

**Minutes of the meeting of the Governance and Search Committee held on Tuesday 11
February 2020 at 4pm at Barnsley College, Old Mill Lane, Barnsley**

Present: Simon Perryman (Chair)
Nick Bowen (Governor)
Helen Jaggar (Governor)
Yiannis Koursis (Principal)

In attendance: Heather Jackson (Director of Governance)

Minute	
PROCEDURAL MATTERS	
G&S20/001	<p>Agenda Item No. 1: Quorum</p> <p>The meeting was quorate.</p>
G&S20/002	<p>Agenda Item No. 2: Apologies for Absence</p> <p>There were no apologies.</p>
G&S20/003	<p>Agenda Item No.3: Declarations of interest:</p> <p>There were no declarations of interest.</p>
G&S20/004	<p>Agenda Item No.4: Minutes of the Governance and Search Committee held on 08 October 2019</p> <p>The minutes were approved as a correct record.</p> <p>It was RESOLVED to approve the Minutes of the meeting held on 08 October 2019.</p> <p>The minutes were signed by the Chair.</p>
G&S20/005	<p>Agenda Item No. 5: Actions arising from previous meetings.</p> <p>The Committee considered the actions outstanding from previous meetings and noted that actions were completed.</p>

Minute	
	<p>The Clerk noted the ongoing process of governor recruitment.</p> <p>The Clerk noted that she had spoken to Kay Dickinson and Conor Moss regarding extending their term of office and agreed to follow this up.</p>
<p>G&S20/006</p>	<p>Agenda Item No. 6: Board Constitution and appointments</p> <p>The Committee noted the current determination and in particular that there were 3 independent governor vacancies and one staff governor vacancy. The other staff governor term of office ended in July 2020.</p> <p>The vacant governor posts had been advertised via Peridot Partners and 3 candidates had been identified meeting the original requirements. Peridot were now looking for additional candidates to fill the other more recent vacancies and interviews were planned for 25 March. The Clerk provided governors with an update on potential candidates.</p> <p>It was RESOLVED that Simon Perryman, Helen Jaggar and Yiannis Koursis would interview potential candidates in March. Nick Bowen would provide feedback at the shortlisting stage as he was not available on the interview date in March. The Clerk agreed to set up a shortlisting call for feedback.</p> <p>The committee discussed the need for a detailed induction and trial programme to ensure that any new governors fully understood the role and responsibilities alongside associated commitments. It was agreed that the Clerk would draft a programme that incorporated governors and sessions with the Principal and senior leadership team as well as appropriate external training and development.</p> <p>It was RESOLVED to note the ongoing recruitment process for new Governors and if appropriate co-opted members to join the college's committees.</p> <p>It was RESOLVED to note the risks and opportunities associated with recruiting new governors.</p> <p>The committee noted that Nick Bowen's term of office expired in July 2021 and it was recommended that another School Head should be approached to fill his role.</p>
<p>G&S20/007</p>	<p>Agenda Item No. 7: Committee & Board Effectiveness Review and Governance Checklist</p> <p>The committee discussed the summary reports from the Committee and Board Effectiveness reviews. It was noted that overall the feedback was</p>

Minute	
	<p>positive and had identified a number of areas where developments and improvements could be made.</p> <p>The committee discussed the introduction of a new online governance system which was planned for the end of March.</p> <p>The committee also discussed the improvements made to Board and Committee papers. Yiannis Koursis noted that papers were now being written to include a clear recommendation and a summary that provided the necessary detail of the overall paper with supporting information available in the appendices.</p> <p>It was noted that some governors may not read all of the papers and appendices and it was important to ensure that the necessary information was provided in the main paper to ensure that all governors received appropriate information to enable them to carry out their duties.</p> <p>The committee discussed the responsibilities of governors to prepare for meetings and Yiannis Koursis noted that further work was being undertaken by the senior leadership team to enhance papers and review assurance alongside the annual work plan, board timetable and meetings frequency.</p> <p>Simon Perryman noted that the new governance structure was working well and many of the issues raised previously had been addressed. The committee discussed agendas and timing of some of the meetings and it was agreed that a 10 minute reflection would be added to Board meetings to allow governors time to provide feedback on the meeting itself.</p> <p>The committee discussed the number of meetings and agenda items at some Board meetings and it was agreed that the number of Board meetings would be reviewed for the next academic year.</p> <p>The committee discussed the Governance Checklist developed by Simon Perryman and agreed that it would be a useful tool for new governors. It was noted that a section on risk should be added.</p> <p>The committee discussed the forward plan for creative sessions and it was noted that the session in June would focus on training and development for governors.</p> <p>It was RESOLVED to note the outcomes of the Board and Committee Effectiveness reviews and the progress made to address issues raised.</p>
G&S20/008	Agenda Item No. 8: Review of Skills Audit

Minute	
	<p>The committee discussed the results of the skills audit and noted that work had already been undertaken to address some of the areas identified at the Strategic Seminar.</p> <p>It was agreed that a programme of training for new governors would be opened up to existing governors and in particular training in finance and audit as identified in the skills audit.</p> <p>Yiannis Koursis discussed plans for a governor training session at the June Board Creative Session and it was agreed that a programme would be discussed at the next meeting.</p> <p>It was RESOLVED to note the results of the skills audit and planned governor training session in June.</p>
G&S20/009	<p>Agenda Item No. 9: Recruitment Timetable for Staff and Student Governors</p> <p>The committee noted the upcoming vacancies for staff and students and discussed the process for supporting potential new governors. The committee noted the proposed recruitment timetable for staff and student governors.</p> <p>It was RESOLVED to approve the recruitment timetable for staff and student governors.</p>
G&S20/010	<p>Agenda Item No. 10: Policy Updates</p> <p>The Committee noted the proposed changes to the policies.</p> <p>It was RESOLVED to approve the changes to the Conflict of Interests. Code of Conduct and Governor Recruitment Policies.</p>
G&S20/011	<p>Agenda Item No. 11: Date and time of next meeting</p> <p>Tuesday 5 May 2020 – 4pm</p>

The meeting closed at 5.25pm

Signed (Chair): **Dated:**

