

**Minutes of the meeting of the Governance and Search Committee held on Tuesday 24  
May 2022 at 4pm.**

**Present:** Simon Perryman (Chair)  
Helen Jaggard (Governor)

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

Minute	
<b>PROCEDURAL MATTERS</b>	
<b>G&amp;S22/001</b>	<b>Agenda Item No. 1: Quorum</b>  The meeting was quorate.
<b>G&amp;S22/002</b>	<b>Agenda Item No. 2: Apologies for Absence</b>  Apologies were received from Nick Bowen
<b>G&amp;S22/003</b>	<b>Agenda Item No.3: Declarations of interest:</b>  There were no declarations of interest.
<b>G&amp;S22/004</b>	<b>Agenda Item No.4: Minutes of the Governance and Search Committee held on 21 September 2021.</b>  The minutes were approved as a correct record.  It was <b>RESOLVED</b> to approve the Minutes of the meeting held on 21 September 2021.
<b>G&amp;S22/005</b>	<b>Agenda Item No. 5: Actions arising from previous meetings.</b>  All items had either been completed or were covered in the agenda.  The Committee noted the rolling action list.  It was <b>RESOLVED</b> to note the Rolling Action List.

Minute	
<b>G&amp;S22/006</b>	<p><b>Agenda Item No. 7:</b> 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>Governors discussed the current and forthcoming vacancies. Nick Bowen (Board) and David Shepherd’s (Board) term of office came to an end in July and October respectively, Simon Taylor (Board) and David MacDougall (ITS Board) had resigned and Conor Moss (Board) had indicated that he intended to stand down in the summer.</p> <p>It was agreed that a recruitment campaign would be undertaken to find new Governors/Trustees with skills required in HE, business development, local or regional funding bids, local LEP knowledge, business growth, sustainability, health and safety and audit. The committee would also take note of the recommendations in the model board paper and the recruitment strategy.</p> <p>A number of applications had already been received and it was agreed that interviews would be held in late June/early July.</p> <p>It was noted that Andrew Denniff’s term of office ends next June (2023)</p> <p>Governors noted that the post of Chair and Vice Chair were both up for re-election and would need to be re-appointed at the Board meeting in July. Nominations for Vice-Chair would also be sought and confirmed at the meeting.</p> <p>Governors agreed to amend the Chair’s job description adding ‘protected characteristics.’</p> <p>It was agreed that Helen Jaggar would take on the role of the Chair of the Remuneration Committee.</p> <p>It was agreed that Sharon Jandu or Tracey Johnson would be asked to take on the role of sustainability or health and safety link governor and new governors would be sought who could take on the sixth form and HE roles.</p> <p>It was agreed that a paper would be taken to the Board in July recommending Apprenticeships. English and Maths and the sixth form as deep dive topics for 2022/23. Creative sessions on Risk, the new Ofsted framework and Partnerships were also agreed.</p>

Minute	
	<p>The committee noted the attendance levels of governors and it was agreed that this would be discussed by the Chair of the Board at the 1-2-1 sessions in the summer.</p> <p>Governors noted the training undertaken to date. It was noted that the DfE governor and clerk competency frameworks had been delayed but would be presented to a future committee for discussion. A report on training was now included in the College annual report.</p> <p>The committee discussed the strategic seminar and agreed that governors would be asked to suggest potential themes. It was agreed that the event would be held at Oulton Hall.</p> <p>It was noted that the Code of Good Governance had been adopted by the Board at its meeting in March.</p> <p>It was <b>RESOLVED</b> to note the current and forthcoming vacancies and agree a recruitment strategy for new governors using Nurole.</p> <p>It was <b>RESOLVED</b> to agree to recommend the required re-election of the Chair and Vice-chair to the Board.</p> <p>It was <b>RESOLVED</b> to note the change to the role descriptions for Chair, no changes were made to the Vice Chair role description.</p> <p>It was <b>RESOLVED</b> to propose the deep dive and creative session topics at the Board meeting in July.</p> <p>It was <b>RESOLVED</b> to recommend Helen Jaggar as the new Chair of the Remuneration Committee.</p> <p>It was <b>RESOLVED</b> to ask Sharon Jandu or Tracey Johnson to take on the new role of sustainability link governor</p> <p>It was <b>RESOLVED</b> to note the attendance levels.</p> <p>It was <b>RESOLVED</b> to note the results of the strategic seminar evaluation. Governors would be asked for their views on the overall theme.</p>
<b>G&amp;S22/007</b>	<p><b>Agenda Item No. 8: Model Board</b></p> <p>The Clerk presented a paper on the model board following a recommendation at the Deep Dive into the new Code of Good Governance.</p>

Minute	
	<p>Governors noted that the current composition of the Board does indicate that the Board is relatively diverse. It was noted that the report should be considered in line with the recruitment policy.</p> <p>The Code of Good Governance recommendations were noted and the committee agreed a draft definition of what board diversity means to Barnsley College Board. It was agreed that this would be fine tuned before recommendation to the Board.</p> <p>The committee considered the proposed amendments to the Recruitment and Selection policy and agreed to recommend their approval to the Board.</p> <p>It was <b>RESOLVED</b> to propose a draft definition on board diversity to the Board with associated measures.</p> <p>It was <b>RESOLVED</b> to recommend the amended Recruitment and Selection Policy to the Board for approval.</p> <p>It was <b>RESOLVED</b> to note the recommendation in the Code of Good Governance to reflect on its actions in the annual report.</p>
<b>G&amp;S22/008</b>	<p><b>Agenda Item No. 9: Committee and Board Effectiveness</b></p> <p>It was agreed that as a survey would be issued as part of the external review (Agenda Item 10), no internal surveys would be issued this year, in line with the guidance published by the DfE (20 May 2022).</p> <p>It was <b>RESOLVED</b> to postpone the committee and board surveys for 2022 and use the surveys that will be issued as part of the external review.</p>
<b>G&amp;S22/009</b>	<p><b>Agenda Item No. 10: External Review</b></p> <p>The Clerk presented a paper on the commissioning of an external review. New guidance was published by the DfE on Friday.</p> <p>The Committee discussed key roles and responsibilities, the process for selecting a reviewer, timing and costs and budgets.</p> <p>The committee agreed that the Clerk would approach relevant providers. Scope and objectives would be agreed with the chosen provider but it was noted that the review should focus on areas where it could add value to the development and growth of the Board and its members.</p> <p>It was noted that Simon Perryman was a reviewer as part of the AoC External Review offer.</p>

Minute	
	<p>It was <b>RESOLVED</b> to agree the proposed timetable.</p> <p>It was <b>RESOLVED</b> to agree a budget once detailed costs had been provided.</p>
<b>G&amp;S22/010</b>	<p><b>Agenda Item No. 11: Code of Conduct</b></p> <p>The Clerk presented proposed amendments to the Code of Conduct reflecting advice from Eversheds.</p> <p>It was <b>RESOLVED</b> to recommend their approval to the Board.</p>
<b>G&amp;S22/011</b>	<p><b>Agenda Item No. 12: Review of Committee Terms of Reference</b></p> <p>The Clerk noted that the terms of reference had been reviewed in light of the new Code of Good Governance and no amendments were recommended.</p> <p>It was <b>RESOLVED</b> to note the recommendation and recommend their approval to the board.</p>
<b>G&amp;S22/012</b>	<p><b>Agenda Item No. 13: Review of Standing Orders</b></p> <p>The Clerk noted that the Standing Orders had been amended to reflect changes in the law post Brexit.</p> <p>It was <b>RESOLVED</b> to note the changes and recommend their approval to the Board.</p>
<b>G&amp;S22/013</b>	<p><b>Agenda Item No 14: Governance Improvement Action Plan</b></p> <p>The committee noted the progress made on the Governance Improvement Action Plan and the new actions resulting in the implementation of the new Code of Good Governance.</p> <p>It was <b>RESOLVED</b> to note the Governance Improvement Action Plan.</p>
<b>G&amp;S22/014</b>	<p><b>Agenda Item No. 19: Any other Business</b></p> <p>There was no other business.</p>

<b>Minute</b>	
<b>G&amp;S22/015</b>	<b>Agenda Item No. 20: Date and time of next meeting</b> <b>Tuesday 20 September 2022 – 4pm</b>

The meeting closed at 5.37pm

**Signed (Chair):** ..... **Dated:** .....