

P, A&R Committee – Action Tracker

Meeting(s)	Minute	Action	Responsible	Timeline
Matters Arising				
12 th Feb 2019	5.1	Officer trustee handover: AL to liaise with SD to provide a summary of the OT handover plan	Deputy president (Education)	15 th May
12 th Feb 2019	6.30	Sabbatical Officer vs OT disciplinary process JOH to draft the guidance document and circulate for comments	Managing director	15 th May
12 th Feb 2019	10.17	Staff survey SA to follow-up with College regarding the Union participation in the staff survey	Shola Alabi	15 th May
14 th Nov 2018	7.7	Staffing issues SA and ADS to organise tailored training to managers regarding communicating development opportunities	Admin Support Manager and Senior HR manager	Update to 12 th Feb
12 th Feb 2019	10.11	IIP action plan JOH to present an action plan based on the IIP accreditation feedback and results	Managing director	15 th May
12 th Feb 2019	5.3	Volunteer safeguarding	Managing director	15 th May

		Update on the progress of updating the safeguarding policy		
12 th Feb 2019	6.23	Learning and Development JOH to facilitate a brainstorm with staff/OTs on how to shift the culture regarding L&D	Managing director	15 th May
12 th Feb 2019	8.7	Brexit comms SA to follow-up on Brexit updates comms to students RT to raise the concern on the lack of comms to students by College on Brexit	Shola Alabi Union President	15 th May