



**GREENHEAD COLLEGE CORPORATION**  
**Minutes of the Search and Governance Committee Meeting**  
**Held on Monday 11<sup>th</sup> November 2019 at 4.30 pm in Principal's Office**

**Present:** Sue Ellis\* (Chair), Simon Lett\* (Principal), Richard King\*, Pete Woodcock\*

\* *Governor*

Meeting began: 4:30pm  
Meeting closed: 5:35pm  
Quorum: 3 Governors  
Attendance: 80%

The committee Chair welcomed committee members and opened the meeting, noting that due to ill-health, the Clerk to the Corporation would be unavailable.

**1. Apologies for absence**

Apologies for absence were received from Katie Mallinson (work commitments) and Hilary Thomson (ill-health).

**2. Items for discussion under Any Other Business**

No additional items were identified for discussion under any other business.

**3. Declaration of pecuniary / prejudicial interest**

Committee members were invited to declare any direct, indirect, pecuniary, personal or prejudicial interest relating to any item on the agenda for the meeting. No interests were declared.

**4. Minutes of the previous meeting held (02-09-19)**

Committee members considered the previously circulated minutes of the Search and Governance committee meeting held on 2<sup>nd</sup> September 2019. New amendments were noted relating to discussion to advance the potential appointment of governor John Holroyd (JHO) in the interim and the addendum to the minutes setting out the reasons and basis to proceed was also approved by the committee.

**RESOLVED:** that the above minutes and addendum were approved as an accurate record of proceedings.

**RESOLVED:** to recommend to the Corporation at its next meeting (3rd December 2019) that JHO be appointed as an external governor with a four year term of office, and committee membership for 2019/20 as a member of the Finance and Estates committee.

## 5. Governor recruitment update

The schedule of information supplied was noted. SEL gave a short update on seeking a 'Faith governor' in that following an approach to an ecumenical faith community resulting in no interest, individual approaches to two Christian communities had been undertaken and there was a potential interest from one of them. This was to be followed up by RAR speaking to the individual. RKI, as a new member of the committee, asked whether there was a consequence of non-appointment in this role or the gap in recruiting. It was confirmed that whilst the governing body had a set number there would not be implications of time in seeking out the best candidate.

**Action: RAR.**

SEL confirmed there had also been a meeting at which there had been discussion with regard to succession planning and RAR had agreed to follow up with PWO about a potential University of Huddersfield nominee. PWO indicated in the meeting that he could recommend an individual and offered to speak to them and feedback.

**Action: PWO.**

There was also a discussion about whether any former headmaster or college principal might be recruited to the governing body. SEL indicated it might be possible to invite a recently retired assistant principal to consider becoming a governor.

It was accepted that the objective is to widen the pool and building experience and two other initiatives were also being pursued, firstly contacting the database held by Claire Barnes for PAWS, and secondly for RAR to incorporate a short description of the governor role and invitation at open meetings for potential students and their parents.

## 6. Skills audit

The document summarising responses had been circulated and was considered. It was noted that the majority of governors felt confident in most areas but there were some development areas identified. A strong response would be targeted on a bespoke basis - two areas which jumped out being financial management/ understanding the education financial regime and the understanding of Alps.

**Action: RAR to raise with relevant members of SLT to offer short training sessions.**

## 7. Succession planning

This has been covered to an extent under the Governor Recruitment update. It was noted that we continue with RAR as interim chair to two committees and ideally he would be replaced quickly by a governor prepared to perform that role. With regard to Quality and Standards it was reported that two individual committee members had been approached but declined for personal reasons. The suggestion was made that a vice-chair role be created for each committee, to share the load and so that the individual involved could be 'learning the ropes'. It was also felt that the review of terms of reference of each committee might assist potential chairs to identify the scope/workload involved and thus encourage participation.

**RESOLVED:** to propose to the Corporation creating a vice chair role for each committee to provide development and support/cover in the absence of the chair.

**8. Link visits**

The summary of Link visits and volunteers against departments was considered. It was noted some people had not yet volunteered and some departments remained uncovered. It was agreed that SLE would write to the governors who have not yet volunteered, listing the departments outstanding and asking them to propose a match.

**Action: SLE.**

Some clarification is required as to what was expected in Link visits following the paper for a revised approach which had been considered at the last Corporation meeting. In the light of most visits being deferred to the spring term, it was felt that the original arrangements whereby a single visit took place would be appropriate.

In considering how such visits were received by heads of department, it was suggested that the question was added 'if you wanted to take this opportunity to give a message to the governing body what would it be?'

**Action: SLE.**

**9. Annual report 2018/19**

A draft document had been circulated. It was noted that this contains factual information about the activities of the governing body. There were questions posed as to whether this was an annual summary and also who was the intended audience. There were some suggestions for improving the purpose and coherence of the report, including an opening paragraph which summarised not just the activities of the governing body, but what had been achieved as a result and challenges faced this year. It was also felt that the learning from Link visits could be brought together in the report.

**RESOLVED:** to receive the report but not to suggest wider publication at this stage although it could be used where helpful, such as in Ofsted or FSE visits.

**10. Update on the review of scheme of delegation**

This review was still intended but a proposed meeting date for chairs had not yet been found. It was felt that additional information about the purpose and conduct of the review might assist.

**Action: SEL to discuss RAR.**

**11. Governor training/development 19/20**

Information on further webinars which were being offered via the SFCA had been circulated. It was needed to clarify whether these were routinely available without a subscription fee and how to access. There was also interest in whether we can gather information as to who has accessed and if material is subsequently available for later reading.

**Action: SEL to discuss RAR.**

12. **Governors data**

As we did not have electronic access, this matter was not discussed.

13. **Any other business**

No additional items were identified at agenda item 2 above for discussion under any other business at this point in the agenda.

14. **Confidentiality**

None of the items discussed was deemed to be confidential.

15. **Date and time of next meeting**

To be advised.

**Signed off by Sue Ellis, Chair, at Search & Governance Committee 20/1/20**