



GREENHEAD COLLEGE CORPORATION

Minutes of the Search & Governance Committee meeting held virtually using Zoom Monday 2 November 2020, 4.30pm

Govs present: Alison Jones (from 5.02pm); Chantal Forrest; Katie Mallinson; Richard Armstrong; Simon Lett (Principal) (from 5.29pm); Sue Ellis (Chair)

In attendance: Ian Leedham (Clerk)

Apologies: none

AGENDA ITEM	DISCUSSION	ACTION
1. Welcome, apologies	SEL welcomed members. No apologies. Noted that AJO & SLE had advised they would be late arriving.	
2. Declarations	No declarations of pecuniary/prejudicial interest.	
3. Minutes 21/9/20	<p>3.1 Minutes 21/9/20, previously circulated, agreed by Committee, signed by Chair, returned to Clerk for filing.</p> <p>3.2 Matters arising not covered on agenda:</p> <ol style="list-style-type: none">(21/9/20 interview): JNO appointed as Associate Gov with a view to becoming External Gov Jan 2021, replacing KMA (who finishes 31/12/20)(21/9/20 min 5.1.2, GBI): GBI has resigned; RAR to thank him for his service(21/9/20 min 5.1.3, JHOr): when vacancy arises, JHOr to become External Gov once Parent Gov role ends 30/11/20(21/9/20 min 5.1.5, expression of interest from one of last year's prospective A1 parents, with marketing background): RAR to check with SLE whether child was accepted(21/9/20 min 5.1.8, Staff Govs election): no expressions of interest; SLE to approach 2-3 middle managers and take from there(21/9/20 min 5.2.1, Parent Gov election): election process ready to go: Clerk to action tomorrow(21/9/20 min 9.1, Govs' Strategy Development Day): agenda to be published tomorrow.	<p>Clerk</p> <p>RAR</p> <p>RAR</p> <p>SLE</p> <p>Clerk</p>
4. Committee Vice-Chair	SEL has approached a Committee member regarding this and will report back in due course.	SEL
5. Sharpening governance	5.1 Committee considered Clerk's draft paper, <i>Governors' self-assessment and training/development needs analysis</i> ,	

<p>(SLE arrived 5.29)</p>	<p>3. related discussion about clearly defining nature of (all) Lead Gov roles – SEL & Clerk to draft a brief/sharp definition.</p> <p>6.2 Review of Corporation composition, building on Clerk’s updated Govs/Committees document, previously circulated:</p> <ol style="list-style-type: none"> 1. JHOR: SEL asked about process of JHOR moving from Parent to External Gov – agreed (1) due process followed previously so no need for formal process now; (2) SEL to notify JHOR that she can effectively take GBI’s place as External Gov; (3) JHOR to continue as SEND Lead Gov 2. new Parent Gov to be asked about Committee preferences, then JHOR to be asked same 3. JNO: she could move towards becoming chair of Q&S (RAR currently interim chair), via initial Vice-Chair appointment – RAR to float with JNO 4. KMA finishes her term of office 31/12/20 – JNO to move from Associate to External Gov to replace her – KMA to become Associate Gov at that point 5. KMA has continued her marketing-communications expert advice role with Marketing & Communications Working Group – will meet again Jan 2021 then quarterly – on related matter, Clerk to tee up conversation between Emily Thompson and Klaudia Losiakowska, GCSA rep on the Working Group 6. Staff Gov election – as per min 3.2.5 above 7. to continue to seek Vice-Chair appointment for each Committee – Clerk to action 8. Steve Armitage’s Associate Gov tenure has ended – RAR to write to thank him and to check with SLE regarding an appropriate gift 9. SEL emphasised desire to organise an appropriate face-to-face event (perhaps linked to a College event e.g. art exhibition) to thank Govs who have departed since March lockdown, once this becomes possible 10. SIR: DBS complete – RAR to talk with SIR about him potentially becoming involved in complaints-related role, as needed. 	<p>SEL/Clerk</p> <p>SEL>JHOR</p> <p>SEL</p> <p>RAR</p> <p>Clerk note</p> <p>Clerk</p> <p>Clerk</p> <p>RAR</p> <p>SEL</p> <p>RAR</p>
<p>7. Governor Link visits 2020/21</p>	<p>7.1 SLE reported that he has reinforced purpose of Link visits with HoDs, and that Link Govs are now free to contact their HoD links – Clerk to remind Govs.</p> <p>7.2 MWH’s Geography contact is Rebecca Gould, covering Geography and Geology – Clerk to remind MWH as needed.</p>	<p>Clerk</p> <p>Clerk > MWH</p>
<p>8. Policies</p>	<p>No policies to review on this occasion.</p>	

<p>9. COVID risks & mitigation</p>	<p>9.1 COVID-related staffing challenges:</p> <ol style="list-style-type: none"> 1. in response to SEL question, SLE explained situation with staff absence and fact that picture has stabilised somewhat today (first day following half-term) 2. RAR asked about S.L.T. contingency plans – SLE explained that safeguarding-related coverage is the key consideration 3. Committee expressed its appreciation of S.L.T. and wider staff efforts and achievements in very testing times. <p>9.2 RAR asked about upcoming DfE COVID guidance – SLE reported new guidance expected but sixth form college situation appears unchanged.</p> <p>9.3 Govs' Corporation and Committee meetings to continue on virtual basis until Christmas, at least.</p>	<p>Clerk note</p>
<p>10. AoB</p>	<p>10.1 Staff Govs election – as per min 3.2.5 above – SLE to update RAR/Clerk in due course.</p> <p>10.2 Committee thanked KMA for her contribution to this Committee and to Corporation more generally – she will be thanked formally at Corporation 7/12/20.</p>	<p>SLE</p> <p>Clerk re agenda</p>
<p>11. Confidentiality</p>	<p>No confidential discussions or papers identified.</p>	
<p>12. Date next mtg</p>	<p>Tue 19 Jan 2021, 4.30pm (note change of day to Tue).</p>	<p>Govs note</p>

Minutes prepared by Ian Leedham (Clerk to the Corporation) on 20/11/20

Signed off by Sue Ellis, Chair, at Search & Governance Committee 19/1/21