

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE OF THE GOVERNING BODY OF SOUTHERN REGIONAL COLLEGE HELD ON TUESDAY 20 MAY 2025 AT 18.30 IN THE BOARDROOM BANBRIDGE CAMPUS

PRESENT:

Mr Gary McMurray, Chair
Mrs Lee Campbell, Principal / CEO
Mrs Patrica McCaffrey (via Teams)
Dr Laura Milner
Dr Thomas Moore
Mr Andrew Sloan,

IN ATTENDANCE:

Mrs Ann Marie Hughes, Assistant Director Human Resources and Development
Mrs Helen O'Connor (Acting Deputy of Human Resources and Development)
Mrs Emma Foster, Acting Secretary to the Governing Body

The meeting convened at 18.30

A01. 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. No interests were declared.

A03. MINUTES OF THE MEETING 4 MARCH 2025

The minutes of the meeting of the Staffing Committee were reviewed for accuracy and unanimously approved as an accurate record on proposal from Mr Sloan and seconded by Dr Moore.

A04. MATTERS ARISING

Mrs Foster will review the committee terms of reference, and these will be brought to the next committee meeting in October 2025.

A05. CHAIRMAN'S BUSINESS

Nothing to note

A06. POLICY APPROVAL

- Charity Policy

**ACTION
by whom**

Mrs Foster

Mrs Hughes having taken this policy as read asked members if there were any amendments required. Members were given the opportunity to discuss the policy - no amendments were required.

- **Professional Membership Reimbursement**

Mrs Hughes drew members attention to this new policy which had been drawn up and brought to the committee for the first time. No amendments were required.

Both policies were approved by the committee following proposal and seconding by Dr Milner and Mr Sloan.

A07. CAREER BREAK REQUESTS

Mrs Hughes gave a verbal update on the career break requests.

Members approved this.

A08. FAIR EMPLOYMENT MONITORING RETURN (FEMR)

Mrs Hughes drew members attention to the document and stated the percentage of staff leaving 'leavers' is down compared to previous year.

Aside from this there was no other significant changes.

Members noted the document.

Dr Moore requested that in future further information could be provided to include if there was a decline in student numbers year on year and how this could affect staffing numbers.

Mrs Hughes

A09. KPI IN YEAR REPORT

Mrs Hughes gave a brief report to members. Members noted the document.

Mrs Hughes answered any questions members had. She also informed the members that short term absence had increased but that at the moment there was no common theme for this.

A more detailed report on short and long term sickness will be brought to the next meeting in October. Dr Moore had suggested this should include analysis on the number of staff returning to work after the recent pay increase was announced.

A10. DRAFT ORGANISATIONAL DEVELOPMENT PLAN 2025-2026

Mrs O'Connor- discussed the report and members noted the document.

The final draft report will be due in October. The College has focused on two new areas these include Artificial Intelligence and Sustainability.

- Artificial Intelligence to allow students and staff to understand and use this effectively. Guidelines and training will be sought from the sector and provided to staff.
- Sustainability training in carbon literacy has been provided to College managers - this helps raise awareness of climate change.

Training is discussed at planning days where faculties discuss their plans for the incoming year. Training needs are also discussed annually at staff appraisals.

Mrs O'Connor informed members that a new training software package is now in place for staff to complete mandatory online courses.

Mr Sloan said he had recently used this to complete his mandatory training and found the system very good and easy to use.

The courses are reviewed every three years and following a query from Dr Milner it was confirmed all staff are required to complete these.

A11. INVESTORS IN PEOPLE UPDATE

Mrs O'Connor gave an update to members, and they noted the report.

The IIP survey was completed by 48% of staff and these responses will form a report and give an outcome for the validation of the IIP award.

IIP assessor will be in the college for several weeks carrying out the assessment.

The full report should be completed during the summer months, and this will be brought to the Staffing Committee meeting in October.

Mr McMurray thanked all the staff for their hard work on this.

A12. HEALTH AND WELLBEING

- **Good for Me Good for FE Update**

- i. **Hybrid Working Survey Update**
- ii. **Hybrid Working Framework**
- iii. **Hybrid Working Framework Final**

Mrs Hughes updated members on the documents and answered any questions the members had.

Following discussion Mrs Hughes advised she will liaise with the marketing team to further promote College 'Good news' stories.

Mrs Hughes

The hybrid working survey was shared with the members. The framework was previously released as a pilot scheme post covid to support staff, but it is now permanent due to feedback. This promotes greater flexibility to allow staff 20% of their working hours to either be in the home or in another campus.

This is also extended during non-teaching weeks staff where applicable are encouraged to work from home this in turn help meet the colleges aim of sustainability and cost saving.

A13. ANY OTHER BUSINESS

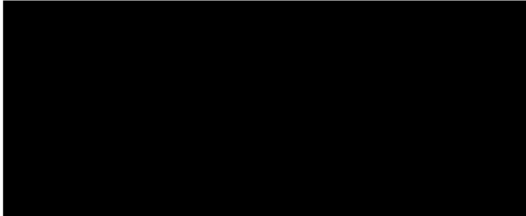
Nothing to note.

Dr Moore thanked staff for having the papers in on time, the way in which they were presented and how the meeting was conducted.

A14. DATE AND TIME OF NEXT MEETING

The next meeting of the Staffing Committee is 07 October 2025 in Boardroom Banbridge at 17.30

The meeting concluded at 19.45



24/10/25
DATE

