

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE OF THE GOVERNING BODY OF SOUTHERN REGIONAL COLLEGE HELD ON TUESDAY 24 FEBRUARY 2026 VIA TEAMS

PRESENT:

Mr Gary McMurray, Chair
Mrs Lee Campbell, Principal / CEO
Dr Thomas Moore Governing Body Chair
Mrs Patrica McCaffrey
Mr Andrew Sloan

IN ATTENDANCE:

Mrs Ann Marie Hughes, Assistant Director Human Resources and Development
Mrs Helen O'Connor Interim Deputy Director Human Resources and Development
Mrs Bronagh Boyle Organisational Development Manager
Mrs Emma Foster, Secretary to the Governing Body

The meeting convened at 17.30

A01. WELCOME AND APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr R Sloan.

A02. DECLARATIONS OF INTEREST

The Chair reminded those present to declare at the start of the meeting any conflicts regarding matters to be discussed.

A03. MINUTES OF THE MEETING 07 OCTOBER 2025

The Chair referred Members to the minutes of the meeting of 07 October 2025 for accuracy. These were approved as an accurate record on proposal from and seconded by Mrs McCaffrey and Mr Sloan.

A04. MATTERS ARISING

All matters have been covered in the papers presented tonight. All matters arising have now been closed.

A05. CHAIR'S BUSINESS

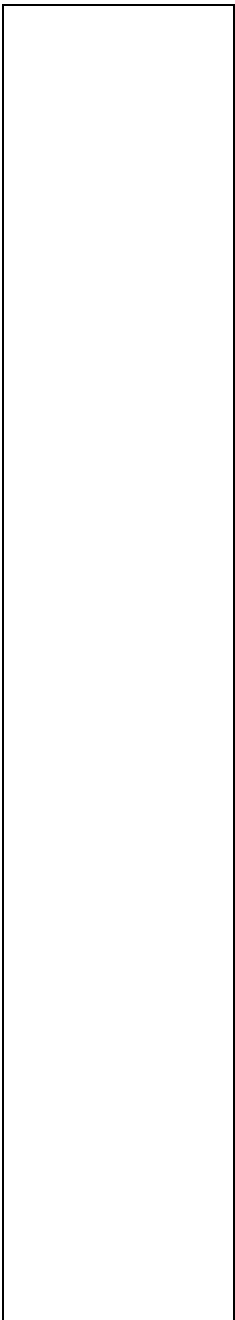
Mr McMurray informed members he will be stepping down from his role as Chair of this Committee and taking up the position of Chair of the Finance and General Purposes Committee. He encouraged members to consider expressing an interest in the role of Chair of the Staffing Committee.

A06. STAFFING COMMITTEE TERMS OF REFERENCE

- a) Clean Version
- b) Tracked Version

Members approved the terms of reference. These were approved by Mr Sloan and seconded by Mrs McCaffrey.

A07. CAREER BREAK REQUESTS UPDATE



Mrs Hughes reported that three career break requests had been received since the Committee last met. These have been pre-approved prior to this meeting by the Principal & Chief Executive and the Chair of the Staffing Committee. One further request has been received, and this will be sent to Mrs Foster who will pass it onto the Chair of the Staffing Committee for approval.

A08. POLICY REVIEW

- a) Providing References**
- b) Parental Leave**
- c) Time off in Lieu (TOIL)-Support Staff**

Mrs Hughes took members through the policies and responded to members' questions. Members asked how staff are made aware of any changes to policies. It was confirmed that staff have access to all College policies on the intranet. Policies are reviewed either annually or on a three-year cycle. Where significant amendments are made to an existing policy, or where a new policy is introduced, these are communicated to staff via the Principal & Chief Executive's Office.

Members also asked how new managers joining the organisation are made aware of the Providing References policy. It was confirmed that, through the induction process, staff are made aware of the policy. New staff are provided with a link to all College policies, which they can access and refer to at any time.

Members noted that there were minor amendments to the policies and these were the standard annual updates. Members approved the policies without change. The policies were approved by Mrs McCaffrey and Mr Sloan.

A09. HR GENERALIST KPI IN YEAR REPORT SEPTEMBER - DECEMBER 2025

Mrs O'Connor drew members attention to the report and highlighted key points and comparisons from the previous year. From September 25 - December 25 two new career breaks commenced within the period and three new applications were received & approved within this period.

Members agreed that the detail contained within the report was clear, easy to read and informative, and expressed that they would like this format to be included in future reports.

Members noted the report.

A10. ORGANISATIONAL DEVELOPMENT KPI IN YEAR REPORT SEPTEMBER - DECEMBER 2025

Mrs Boyle provided members with an update on the Key Performance Indicators, which included information on staff upskilling and staff induction.

Mrs Boyle also advised members that staff and students had raised £10,918 for the College's nominated Charity of the Year, Alzheimer's Society, surpassing the target of £10,000.

Members noted the report.

A11. STAFF LEVELS AND RECRUITMENT

Mrs Hughes presented the staffing figures across the college broken down by band, grade and age, as well as the number of recruitment exercises within the reporting period and how these figures compared to previous year. Discussions took place in relation to staff numbers, the positive variances, the number of recruitment exercises and the VES and VSS schemes. Mrs Hughes advised members that the first year of the previous VES scheme (2016) enabled a wider college restructuring, following which further VES releases (2017-2019) were small and more recently the College approved a very small number of staff releases via the later VSS scheme a total of 6.03fte in June 2024. The College has not replaced any of those posts released via the above schemes

A12. IIP UPDATE

Mrs Hughes advised members that following a combined assessment in May 2025 the College successfully retained their Silver Accreditation against the 'We Invest in People' framework and were awarded for the first time, a standard accreditation against the 'We Invest in Wellbeing' framework. The College is focusing on three priority areas in the hope to attain Gold accreditation. These include Leading and Inspiring People, Empowering and Involving People and Recognising and Rewarding High Performance. An action plan will be developed following engagement from the Senior Management Team targeting some of the key themes identified i.e. communication, empowering WMT and staff poll on reward and recognition methods.

A13. CEF CIRCULARS

CEF 2025/01 April 2025 Non-Teaching Staff Pay Scales and Rates

Members were asked to note the First Aid payment which has now been reflected in this circular. The payment of this pay award was made to staff in December 2025.

A14. ANY OTHER BUSINESS

NEW FE SECTOR AND HR PAYROLL SYSTEM

Mrs Hughes informed members that a new payroll system is planned to be in place by 01 October 2026. The current system in place will come to the end of life in March however this has been extended to allow the new system to be implemented. Mrs Hughes confirmed that this matter is on the departmental risk register.

