

**Minutes of the meeting of the Governance and Search Committee held on Tuesday 21
September 2021 at 3:30pm.**

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

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

Minute	
PROCEDURAL MATTERS	
G&S21/011	Agenda Item No. 1: Quorum The meeting was quorate.
G&S21/012	Agenda Item No. 2: Apologies for Absence Apologies were received from Nick Bowen.
G&S21/013	Agenda Item No.3: Declarations of interest: There were no declarations of interest.
G&S21/014	Agenda Item No.4: Minutes of the Governance and Search Committee held on 27 April 2021. The minutes were approved as a correct record. It was RESOLVED to approve the Minutes of the meeting held on 27 April 2021. The minutes were signed by the Chair.
G&S21/015	Agenda Item No. 5: Actions arising from previous meetings The Committee noted the rolling action list. Gavin Day had agreed to take on the role of Link Governor. The Code of Good Governance had not yet been published but was expected shortly.

Minute	
	<p>It was RESOLVED to note the Rolling Action List.</p>
<p>G&S21/016</p>	<p>Agenda Item No. 7: Board Constitution and appointments.</p> <p>The Clerk presented the Board Constitution and appointments papers.</p> <p>Governors discussed the constitution, terms of office, roles and succession planning.</p> <p>Lucy Bartholomew had joined the Board as the Student representative for FE. She has been through the Clerks induction and is scheduled to meet the Principal in due course.</p> <p>Governors discussed the extension of terms for Simon Taylor and Conor Moss and it was agreed that Simon Taylor’s term of office would be extended for an additional four years and Conor Moss’ for one additional year.</p> <p>Governors noted that David Shepherd’s full term of office ended in October 2022.</p> <p>Governors discussed the replacement for Nick Bowen and the tentative application received over the summer and agreed to ask both to attend for interview.</p> <p>Governors discussed the vice-chair role and Chair updated the Committee on discussions.</p> <p>Governors congratulated Simon Perryman on his election as the Yorkshire and Humberside Representative on the AoC Governors Council.</p> <p>Governors noted the update on training and the need to complete the mandatory training.</p> <p>The Clerk noted that the new Code of Good Governance had not yet been published but was expected this week and a report would be produced for the next meeting.</p> <p>It was RESOLVED to recommend to the Board the reappointment of Simon Taylor for an additional four years.</p> <p>It was RESOLVED to recommend to the Board the reappointment of Conor Moss for one additional year.</p>

Minute	
G&S21/017	<p>Agenda Item No. 8: Review of business deemed confidential</p> <p>Governors noted the report and agreed the recommendation that there were no additional minutes that could be released into the public domain as they continued to remain confidential.</p> <p>It was RESOLVED to note the review of business deemed confidential.</p>
G&S21/018	<p>Agenda Item No. 9: Committee and Board Effectiveness Review</p> <p>The Clerk presented a summary of the results of the surveys. It was noted that time had been set aside in the next Board meeting agenda to discuss the results of the survey and agree actions as well as future training and development requirements. 9 out of a possible 17 governors had completed the surveys.</p> <p>Governors discussed the results and discussed possible training and development either through the Creative Sessions or at the Strategic Seminar. Governors discussed the impact of the pandemic on the College and the local community including social mobility, ways of working, place shaping and educational policy and future direction. It was agreed that these topics as well as the results of the discussion at the Board meeting would be used to inform the Strategic Seminar agenda and Creative sessions.</p> <p>Governors also discussed comments made as part of the review and from the Chair's one to one reviews during the summer.</p> <p>It was noted that face to face meetings had resumed although it was likely that a percentage of governors would attend remotely in the future.</p> <p>Comments on the volume of paperwork and the size of the agenda were amended and it was noted that various versions of the Board papers were now being produced to highlight key points as well as providing the appropriate levels of detail to ensure that governors carry out their duties. A discussion element was being trialled to allow governors to spend more time tackling key strategic issues and starred items had been introduced which would be approved unless a governor requested a more detailed discussion.</p> <p>It was RESOLVED to note the results of the survey and discuss them further with the Board at the meeting in October.</p>

Minute	
G&S21/019	<p>Agenda Item No. 10: Governor Behaviours</p> <p>The Clerk presented a draft set of behaviours which had been developed from the feedback received at the Strategic Seminar and from the existing behaviours in the current Code of Good Governance.</p> <p>It was RESOLVED to note the report and recommend the adoption of the behaviours at the Board meeting in October.</p>
G&S21/020	<p>Agenda Item No. 11: Governance Update</p> <p>The Clerk presented a report on changes in governance and the wider sector over the last few months. It was noted that there was a new ESFA governor data collection requirement.</p> <p>It was RESOLVED to note the report.</p>
G&S21/021	<p>Agenda Item No. 12: Analysis of Attendance</p> <p>The Clerk presented the annual report on attendance and it was noted that overall board attendance was up from 79% in 2019/20 to 93% in 2020/21.</p> <p>The contribution made by Governors over and above formal meetings was noted with an additional 85, meetings, events and activities undertaken in 2020/21 both virtually and in person. The target for 2021/22 was set at 85%.</p> <p>It was RESOLVED to note the report.</p>
G&S21/022	<p>Agenda Item No. 13: Governor Expenses</p> <p>It was RESOLVED to note the report and approve their reporting to the Board as per the financial regulations</p>
G&S21/023	<p>Agenda Item No 14: Code of Conduct</p> <p>The Clerk noted the amends to the Code of Conduct which were made following recommendations from Eversheds. A new version will be issued to include the behaviours once approved and any relevant amendments from the Code of Good Governance. Board members will be asked to sign the new version.</p>

Minute	
	<p>It was RESOLVED to note the minor amends to the Code and recommend their approval to the Board.</p>
<p>G&S21/024</p>	<p>Agenda Item No. 15: SPH Policies</p> <p>The Clerk presented the amended SPH policies. It was noted that they would be circulated to senior post holders for their comments before final approval by the Board in January.</p> <p>Governors discussed the skills required to support Governors through the processes and it was agreed that the option to include external HR support would be added to the policies. It was also agreed that the Clerk would add a flow chart to the relevant policies.</p> <p>It was RESOLVED to note the policies.</p>
<p>G&S21/025</p>	<p>Agenda Item No. 16: Complaints Policy</p> <p>The Clerks presented an updated complaints policy.</p> <p>It was RESOLVED to approve the recommended changes and recommend them to the Board for approval.</p>
<p>G&S21/026</p>	<p>Agenda Item No. 17: Terms of Reference</p> <p>It was agreed to amend the Quoracy of the Governance and Search Committee to 2 members to reflect the reduced number of members.</p> <p>It was RESOLVED to approve the amendment to the terms of reference and recommend their approval to the Board.</p>
<p>G&S21/027</p>	<p>Agenda Item No. 18: Standing Orders</p> <p>The Clerk presented a report on the standing orders including a minor amendment to remove the student sabbatical officer as the role no longer existed.</p> <p>It was RESOLVED to note the amendment to the Standing Orders and recommend their approval to the Board.</p>

Minute	
G&S21/028	Agenda Item No. 19: Any other Business There was no other business.
G&S21/029	Agenda Item No. 20- Date and time of next meeting Tuesday 3 May 2022 – 4pm

The meeting closed at 5.37pm

Signed (Chair): **Dated:**