

## Minutes of The Diversity Group held on 10<sup>th</sup> March 2016 at 9.30am in the HR Meeting Room at Kettering.

**Present:** Fiona Phillip (Chair) Charlie Ferrier  
 Brad Billington Carol Meadows  
 Sarah Crudge Cheryl Needham

**In Attendance:** Jade Wiggins (Minute Recorder)

### Decisions from 'The Diversity Group' Meeting 10<sup>th</sup> March 2016 (06)

Ref	Actions
D06 – 01	The minutes of the previous meeting held on the 4 <sup>th</sup> February 2016 were agreed as a true and accurate record
D06 – 02	The group agreed it was a good idea to remove the healthy eating banners at the Corby campus and replacing them by displaying the winning learners E&D competition poster.

### Actions from 'The Diversity Group' Meeting 10<sup>th</sup> March 2016 (06)

Ref	Actions	Led By	Due Date
A06 – 01	PDCs Schemes of Work to be sent to SC.	FP	14.04.16
A06 – 02	Dropbox link for EDI training materials to be sent to group.	FP	14.04.16
A06 – 03	New E&D Objectives: line regarding the Prevent agenda to be added in to objective number 4.	FP	14.04.16
A06 – 04	Audit Sample Day: FP to arrange a date and send diary invite out (inc CH and TM)	FP	14.04.16
A06 – 05	Curriculum Audits: BB to check with Jan Dowsett if audits completed for HE.	BB	14.04.16
A06 – 06	E&D resources to be sent to SC.	Group	14.04.16
A06 – 07	Meeting to discuss E&D themes, resources, etc to be scheduled for a Wednesday afternoon.	FP	14.04.16
A06 – 08	Staff Induction form to be amended to include Prevent and British Values information.	CF	14.04.16
Actions from Previous Meeting			
A05 – 02	Curriculum Audits: BB to chase up completion of the audits.	BB	12.02.2016

#### 1. Apologies

Apologies were received from Shannon Keane and Sarah Nolan.

#### 2. Minutes of the Previous Meeting – 4<sup>th</sup> February 2016

The minutes of the previous meeting held on the 4th February 2016 were agreed as a true and accurate record. **(D06 – 01)**

#### 3. Matters Arising from the Minutes

**A05 – 01** CF informed the group a reference to the staff E&D policy had been made and the college E&D policy was currently with Governors for approval.

**A05 – 02** Some curriculum audits remained outstanding. BB will chase up. CF stated she was waiting for IT and would chase.

**A05 – 04** FP stated she would send PDCs Schemes of Work to SC. **(A06 – 01)**

**A04 – 04** BB explained there would be themed E&D periods throughout the academic year, and a short term plan was in place for the remainder of 2015-16.

**A04 – 10** FP stated the EDI training materials were available on Dropbox and agreed to send a link out to the group. **(A06 – 02)**

#### **4. Four New E&D Objectives (Final Approval)**

- It was discussed that four new E&D objectives were published in April 2016.
- The group reviewed a handout with the four new E&D objectives stated.
- It was agreed to add a line regarding the Prevent agenda in to objective number 4. FP to amend. **(A06 – 03)**

#### **5. Curriculum Audit**

- BB stated some curriculum audits were outstanding and he would chase them up and a deadline of the 24<sup>th</sup> March 2016 would be given for outstanding audits to be completed by.
- It was agreed a date was to be scheduled for an audit sample day. FP to arrange. **(A06 – 04)**
- FP stated Corrie Harris and Tony Mangan would be invited to the audit sampling day.
- It was discussed that CN and Kimberley Cooper would take responsibility for the school of Employer Engagements audits.
- BB stated he would check with Jan Dowsett if audits had been completed for HE. **(A06 – 05)**

#### **6. Rolling Out British Values Training**

- BB stated British Values training would be rolled out to business support staff.
- BB hoped all staff would have received update training by Easter, but mop-up sessions would be available after Easter.
- It was asked if curriculum staff would receive further training. BB confirmed that APs were continually reminding staff and trying to embed Prevent, British Values, etc in to course units.
- It was discussed that E&D resources would start to be utilised within lessons.
- BB stated British Values displays would be set-up with the intention of the displays being interactive and viewable on arrival at each campus.
- It was explained that the displays would encourage learners to keep adding information to the boards once they had learnt it within a lesson.
- The group were informed that Citizenship Weeks would be set-up and would link in to the EU Referendum.
- FP asked if Graham Wooldridge would be involved in Citizenship Week activities. BB confirmed he would be.
- CN informed the group that British Values were discussed at every team meeting for the school of Employer Engagement, referencing the recent meeting where a short quiz was completed to reinforce staffs understanding. FP stated it would be a good idea to roll the quiz out to all staff.
- CN explained Assessors would be asking learners questions related to Prevent, British Values, etc at review sessions and evidencing the questions and responses.
- It was discussed that questions likely to be asked by Ofsted Inspectors were also discussed at the school of Employer Engagement team meetings.
- The group agreed learners were starting to understand the terminology used for Prevent, etc.
- It was discussed that Ofsted Inspectors would question learners individually, and as a group, to assess their awareness of Prevent, etc.
- It was agreed that the college was doing all it could to ensure learners fully understood Prevent and British Values, but care was needed not to impact on learners main study programmes too much.
- ST suggested removing the healthy eating banners on display at the Corby campus and using the space for Prevent and British Values displays.
- The group agreed this was a good idea and it was suggested displaying the winning learner E&D competition poster. **(D06 – 02)**
- ST suggested the lift shaft area at Kettering campus be used for displays.
- FP stated she was due to meet with Sam Slack on the 14<sup>th</sup> March 2016 and asked if anyone had anything they would like FP to ask Sam on their behalf.
- ST suggested she required training to help with tackling E&D issues via social media.

#### **7. Update from Pinnacle Resource Meeting**

- SC informed the group additional E&D resources were going to be added to Moodle and asked the group to continue to send in any resources. **(A06 – 06)**

- It was discussed that an additional meeting would be scheduled on a Wednesday afternoon to discuss E&D themes, resources, etc. FP to schedule. (A06 – 07)
- SC stated a section on Moodle regarding ‘protected characteristics’ was to be completed and would then be available to all staff.
- BB stated staff would start to be directed to use the resources and it was discussed that SC could track staff usage.

## 8. Evolve Literature

- CN informed the group the current Evolve employer and learner handbooks were being reviewed and would be redesigned with just Tresham branding.
- It was confirmed that correct wording had been obtained from FP to include within the school of Employer Engagement employer and learner handbooks.
- ST stated the employer and learner handbooks would have printed copies available in approximately 1 months’ time.
- FP asked CF if the Staff Induction form could be amended to include Prevent and British Values information. CF agreed she would ask Teresa Reed to do. (A06 – 08)

## 9. Any Other Business

### Equality Impact Assessment:

- The group were informed that all future college policies would be reviewed by the Diversity Group, and all policies must have a completed Equality Impact Assessment (EIA) form attached.
- The group briefly review the EIA template.
- FP stated CLG were updating current college policies to ensure they all had a completed EIA form.

### Internal Learner Audits:

- FP stated a learner audit for Evolve was currently being completed to check learners’ knowledge of Prevent, British Values, Safeguarding, etc.
- FP stated part time and HE learners would be audited next, then full time learners again.

## 10. Date of next meeting

It was suggested moving the date of the next meeting to the 14<sup>th</sup> April 2016. The group agreed. FP to amend diary invites.

The next meeting will be held on Thursday 14<sup>th</sup> April 2016, time TBC, room TBC, Kettering campus.