

Governors Present:

Yvonne Bradshaw (Chair), Alison Watson-Bird, Martyn Lylyk, Ade Oladapo
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 made.

3. MINUTES OF THE MEETING HELD ON 18TH JUNE 2021

3.1 Approval of the Minutes

Agreed that: the minutes are signed 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.

In response to a question regarding Governors who had expressed an interest in a future Chair / Committee Chair role, the Head of Governance confirmed that discussions had been held with those members.

4. GOVERNANCE SELF ASSESSMENT REPORT (SAR) 2020-21 & ACTION PLAN 2021-22

The Committee considered the revisions that had been made to the SAR at the meeting held on 5th October. It was noted that no further additions or amendments had been suggested by Governors after the meeting.

RESOLVED:

The Committee endorsed the revised SAR and Quality Improvement Plan and agreed that it was submitted for validation at the College SRG meeting.

The Committee expressed its thanks to the Head of Governance for her excellent work and contribution to the production of the SAR.

5. BOARD AND COMMITTEE MEMBERSHIP

5.1 Terms of Office

It was noted that the size of the Board had recently been increased for succession planning purposes as some Governors will have served their maximum term of office and could not be re-appointed.

5.2 Committee Membership

Standards & Curriculum

The meeting was informed that there were currently 11 members on the Standards & Curriculum Committee and Governors needed to consider whether this created any issues in relation to giving sufficient time for each member to contribute and challenge/debate, whilst also being able to reach consensus on decisions.

Governors agreed that whilst this was a large Committee, there was a very good mix of skills and experience which enabled appropriate scrutiny and challenge to be provided in all areas of the curriculum. The size of the Committee would reduce as Governor / Co-opted member terms of office came to an end in the next 12 to 18 months.

Finance Committee Chair

The Head of Governance informed members that Jacqui Chatwood would be stepping down as Chair of Finance and from the Board at the end of August 2022.

RESOLVED:

Following a discussion, the Committee suggested that:

- Peter Zak and Marc Balshaw were approached regarding the Finance Committee Chair role
- Other Board members were invited to join the Finance Committee

ACTION:

Head of Governance

Search & Governance

The Committee agreed that an additional member was needed to replace Yvonne Bradshaw and it was suggested that other Board members were invited to join the Committee.

ACTION:

Head of Governance

5.3 Committee Structures and membership numbers

Governors reviewed the current Committee structure and size of each Committee and agreed that it was important for each Committee to have at least 5 members to assist with quoracy.

RESOLVED:

The Committee confirmed that it was content with the current structure but that members were given the option to join an additional Committee should they wish to.

6. GOVERNOR TRAINING ARRANGEMENTS

A draft procedure for Governor training was presented to the Committee for consideration.

The Committee agreed that the procedure was documented and suggested including a tour of the College as part of the Governor induction programme.

In response to a question, it was confirmed that Governors had access to the ETF online Governance development programme.

RESOLVED:

The procedure for Governor induction and training was approved subject to the inclusion of a tour of the College.

ACTION:

- Head of Governance to amend procedure and re-circulate to Committee members
- Head of Governance to re-circulate links to the ETF Governor training modules

Link Governor – Careers

The Committee was informed that a link Governor for Careers would need to be appointed as part of the requirement for meeting the Gatsby benchmarks.

It was suggested that Dominic Martinez was approached for this role as he had the relevant experience to undertake the role.

ACTION:

Head of Governance to discuss with Dominic Martinez

7. 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.

8. POLICIES

8.1 Election of a Staff Member

8.2 Election of a Student Member

8.3 Removal / Suspension of a Governor

The Head of Governance advised that minor changes were being proposed to the above policies. These were highlighted to the Committee including the reasons for the changes.

RESOLVED:

The Committee agreed that the above policies were recommended to the Board for approval.

ACTION:

Head of Governance / Board agenda

9. STAFF & STUDENT GOVERNOR ELECTION

The Head of Governance reported that arrangements were being made to hold a Support Staff Governor and Student Governor election after the half term break. The new Governors would be in place by the December Board meeting.

10. *GDPR / CONFIDENTIALITY

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

11. GOVERNANCE IMPACT STATEMENT

- Agreement of SAR / QIP actions will assist in further strengthening governance
- Discussion regarding the appointment of a Link Governor for Careers will support College in meeting the Gatsby benchmarks
- Review / discussion of Committee structures and size will aid with succession planning
- Policies revised and refreshed
- Governor training arrangements formalised

12. DATE OF NEXT MEETING

Friday 3rd February 2022 at 12.00pm

It was noted that this was Yvonne Bradshaw's last Search & Governance Committee meeting and members agreed that she had been an excellent Chair and thanked her for support, commitment and contribution over the last few years.