

Minutes of The Diversity Group held on 14th April 2016 at 9.30am in Room 169 at Kettering.

Present: Fiona Phillip (Chair) Carol Meadows
 Brad Billington Sarah Nolan
 Sarah Crudge Sue Titmuss

In Attendance: Erica Knight (Minute Recorder)

Decisions from 'The Diversity Group' Meeting 14th April 2016 (07)

Ref	Actions
D07 – 01	The minutes of the previous meeting held on the 10 th March 2016 were agreed as a true and accurate record
D07 – 02	The group agreed to review a Policy and EIA each, rather than in a group setting.
D07 – 03	The group agreed the EIA for the Malpractice and Maladministration Policy.
D07 – 04	The group agreed the EIA for the Plagiarism Policy.
D07 – 05	The group agreed the EIA for the HE Marketing Policy.
D07 – 06	The group agreed the EIA for the Marketing Policy.
D07 – 07	The group agreed the EIA for the Equality, Diversity and Fundamental British Values Policy.

Actions from 'The Diversity Group' Meeting 14th April 2016 (07)

Ref	Actions	Led By	Due Date
A07 – 01	Process for Policy Approval: FP to propose a new process to CLG.	FP	26.04.2016
A07 – 02	Winning Posters: SC to work with Reprographics to produce digital versions.	SC	29.04.2016
A07 – 03	Competition Winners: EK to arrange for SW to present prize to winners.	EK	29.04.2016
A07 – 04	Sampling of Audits: EK to arrange a date for this meeting.	EK	29.04.2016
A07 – 05	Website Content: ST/EK to meet to review.	ST/EK	29.04.2016
A07 – 06	Pinnacle Training Meeting: EK to cancel the meeting on 15 th April.	EK	14.04.2016

Actions from Previous Meeting

A06 – 04	Audit Sample Day: FP to arrange a date and send diary invite out (inc CH and TM)	FP	14.04.2016
A06 – 05	Curriculum Audits: BB to check with Jan Dowsett if audits completed for HE.	BB	29.04.2016

1. Apologies

Apologies were received from Charlie Ferrier.

2. Minutes of the Previous Meeting – 10th March 2016

The minutes of the previous meeting held on the 10th March 2016 were agreed as a true and accurate record. **(D07 – 01)**

3. Matters Arising from the Minutes

There were no matters arising from the previous minutes.

4. EIA Approval

- FP explained that the EIA's are created to ensure that the E&D characteristics have been thought about in the Policy and do not discriminate.
- FP stated that the EIA needs to be read in conjunction with the Policy and due to the amount requiring approval, it will take the group a long period of time.
- FP suggested to the group that the following five EIA's are approved and in the future, each member of the group takes one for review and then feeds back, at the next meeting. The group agreed to the procedure. (D07 – 02)
- ST told the group that she had produced the EIA's for 4c and 4d. She stated that although there was no discrimination towards the protected characteristics, the Policies did not promote it either.
- FP confirmed with the group that she will propose a new process to CLG for Policy approval. (A07 – 01)

a) Malpractice and Maladministration Policy

- The group approved the EIA for this Policy. (D07 – 03)

b) Plagiarism Policy

- The group approved the EIA for this Policy. (D07 – 04)

c) HE Marketing Policy

- The group approved the EIA for this Policy. (D07 – 05)

d) Marketing Policy

- The group approved the EIA for this Policy. (D07 – 06)

e) Equality, Diversity and Fundamental British Values Policy

- The group approved the EIA for this Policy. (D07 – 07)

5. Judging of Competition Materials

- The group reviewed the submissions that had been made. It was agreed that there would be no placed winners but the winning posters were:
 - Leaha Rae – Jordan & Amelia
 - Lucy Skipper – Olivia, Yasmin & Melissa
- It was agreed that SC would work with Reprographics to have the posters digitally produced. (A07 – 02)
- The group suggested that Stuart Wesselby presents the prize to the winning learners. This was agreed. (A07 – 03)

6. Update on Embedding of British Values

- BB highlighted that 90% of learners stated at the Annual Learner Conference that they had received British Values awareness.
- BB stated that teaching staff are now embedding British Values into their lessons, where appropriate.
- BB told the group that two new noticeboards will be displayed at Kettering and Corby which will form a 'British Values Wall'. BB stated that when British Values is discussed in class, a snapshot of this will be placed onto the wall, in the form of a 'brick'.
- BB stated that he plans to inform the AP's of this during the meeting on 15th April.
- BB stated that he hopes to extend the wall to Silverstone and possibly Wellingborough in 16-17.
- BB informed the group that he has held four British Values sessions with Business Support Staff. He stated that he is confident that all teaching staff have received training/awareness.

7. Pinnacle Resources

- SC confirmed that all resources are now available on Moodle. SC commented that it would be good to have some of our own resources on there too.

a) Dissemination Plan

- BB stated that the AP's will be delivering this to the teaching staff and it will be on every team meeting agenda, to do a short activity.
- BB stated that Business Support Managers also need to be informed of the resources and request Business Support Staff also complete the short activities. ST stated that full team meetings are rarely held with Support staff and tend to be ad-hoc.

b) Preview of Materials

- This agenda item was deferred to the next meeting.

8. Audit Sampling Plan

- It was agreed that this would be held mid-May. **(A07 – 04)**

9. Website Content

- It was suggested that the information on the following two websites are amalgamated. The group agreed. ST/EK to meet to review. **(A07 – 05)**

a) Equality and Diversity Page

b) Policies inc Safeguarding, Prevent & Single Equality Scheme Section

10. Any Other Business

Pinnacle Meeting (15th April): It was agreed to cancel the Pinnacle Meeting on 15th April as it was no longer required. **(A07 – 06)**

11. Date of next meeting

The next meeting will be held on Thursday 5th May 2016 at 9.30am in the Board Room at Kettering