

MEETING TITLE: EEC Monthly Meeting

DATE & TIME:	22/02/2018 @ 10:00 – 12:00
LOCATION:	A210
ATTENDANCE:	Jodie, Forhad, Gerrie, Asma, Gill, Sam
APOLOGIES:	Alex

Item No	Agenda Item	Notes
1	<i>Previous Minutes / Actions</i>	D Block <ul style="list-style-type: none"> Jodie/Alex – had a meeting with Paul Markham-James re. D Block Decant. This will need further intervention i.e. details/dates/impact etc.
2	<i>Feedback from Team Meetings</i>	D Block <ul style="list-style-type: none"> Ops Coaches are worried about displacement and where they will be allocated, specifically for confidential and sensitive 1-2-1 meetings with students (which happen on a regular basis). Staff are asking when is the staff consultancy going to happen? Staff feel they are being kept in the dark, which is forming gossip, rumour and speculation about the project. Security <ul style="list-style-type: none"> Exec are aware that Security at RG is an issue Some SLT members are “defensive” about feedback from EEC – but the majority are on board Staff need to ensure all procedures (i.e. incident reports and processes) are taken when incidents occur. A number of incidents are logged as “first offences”, when we know the assailant has done it before (but there is no log) Management need to cascade information about safety procedures to all staff – we are aware that information and guidance is available online, but do they know where to look for it and what to do? Communication continues to be a problem (i.e. knowledge of focus groups/working parties) – this needs to be centralised and easily accessible to all. Alex is getting a plan in place for FOH Security. Action Point – to invite Rob North (Head of Security) to our meeting to discuss security procedures, what is expected from us and from security staff, and how the process works. Friday PM is an issue. One member of admin staff is expected to man the office until 5pm (when business hours tend to end at 3.30pm). This needs to be risk assessed as this member of staff is alone, and security/staff presence is not visible. Attendance Project Group <ul style="list-style-type: none"> No Ops Coaches have been invited to the meetings - valuable insight and information can be shared to the group (i.e. why are students dropping off/not attending? etc.) Currently no remit for Attendance Officers (unless a business case is put forward) – Gerrie/Forhad to investigate stats comparing attendance percentages from when Attendance Officers were used to when they were disbanded – are there any trends? EEC to gather evidence if retention was better when Attendance Officers were used. Bharat’s 2-4 Weeks Not Seen Report – does it get cascaded and discussed with teaching staff? Are they aware of their learners being at risk? January Start and Late Courses – Students who have enrolled onto these courses are most likely “dropouts” from September or from other

		<p>institutions, so the retention risk may be greater. Has this conversation happened with course leaders/tutors?</p> <p>Office 365</p> <ul style="list-style-type: none"> Is happening – JCB will confirm when. <p>IIP Survey</p> <ul style="list-style-type: none"> Results will be out shortly – we will discuss the results in the meeting following the result. <p>Staff Training Day</p> <ul style="list-style-type: none"> One of the days should be used for training staff on administrative and HR processes and procedures (including local Health & Safety and local Security procedures). Suggestion – for the first 15 minutes of the training, can we ask staff to update their information on Info Point? Forhad/Gerrie – to check what you can amend (and what you can't) on Info Point). <p>Admin Staff and Roles and Responsibilities</p> <ul style="list-style-type: none"> Discussed how staff feel they are doing above and beyond their job spec (i.e. Admin staff are asked to do things (rather than being consulted) which often makes staff feel uncomfortable with the tasks e.g. Room Audits, Exam Paper marking etc.)
3	<i>Deep Dive</i>	<ul style="list-style-type: none"> Discussed findings from Deep Dive – we need to have input from all members for their areas. Info-Point needs updating – is there a process in place to support staff on finding out how to change information on there?
4	<i>A.O.B / Date of next meeting</i>	<ul style="list-style-type: none"> Lack of representation in meetings from EEC members – are staff able to commit to the group? Discussed important of ensuring commitment as without any substance, Exec will pull the plug. Alex/Jodie to evaluate membership and requirements moving forward. <p>The next EEC meeting is Wednesday 7th March 2018 15:30 – 17:00 – Needs to be moved due to Inspiration Day, AC will communicate regarding this</p>