

Governors Present:

Yvonne Bradshaw (Chair), Andrew Pratt, Alison Watson- Bird, Stephen Gregson,
Clare Russell (Principal)

In Attendance:

Fatema Hussein (Head of Governance)

Meeting Began: 12.00pm

Meeting Closed: 1.15pm

Attendance: 100%

1. APOLOGIES FOR ABSENCE

There were no apologies to receive.

2. DECLARATIONS OF INTEREST

Governors / Members were invited to declare any direct, indirect, pecuniary, personal or prejudicial interest relating to any item on the agenda for the meeting.

There were no declarations.

3. MINUTES OF THE MEETING HELD ON 19TH JUNE 2020

3.1 Approval of the Minutes

Agreed that: the minutes are approved as a correct record and authorised for publication.

3.2 Matters Arising

The Head of Governance presented the action progress log and it was noted that:

- All the actions had been completed or included on the agenda for discussion
- It was possible for Governors to use Convene to vote during the meeting and for the votes to be recorded
- However, all Governors would need to be logged onto Convene in order to vote in real time during the meeting
- Convene had also introduced a video conferencing feature but there were technical issues with the sound and picture quality

4. GOVERNANCE SELF ASSESSMENT REPORT (SAR) 2019-20 & ACTION PLAN 2020-21

The Committee considered the revisions that had been made to the SAR following the meeting held on 6th October. Some further suggestions to the Quality Improvement Plan were made and agreed.

RESOLVED:

The Committee agreed that the revised SAR and Quality Improvement Plan was submitted to the Board for approval in advance of it being validated at the College SRG meeting.

ACTION:

Head of Governance to email updated SAR to Board members

5. BOARD ASSURANCE / EVALUATION REPORT

The report from the independent evaluation of Board effectiveness was presented and discussed. It was noted that the report was very positive and had put forward some helpful recommendations to further strengthen the governance of the College.

RESOLVED:

The Committee agreed that:

- The report was circulated to all Board members and discussed in further detail at the December Board meeting
- A future assessment of Board effectiveness should include an evaluation of behavioural competencies and diversity of thinking
- Chair of the Organisational Development Committee was requested to consider whether the suggested revisions to the substance misuse policy were discussed at the next meeting of the committee.

ACTION:

Head of Governance to:

- Email report to all members and include on the agenda for the December Board meeting
- Liaise with the Chair of the Organisational Development Committee

6. DATA DASHBOARD

Governors reviewed the dashboard to establish if any further updates or amendments were required to the information to take account of sector changes and the impact of Covid19.

RESOLVED:

The following revisions were agreed to the dashboard:

- Summary of high risks from the risk register to be added
- Staff and stakeholder survey feedback (key headlines) to be included
- College financial health grading to be included in the financial data
- RAG rating to be applied to each of the key performance indicators
- A note re the absence of league tables and added value to be added

ACTION:

- Principal / SMT to update the dashboard as suggested
- Clerk to include on December Board meeting agenda

Stephen Gregson left the meeting at this point.

7. BOARD AND COMMITTEE MEMBERSHIP

7.1 Terms of Office

7.2 Membership

The Head of Governance reported that the following Governor / Co-opted member terms of office were due to end within the next 12 to 18 months:

- Peter Zak (Co-opted Member) - 6 December 2020
- Andrew Pratt - 26 March 2021
- Joshi Jariwala – 17th September 2021
- Warren Middleton - 4th December 2021
- Yvonne Bradshaw – 10 December 2021
- Ben Houston (Co-opted Member) – 31 August 2020

It was noted that the student Apprentice Ben Houston had now completed his apprenticeship and a new Apprentice was being sought as a Co-opted member for the Standards & Curriculum Committee

Andrew Pratt confirmed that due to other commitments, he did not wish to be considered for re-appointment.

The Chair of the Search & Governance Committee informed members that:

- She was planning to move away from the area but was happy to remain on the Board until her term of office ended in December 2021
- She may not be able to continue with the Safeguarding Governor role and Jo Venn had agreed to take responsibility for this
- It would be helpful to commence the search for her replacement now to allow for a smooth transition and handover

ACTION:

- Head of Governance to discuss membership with the Chair of Finance/ Chair of the Board and Chair of Remuneration & Organisational Development Committees
- Committee to begin search for a replacement for Andrew Pratt and Yvonne Bradshaw
- Head of Governance to include on Board agenda for discussion

8. STAKEHOLDER ENGAGEMENT STRATEGY

The Head of Governance explained that the development of a stakeholder engagement strategy had been agreed as an area for development in this year's Quality Improvement Plan. Some useful guidance had been provided by Pauline Odulinski on how this could be progressed further.

RESOLVED:

It was proposed and agreed that:

- A task & finish group was set up to progress this further
- Membership of the group to include Search Committee members and the Director of School, Employer & Community Relationships

ACTION:

Head of Governance to email Board members and invite other Governors to join the group

9. GOVERNOR INVOLVEMENT – STAFF & STUDENT FOCUS GROUPS

The Committee considered Governor involvement in staff and student focus groups and agreed that this was progressed further next term and as part of the stakeholder engagement strategy.

10. GOVERNOR LEARNING WALKS PROTOCOL

The Committee reviewed the proposed protocol for learning walks and agreed that:

- Online learning was included in the protocol
- Governor involvement was discussed further at the December Board meeting

ACTION:

Head of Governance to:

- Amend the protocol to include online learning
- Circulate details of current Governor links to Search Committee members
- Include the learning walks protocol on the December Board Agenda

11. EDUCATION INSPECTION FRAMEWORK – GOVERNOR INFORMATION PACK

RESOLVED:

The Committee reviewed and approved the additional materials that had been developed for inclusion in the information pack.

ACTION:

Head of Governance to update the pack

12. COMMITTEE SELF ASSESSMENT – REVIEW OF TERMS OF REFERENCE

The Committee reviewed the terms of reference and completed the self-assessment exercise the results of which would be used to assess the Committee's performance and promote continuous improvement.

RESOLVED:

The Committee agreed that the terms of reference were re-adopted for the current academic year and recommended to the Board for approval.

ACTION:

Head of Governance / Board agenda

13. STUDENT GOVERNOR ELECTION

The Head of Governance reported that arrangements were in place for the Student Governor election to take place after the half term break. The new Student Governor would be in place by the December Board meeting.

14. *GDPR / CONFIDENTIALITY

Governors were reminded to delete any personal or confidential information that had been circulated with the meeting papers.

15. GOVERNANCE IMPACT STATEMENT

- Agreement of SAR / QIP actions will assist in further strengthening governance
- Revisions to the data dashboard will enhance Governor monitoring of key performance indicators
- Board Evaluation report and suggestions will contribute to improving Board effectiveness
- Suggestion to set up a task & finish group to develop the Stakeholder engagement strategy
- Approval of the learning Walks protocol will expand Governor knowledge and understanding of the day to day student experience

16. DATE OF NEXT MEETING

Friday 5th February 2021 at 12.00pm