

JOHN WHEATLEY COLLEGE
BOARD OF MANAGEMENT
EQUAL OPPORTUNITIES DEVELOPMENT FORUM

DRAFT MINUTES

Minutes of meeting held on Tuesday, 3 June 2003 at 2.15 pm in room F/08, Easterhouse campus.

1 Sederunt

Alex Kirk (Chair)
Doreen Sneddon
Lesley Lang
Robert McCaig
Jean Wilson
Helen Dunlop
Elaine Helmy
Jeanette Walsh (Minutes)

2 Apologies

Apologies were received from Andrew Macdougall and Stephen Ndlovu.

3 Minutes of meeting held on 20 February 2003

The minutes were accepted as read and as an accurate record of the business conducted on that date.

4 Matters Arising from the Minutes

9 Recruitment Campaign – Black and Ethnic Minority

D Sneddon advised that she had met with T Malik to discuss his concerns with respect to the lack of black and ethnic graduates from applying for recent computing vacancies. She also undertook to contact the General Teaching Council to establish the number of computing graduates entering the teaching profession.

L Lang added that every effort was made to ensure that black and ethnic minorities and students with disabilities were adequately represented in photography gathered for the College's prospectus and other promotional materials.

At this point J Wilson introduced Robert McCaig, Student Representative, who was attending for the first time. Members welcomed Mr McCaig's participation in the group.

In reply to a question from R McCaig with respect to the percentage of the student population from ethnic minorities, D Sneddon undertook to provide Mr McCaig with a copy of the College's Equal Opportunities Monitoring Review.

11 *New Laws leaflet – proposed Policies Leaflet*

D Sneddon reported that she had as yet been unable to obtain copies of the New Laws leaflet. She did, however, undertake to distribute leaflets from the Commission for Racial Equality and information on mental health issues to each campus.

5 *Draft College Race Equality Action Plan – Session 2003/06*

A Kirk spoke to the document explaining that it had been returned to the group for a final review prior to being referred to the Board of Management for approval on 26 June.

H Dunlop and E Helmy entered the meeting at this point.

D Sneddon noted members' comments and, with these amendments, members endorsed the College's Race Equality Policy and agreed that it should be referred for Board approval.

6 *Review of Interim Race Equality Policy*

A Kirk advised that the document had been included for endorsement prior to being referred to the Board of Management for adoption as the College's Race Equality Policy.

Members considered the areas and suggested various amendments, noted by D Sneddon.

With these amendments, members endorsed the College's Race Equality Policy and agreed that it should be referred for Board approval.

7 *A Review of Occupational Standards and National Guidelines on Provision Leading to the Teaching Qualification in Further Education (TQ(FE)) and Related Professional Development*

J Wilson briefly reviewed the background of the review requesting members' assistance in answering the questions on page 15.

After discussion and noting members' comments, J Wilson indicated that any further relevant information could be referred to herself for inclusion in the College's response.

Members noted the content of the review document.

8 *Draft Racial Incident Form*

D Sneddon spoke to the draft format which had been prepared in consultation with F Kelly and J Wilson. Members heard that the College does not act on anonymous complaints however the form would be used to monitor recurring situations and if a pattern were to develop any necessary action would be progressed through the College's approved procedures.

In response to a question from R McCaig, D Sneddon confirmed that the subject would be given as much information on the complaint against him or her as was possible within the confines of protecting the name of the initiator.

After discussion, members acknowledged that there was some merit in the introduction of such a form.

It was agreed that, with some amendments to the terminology, the form should be referred to the Race Implementation Group to take forward prior to referral to S/OMT for discussion.

The group further agreed that it would be advantageous for the Students' Association to be represented on the Race Implementation Group and the Consultative Committee on Inclusive Learning.

9 *Draft Statement on Race Equality*

A Kirk spoke to the document which, following endorsement by the Board of Management at its June next meeting, would be included in the College's Operational Plan.

After discussion, it was agreed that formal reference to the Action Plan should be included and that document attached as an appendix to the Statement.

D Sneddon requested that any further comments for incorporation should be submitted to herself by Wednesday, 4 June 2003.

10 *SQMS Audit*

J Wilson spoke to the annual audit report which documented the College's progress with development and maintenance of the SQMS quality standards.

Ms Wilson highlighted the good practice commendation awarded by the auditor for equal opportunities.

Members were pleased to note that the College had retained its SQMS status.

11 *Staffing Return 2001-2002 Feedback and National Web Publication*

A Kirk spoke to the Funding Council's annual statistical information on staffing in Scottish FE colleges.

Members discussed Table 5, commenting on the low comparison for staff from ethnic minorities working in the sector. It was suggested that an indication of the level of ethnic minority graduates entering the profession could be sought from the General Teaching Council.

The group noted the scope of the information included in the return.

12 Disability Discrimination Legislation

H Dunlop indicated her concern at the slow progress with implementation of the requirements of the Act.

A Kirk undertook to pass Ms Dunlop a copy of the physical disabilities audit.

After discussion of the audit process, D Sneddon undertook to issue an email requesting subject specialists to join a sub-group to identify a team to progress the audit.

Members noted that the requirement for the College's estate to be fully compliant with the Act by 2005.

Lesley Lang left the meeting at this point.

13 Date of Next Meeting – Schedule for Session 2003/2004 to be agreed

D Sneddon undertook to identify a schedule of meeting dates for session 2003/04 for circulation to all members.

Members agreed that a student representative should be nominated to join the Race Equality Implementation Group.

14 Closure

All business on the agenda having been discharged the meeting closed at 3.35 pm.

AK/DS/JW
John Wheatley College
February 2004