

Minutes of the meeting of the Governance and Search Committee held on Tuesday 5 May 2020 at 4pm, Virtual Meeting via Teams

Present: Simon Perryman (Chair)
Nick Bowen (Governor)
Helen Jaggat (Governor)

In attendance: Yiannis Kouris (Principal)
Heather Jackson (Director of Governance)

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PROCEDURAL MATTERS	
G&S20/012	Agenda Item No. 1: Quorum The meeting was quorate.
G&S20/013	Agenda Item No. 2: Apologies for Absence There were no apologies.
G&S20/014	Agenda Item No.3: Declarations of interest: There were no declarations of interest.
G&S20/015	Agenda Item No.4: Minutes of the Governance and Search Committee held on 11 February 2020. The minutes were approved as a correct record. It was RESOLVED to approve the Minutes of the meeting held on 11 February 2020. The minutes were signed virtually by the Chair.
G&S20/16	Covid-19 Update Yiannis Kouris updated the Board on the ongoing work of the College during shutdown. He had met twice with the Chair of the LEP and had expressed an interest in a position on the LEP Board which had been

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	<p>supported by the Chamber of Commerce. Governors noted that this would provide an excellent opportunity to influence the LEP from an FE perspective and encouraged the application.</p> <p>Laila Lawton and the finance team continued to work on College finances and Yiannis Koursis noted that the picture improved each day. It was noted that a recent AoC Policy update had indicated that 1/3rd of all Colleges would experience cash flow issues by March 2021. It was noted that Barnsley College was still in a strong financial position. It was also noted that Laila Lawton would provide an update at the Board meeting in May.</p> <p>The College was now working on a re-opening plan, focusing on students and supporting their next steps but also giving them an opportunity to say goodbye to the friends and staff. Governors noted that this may be in the week after half term (1 June 2020) and could be on a phased basis with staff returning initially, followed by students, again on a phased basis.</p> <p>Yiannis Koursis had also attended a partners meeting, data shared during the meeting indicated that locally there is a forecast for a continued reduction in Covid-19 cases by the beginning of June and this data would be used to contribute to the planned reopening process.</p> <p>Yiannis Koursis also noted that the College was responding to a consultation on the prediction of grades. He noted that each awarding body was taking a different approach. The College was being asked to rank students. The Governors noted the approach.</p> <p>It was RESOLVED to note the report and the Governors commended Yiannis Koursis on the work he was doing.</p>
G&S20/017	<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.</p> <p>It was agreed to extend Kay's term of office for an additional and final 4 year term and to continue the discussions with Conor Moss.</p> <p>It was noted that the Virtual Board Room app had been launched in March and although developments were continuing, feedback to date had been mostly positive. Additional training would be offered face to face when that was possible.</p> <p>An additional board meeting had been added in January as part of the Strategic Seminar to support agenda management and to sign off the IFMC.</p>

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	<p>The Governance checklist had been incorporated into the induction programme, Chelle Charlesworth, David MacDougall and Marie Lang had all been through the initial session as well as attending the AoC new governor event last week. Tracey Johnson was scheduled to complete the training tomorrow and the new student governor was scheduled to undertake the AoC student governor training on 7 May 2020.</p> <p>The new governor induction programme and handbook would be sent to existing governors with the offer to join in some of the sessions as desired.</p> <p>It was RESOLVED to note the rolling action list.</p>
G&S20/018	<p>Agenda Item No. 6: Board Constitution and appointments</p> <p>Governors had interviewed a number of potential governors during March and April. Two had been invited to join the Board and one had been invited to join the ITS Board. The committee discussed the length of service for the new governors. It was agreed that all should be offered an initial term of 1 year which the option of any additional 3 or 4 years. The terms of office would be staggered.</p> <p>It was RESOLVED that the Clerk would write formally to each of the new governors after they had been formally ratified at the Board on 19 May 2020.</p> <p>The committee discussed future vacancies and it was noted that another potential member had been identified. Once lockdown was eased they would be approached again. The committee noted that Nick Bowen's term of office would come to an end in the summer of 2021. Yiannis Koursis updated the committee regarding his intention to start attend the secondary heads meetings as soon as lockdown is eased and start establishing better relationships with the group. This was planned to start in March however the meetings were cancelled due to Covid-19. It was agreed that as soon as relationships are established, potential candidates from the local schools would be approached. If necessary, it was noted that Nick Bowen was willing to extend his term of office for up to 6 months to facilitate a smooth transition between new governors.</p> <p>It was noted the audit and governance & search committees were short of members. The Governance & Search committee agreed that it would reduce its membership to 3, being the Chair and Vice-Chairs. Governors agreed to approach Kay Dickinson to stand on the audit committee on a temporary basis and Helen Jaggard and Nick Bowen agreed that they would attend the committee to ensure quoracy if required until another member can be recruited.</p>

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	<p>It was RESOLVED to continue the search for new governors to join the Board.</p> <p>It was RESOLVED to approach potential replacements from the local school sector to replace Nick Bowen in due course</p> <p>It was RESOLVED to reduce the number of members on the Governance & Search Committee to 3.</p> <p>It was RESOLVED to ask Kay Dickinson to temporarily join the Audit Committee.</p> <p>The Clerk noted that a new round of staff governor recruitment was currently underway, with nominations closing at the beginning of June. Student governor recruitment was also underway, the governor for HE had been elected and the FE governor elections would take place in mid-May.</p> <p>The Clerk also noted that new governors were working through the Induction programme and meetings would be arranged with the Chair and Principal in the coming weeks. Governors would also be asked if they would be willing to mentor or buddy new governors.</p>
G&S20/019	<p>Agenda Item No. 7: Assurance Based Governance Proposal</p> <p>Yiannis Koursis presented the assurance based governance proposal and discussed how it would be used by the Board and SLT.</p> <p>The committee welcomed the model and approach. It was noted that it was still a work in progress that would form part of the work undertaken by Ron Hill. Some adjustments around colour coding, RAG rating and committees were discussed. It was noted that it would also aid in the development of annual work plans and schedules of work and agendas for the Board and its committee, freeing up time and deepening organisation oversight.</p> <p>Governors liked all of the levels of assurance that the proposed model provided and commended the work that had been done by Yiannis Koursis.</p> <p>It was RESOLVED to approve the model and to start its roll out in the coming weeks.</p>
G&S20/020	<p>Agenda Item No. 8: New Governor Induction Programme</p> <p>Heather Jackson presented the proposed induction programme and talked through the accompanying documentation and processes. New</p>

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	<p>governors would be asked to review the programme as they worked through it and feedback would be brought to a future meeting.</p> <p>Governors checked where Culture and Values are addressed and it was noted that this was covered both in the Clerks Induction and via the meeting with the Principal.</p> <p>It was RESOLVED to note the new governor induction programme</p>
G&S20/021	<p>Agenda Item No. 9: Governance Improvement Action Plan</p> <p>The committee noted the updates made to the improvement action plan. It was noted that the plan would be reviewed again as part of the wider Governance project with Ron Hill.</p> <p>Governors discussed the Ron Hill project and in particular the phrase ‘unexpected’. It was clarified that this did not indicate conflict but identified an item that might come to Board that was a change from the forecast or plan. It was agreed that a change in phrasing might be appropriate for the purpose of the project. Governors noted that Ron Hill would be observing the Board meeting on 19 May 2020 and would lead the Creative session on 16 June 2020. The Clerk would highlight to governors beforehand that the meeting was being observed.</p> <p>It was RESOLVED to note the Governance Improvement Action Plan and note the Ron Hill Project</p>
G&S20/022	<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 Complaints Against the Board, Attendance & Access and Publishing Arrangements Policies</p>
G&S20/023	<p>Agenda Item No. 11 – Board & Committee Self-Assessment</p> <p>The Governors reviewed the questions and noted that Ron Hill would be asked to review them as part of his review of the Board.</p> <p>The committee noted that the questions did not look forward and that they should look at how members of the Board and its committees felt that improvements could be made, what the next steps should be and how best to move the Board to the next level.</p>

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	It was RESOLVED to review and amend the questions in the light of the Governors comments.
G&S20/024	<p>Agenda Item No. 12 – Review of Terms of Reference</p> <p>The Committee noted the proposed changes to the Terms of Reference. They also agreed to amend the number of members from five to three with immediate effect.</p> <p>It was RESOLVED to approve the changes to the Terms of Reference.</p>
G&S20/025	<p>Agenda Item No. 13: Any Other Business</p> <p>Student Funding Policy</p> <p>Yiannis Koursis discussed the Student Funding Policies which are normally presented to Board at the meeting in May. It was noted that this year, details on funding and student demand for support funds were not clear and it was therefore difficult to estimate accurately what the additional funding support needs and costs would be in the new academic year. Recognising that there is no change to the policies, it was proposed that they were brought to Board in July noting that the budget would be built to accommodate the policies and minimize risk.</p> <p>Governors discussed the implications and potential costs of the proposal and agreed that estimates could be made but that the College would manage this subject to affordability and make changes where appropriate within an agreed budget.</p> <p>It was RESOLVED to approve the delay of the presentation of the policies until July.</p>
G&S20/026	<p>Agenda Item No. 14 - Date and time of next meeting</p> <p>Tuesday 6 October 2020 – 4pm Tuesday 9 February 2021 – 4pm Tuesday 27 April 2021 – 4pm</p>

The meeting closed at 5.45pm

Signed (Chair): **Dated:**

