



St Dominic's Sixth Form College

Minutes of the Meeting of the Human Resources and Pay Committee held on Tuesday 3rd February at 4.15 pm via Zoom

Present:

Patrick Freely (Chair)	(PF)
Keith Brown (Vice Chair)	(KB)
Andrew Parkin	(AP)
Claire Clark	(CC)

In Attendance:

Tom Colgan (Director of Human Resources)	(TC)
Susan Jacobs (Clerk to the Governors)	(SJ)

207. Prayers, Present & Apologies for Absence

PF welcomed all to the meeting and led the prayer. Apologies received and noted from DM and BJ.

208. Declarations of Interest

There were no declarations of interest concerning the business of the meeting beyond those already recorded.

209. Minutes of the meeting of 18th November 2025 (Paper A)

The draft minutes of the meeting of 18th November 2025 were agreed (subject to a couple of minor typos) and will be signed by the chair of the committee.

210. Matters arising

PF referred to 197 and asked if negotiations had started for the 2026/27 pay increase for staff. SJ referenced a figure of 6% over three years, 2% per annum that was mentioned at a recent SFCA conference.

PF asked if wellbeing accreditation was given. AP replied it had and is valid for a further three years. A report will be available at the next FGB meeting in March 2026.

The equality policy checking remained outstanding, but otherwise all actions closed.

211. Staffing Update

Leavers and Joiners (Paper B). Leavers and joiners 2025/26 were noted. AP pointed out new joiners since the last meeting including one person who returned to the college part time in January to teach Philosophy.

Staff Absence (Paper C). Absence from 13th November 2025 – 29th January 2026 had been circulated. Total days during that period was 95 with no long term sickness, save as to one staff member having eye treatment.

Staff Pay

See above item 210.

212. Standing Item – Safer Recruitment

The Safer Recruitment Policy had been circulated to the committee. CC asked if the college

undertake online searches including social media when recruiting staff. AP said yes.
The policy is updated every year to include changes to Keeping Children Safe in Education.
The policy was agreed by the committee.

213. Standing Item – Staff Wellbeing Update

AP described the process in order to gain the accreditation, including a staff panel. It was a very positive experience. A number of events for staff took place including Christmas lunch, there had been a welcome event for new staff. Wellbeing will be featured when meeting with the Catholic Inspectors on 5th and 6th February.

214. Standing Item – Policies and Procedures

(i) Paper D, Safer Recruitment – see item 212 above.

(ii) Paper E, Redundancy policy – AP stated this was in line with ACAS recommendations and to date never been used. CC confirmed this was fairly standard. The policy was agreed by the committee.

(iii) Paper F, Whistleblowing Policy. The policy is kept under review, staff have access to it and know it is there. The policy was agreed by the committee.

215. Performance Indicators (Paper G)

Noted by the committee. There are no changes to the document.

216. Any other business

AP has received a flexible working request and explained the details. The proposal fits in with the department model therefore the committee agreed the change.

AP reported that there are no gaps in staffing.

217. Date of next meeting

Tuesday 16th June 2026 at 4.15pm

The meeting closed at 4.38 pm

Actions from HR & Pay Committee 3rd February 2026

No.	Comments	Responsibility
209	PF to sign the minutes of 18 th November 2025	PF

Signed Chair Date