

## **NORTHERN REGIONAL COLLEGE**

### **STAFFING COMMITTEE**

Minutes of the meeting of the Staffing Committee held on 28 March 2012 at the Farm Lodge Ballymena Campus, Northern Regional College.

Present Mr S Davidson (Chairperson), Mr T Neilands (Director) and Mr I Goldsworthy.

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

### **UNRESERVED BUSINESS**

#### **23.1 Apologies**

Apologies were received from Rev T Jamieson, Mr R Jay and Mrs C Taylor. It was noted that there had been some confusion regarding the rescheduled date of the meeting and Mr Jay had travelled to Ballymena to attend the meeting on the previous day. It would be necessary to ensure that Members are aware of any future changes to the Calendar of Meetings.

The Chairman reminded Governors that the Rev Jamieson's period of appointment as the NEELB representative on the Governing Body terminates on 2 April 2012. He thanked him for his contribution to the Staffing Committee. It was noted that the Chairman of the Governing Body and the Director would visit Rev Jamieson, who was still ill, to thank him for his contribution to the Governing Body and the Staffing Committee and to make a small presentation.

#### **23.2 Declarations of Interests**

There were no declarations of interest.

#### **23.3 Minutes of the Last Meeting**

The unreserved minutes of the meeting of the Staffing Committee held on 31 January 2012 were approved.

#### **23.4 Matters Arising**

##### **23.4.1 Investors In People Award**

The Committee noted that the Investors In People reassessment would take place on 14 May 2012. The reassessment would be confined to the two outstanding development areas specified by the IIP assessor

##### **23.4.2 Staff Appraisals**

The Deputy Director Planning & Resources reminded Members that the Finance and General Purposes Committee (31 January 2012) had reviewed the staff appraisal schemes in operation at the College and agreed that an update should be provided at a future meeting regarding the number of appraisals completed in respect of:

a) Support Staff and the Directorate. It was noted that the appraisal scheme for Support Staff is on a one-year cycle with six-monthly reviews. The Directorate appraisal was on a quarterly basis. The Deputy Director provided details of the current situation and targets for completion by June 2012 in the Departments. It was anticipated that the completion rates would be as follows by June 2012: Directorate (100%), Support & Development (100%), Planning &

Resources (90%) and Finance (80%). The lower completion rate in Finance was due to long-term sickness and turn-over of staff.

b) Academic Staff. Academic staff appraisals are on a two-year cycle; the target for each year is therefore 50% of the relevant staff group. A classroom appraisal was part of the Academic Staff Appraisal. It was noted that there was a significant difference between faculties. It was anticipated that the completion rates would be as follows: Well-Being & Lifelong Learning (35%), Professional & Leisure Studies (85%), Creative Technologies (25%) and Built Environment & Design (25%). The Director stated that he was unhappy with the level of progress and the Chairman expressed the view that it was in the interests of Academic Staff to have their appraisals completed during the two-year cycle. He recommended that targets should be set for the completion of appraisals and reported on a regular basis to the Committee. The Deputy Director suggested that the next meaningful update would be after the end of the academic year.

#### 23.4.2 Any Other Matters Arising

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

#### **23.5 Chairperson's Communications**

There were no Chairperson's communications.

#### **23.6 Correspondence**

There was no correspondence to report.

#### **23.7 Continuous Professional Development**

The Committee received the Continuous Professional Development Activity Report for 2010/2011, which had been prepared by the Quality Improvement Unit.

The Report contains comparative information about both internal and external activity during 2008/2009, 2009/2010 and 2010/2011. It also includes information on the first whole college staff development days.

The Committee noted that in the academic year 2010/2011 members of staff within the Northern Regional College had attended over 421 different internal and external continuous professional development events. All members of staff were eligible to attend. The Deputy Director Planning & Resources commented on the breadth and totality of the events offered by the NRC. She also drew attention to attendance at events on a monthly basis; February was the month with the highest level of attendance due, in the main, to the occurrence of a student half-term break.

It was also noted that the first whole college staff development days had taken place on 17 & 18 February 2011, when several workshops were offered to staff. These were centrally located on the Ballymena campuses and organised by the Quality Improvement Unit. A paper-based workshop feedback sheet was handed out to all staff that attended workshops. This was designed to gather specific information regarding the quality of the workshop and relevance to their job role.

The Deputy Director informed the Committee that a new version of the online booking system had been introduced allowing individual staff not only to book events but also to access and view their CDP history since the beginning of the College.

The Deputy Director stated that Staff Development within NRC continues to meet most of the needs of the wide range of staff employed by the College. Feedback confirms that the quality of the delivery at events is good or better in all cases. Challenges moving forward are to maintain this high quality of delivery and begin to measure the real impact of the training on teaching and learning and the service provided to students.

The Director referred to a remark from the IIP assessor that members of staff in the College were unaware of NRC's investment in training. He informed the Committee that the total investment for the year up to 23 March 2012 amounted to £480,000.

The Chairman queried whether staff training linked up with the staff appraisal system. He was advised that appraisals identified training needs and reference was made to the high level of course specific training, which was identified by Curriculum Teams.

### **23.9 Any Other Notified Business**

There was no other notified business.

### **23.10 Next Meeting**

The Chairman reminded Members that the next meeting of the Committee would be held on Tuesday 29 May 2012 at the Ballymena Campus commencing at 5.30 pm.