee held on 1 December 2010 were approved.

17.4 Matters Arising

There were no matters arising from the minutes of the last meeting.

17.5 Chairperson's Communications

There were no Chairperson's communications.

17.6 Correspondence

There was no correspondence to report.

17.7 Continuous Professional Development

The Committee received the Continuous Professional Development Activity Report 2009/2010, which details professional development activity that has been delivered in the academic year 2009/2010. It also contains comparative information regarding internal and external activity from 2008/2009 and 2009/2010.

In presenting the Report Mrs Crotty stated that during the academic year 2009/2010 staff had attended 499 different internal and external events; this was a significant increase from 282 events in 2008/2009. She said that the increase could be attributed to two main factors: more appropriate and interesting staff development being offered as part of the staff development calendar; and a greater uptake at events by support staff.

The Committee noted that during 2009/2010 3,555 members of staff had attended internal events that had been organised through the CDP Manager. This represented a considerable increase from 2,586 members of staff in 2008/2009. In 2009/2010 31% of events were suitable for all staff and 69% were designed for specific groups of staff. This is significant as one of the operational objectives in 2009/2010 was to try and have at least 25% of events suitable for all staff to attend.

It was also noted that the feedback from internal events for 2009/2010 had been very positive at the majority of events. Feedback indicates that the College has a positive ethos/culture in relation to staff development.

During discussion comments were made in relation to:

a) Identification Staff Needs. The Chairmen asked how staff training needs were identified and how the effectiveness of staff development was assessed. He was advised that the College was addressing these issues and could point to a record of success in the standardisation of practices across campuses;

b) The VLE/E-ILP/E-Registers course. It was noted that there had been an encouraging uptake for this course. Mrs Crotty informed the Committee that NRC was ahead of the other colleges with regard to E-LIP and the system developed by the College would be adopted by the whole of the sector;

c) Induction Programme. A comprehensive induction programme was offered to staff. This half-day course facilitated networking and served to introduce new members of staff to the Senior Management Team;

d) External Training. The Director explained that the sector was making arrangements for the provision of several external events previously undertaken by LSDA such as Essential Skills, Special Needs, Lecturers into Industry and Management programmes; and

e) Staff Development Days. Mrs Crotty reported that a wide range of courses had been provided for staff at Staff Development Days on 17 & 18 February 2011. The event had been well attended and the feedback had been positive.

17.8 Any Other Notified Business

17.8.1 Investors in People (IIP)

It was noted that the College was working its way towards the IIP award. External assessors would be visiting the College on 20 April 2011 to interview a range of staff and members of the Governing Body.

17.8.1 Committee Action Plan 2010/2011

The Committee examined its Action Plan. The Director advised that it would no longer be possible to consider an item relating to the Staff Listening Survey, which had been prepared in the past by LSDA. Colleges would now be responsible for devising their own reports. The Director undertook to ask the Quality Improvement Unit to ascertain what was available. He expressed the view that this was a project that could be undertaken on a sector basis.

The Committee agreed that the Committee should address the following issues at forthcoming meetings:

a) Health & Safety Accidents and Trends (5 April 2011); and

b) Staff Absenteeism (24 May 2011)

There was no other notified business.

17.9 Next Meeting

The Committee noted that it may be necessary to reschedule the next meeting, which has been arranged for 5.30 pm on Tuesday 5 April 2011 at the Farm Lodge Ballymena Campus.