

**Governors Present:** Gill Slater (Chair) Toby Hooper  
Matthew Adams (*arrived at 5.40pm*) Sheena Payne-Lunn  
Angela Davis Ed Senior  
Sean Devlin Sarah Turner

**In Attendance:** Ruth Scotson (Deputy Principal), Jo Payne (Clerk to the Local Governing Body)

The Chair reported that due notice of the meeting had been given and that a quorum was present.

**1. Apologies:** Apologies were received from Sheila Boniface, Paul Cumming, Phil Douce, Abi Stephenson, Cathy Scott-Burt, Cherry Yau.

**2. Opening Standing Items**

- (i) Gill Slater and Toby Hooper declared that they were also trustees on the Shadow MAT Board.
- (ii) All parts of the agenda were identified as confidential to the Local Governing Body.
- (iii) The single item for which the meeting had been convened was identified as urgent.

**3. Management Structure**

The Principal delivered a presentation to governors' on the proposed new management structure. Whilst timescales for consultation and implementation were tight, it was vital that there is a viable management structure in place for next academic year. He added that there had been a continued theme of additional responsibility for less reward and that the Principal and Deputy Principal had shared in this. This reflected the realities of the funding situation, although it was hoped that the proposals offered opportunities for some colleagues in what was felt to be a sustainable structure. It could, however, have a negative impact on the pay and status of current Heads of Department who were loyal and hard-working colleagues, hence the measures identified to mitigate the impact on them.

The Principal reported that the interim structure had been successful in overcoming the projected deficit and in achieving academisation without standards of provision being adversely affected. A debt of gratitude was owed to the Heads of Year and Quality Manager who had taken on voluntary additional responsibilities to support the interim structure. It was noted that the College's staffing structure in its current form was expensive with a higher proportion on the top of the main scale and in terms of the amount and number of allowances. The cost of returning to the previous structure would be £170,000 which was not affordable. It was made clear that the proposed structure was not just about responding to financial difficulties, but was aimed at bringing about benefits for students and would also take a small but significant step towards tackling teaching staff workload with remission being shared across 17 staff rather than just 7. He added that remission would be used productively to enhance enrichment and support for students.

The Principal outlined some of the other benefits which included a wider middle management group, more direct contact with a Senior Leader and contribution to management decisions and the potential for greater female representation in middle management. It was noted that those staff identified as being co-opted and contributing to the Senior Leadership team were those already asked to attend during this academic year.

The proposal would mean a potential change to the terms and conditions of the existing HoDs with the post being remunerated with an A allowance or a B allowance for Maths, English and Science as these would have larger subject clusters. The new HoD role would involve fewer staff to manage and only quality improvement responsibility for their own subjects. The Senior Leader positions would be ring fenced for the HoDs and HoYs directly impacted by the proposed changes and 5 of the 9 not appointed would retain their role as HoD, but on the basis of the new role. The pay for these staff would be protected for one year and discussions held about possible cross-College or additional tasks to mitigate any reduction in pay. No redundancies were anticipated.

In response to questions, the Principal advised that:

- The mechanics of timetabling was the responsibility of the IT Support Manager, but that decisions about curriculum and the number of groups was the responsibility of the Principal;
- There were approximately 30 subject leaders who received an allowance. Whilst they were already responsible for quality improvement and assurance for their subjects, in the new structure they would report directly to a senior leader rather than to HoDs;
- There were historic inconsistencies about the awarding and distribution of allowances. The proposed lower payment for new subject leaders without management responsibility was intended to address this;
- It was anticipated that HoDs would complete appraisals for subject leaders and teachers in their departments and the Deputy Principal would complete the HoDs appraisals;
- In the new structure the Head of Year position would not exist and three of the Senior Leaders would have pastoral responsibilities for the tutors they manage and associated tutees. Governors' raised a query over the proposed titles for the Senior Leaders as a parent would need to know who to contact and the proposed titles had no pastoral connotation;
- The proposed structure was not modelled on that of HSFC and it was noted that a lot of successful colleges have a flat management structure and it was not uncommon to have co-opted contributors.

The information was noted. Governors' voiced the need to carefully consider how the proposal would be communicated with staff to ensure that it was made clear that the proposal was not a consequence of joining Heart of Mercia and that the positive messages about the benefits of the structure should be promoted.

The Principal outlined the timescales for consultation and decision making and advised that the College's HR consultant at Liberata felt that a governor should be involved in consideration the feedback received during consultation. Governors' noted the sequence of meetings that were planned with the nine affected individuals, internal and external trade union representatives and staff as a whole.

The Local Governing Body **endorsed** the proposed changes to the management structure and **approved** the nomination of Sean Devlin to be involved in the decision making process. They **agreed** that appointments should be the decision of the Principal and Deputy Principal. Governors' requested an update on progress at the forthcoming Finance and Resources Committee.

#### 4. Closing Standing Items

- (i) Chair's Action: The Local Governing Body **noted** the use of the Chair's action and the information provided in relation to the appointment of Sean Devlin as safeguarding governor.
- (ii) Health & Safety: The wellbeing of staff impacted by proposed new structure had been considered throughout the discussions and it was suggested that they should be directed to an employee assistance programme if appropriate.

- (iii) Risk Management: Any restructure had the potential to negatively impact on staff morale. It was felt that the proposed structure would improve the financial sustainability of the College.
- (iv) Any Urgent Business: No additional items were raised.
- (ii) Date of Next Meeting: Wednesday, 10<sup>th</sup> July.

The meeting closed at 6.34pm

Signed: .....  
Gill Slater (Chair)

Date: .....

**GB ACTION POINTS ARISING FROM MEETING ON 5<sup>TH</sup> JUNE 2019**

<b>Report Reference</b>	<b>Action Point</b>	<b>Person Responsible</b>	<b>Completion</b>	<b>Check</b>
LGB/05.06.19/3	Update the Finance and Resources on progress with the consultation on the proposed new management structure.	EYS	19.06.19	

**ACTION POINTS BROUGHT FORWARD**

<b>Report Reference</b>	<b>Action Point</b>	<b>Person Responsible</b>	<b>Completion</b>	<b>Check</b>
LGB/10.04.19/4	Share LGB scheme of delegation and committee terms of reference.	JJP	ASAP	
LGB/10.04.19/7(ii)	Circulate role description for safeguarding governor and request expressions of interest in the role.	JJP	ASAP	

**ACTION POINTS COMPLETED**

<b>Report Reference</b>	<b>Action Point</b>	<b>Person Responsible</b>	<b>Completion</b>	<b>Check</b>
GB/20.03.19/6	Seek clarification from DfE lead about the remaining process before academisation is finalised.	JJP	ASAP	✓
GB/20.03.19/6	Ensure that all documentation is signed and returned to appropriate parties to meet deadlines.	JJP	ASAP	✓

\* Denotes amended action point.