



**GREENHEAD COLLEGE CORPORATION**  
**Minutes of the Search & Governance Committee meeting**  
**Monday 20 January 2020, 4.30pm**

**Govs present:** Sue Ellis (Chair); Katie Mallinson (*dial-in 4.40-5.25pm covering item 4*); Pete Woodcock; Richard King; Simon Lett

**In attendance:** Stuart Irving (*for item 4*), Ian Leedham (Clerk)

**Apologies:** none

AGENDA ITEM	DISCUSSION	ACTION
1. Apologies	None.	
2. Determine AoB	No items to discuss under any other urgent business.	
3. Declarations	No declarations of pecuniary/prejudicial interest.	
<b>4. Governor recruitment – interview – Stuart Irving</b> <i>(see min 4.1)</i>	<p><b>4.1</b> (<i>KMA dialled-in 4.40-5.25pm, from start of this item to near the end of it and sent feedback message to Clerk, who relayed to Committee</i>).</p> <p><b>4.2</b> Stuart Irving attended for interview as potential new faith-related Governor (previous, Rev Simon Moore, moved to new Parish), following telephone conversation with RAR. Introductions. Interview:</p> <ol style="list-style-type: none"> <li>1. SEL, PWO, RKI, SLE asked questions building on Stuart’s previously circulated CV (questions on Kirklees Interfaith Group, Ofsted experience, priorities, English/ESL teaching experience, development of diversity/inclusion agenda), Stuart responded, discussion of various points</li> <li>2. Stuart asked questions (North Kirklees student numbers historically and now, student ethnic mix, College expansion plans in context of demand for places, funding issues &amp; implications), responses/discussion, noted that he knows and has worked with Vicky Rhodes</li> <li>3. Stuart departed.</li> </ol> <p><b>4.3</b> Committee discussed interview &amp; next steps (noting KMA’s feedback via Clerk):</p> <ol style="list-style-type: none"> <li>1. felt Stuart brings a wealth of relevant experience (related to faith in broad and specific senses, inclusion, community cohesion), knowledge, and skills</li> <li>2. Committee recommended approval – SEL to feed back to Stuart this evening (<i>done, Stuart accepted offer</i>) – ratification to be sought at Corporation meeting 3/2/20 (first item on agenda), to which Stuart will be invited</li> </ol>	<p style="text-align: right;">SEL (<i>done</i>)</p> <p style="text-align: right;">Clerk</p>

	3. (RKI asked whether references are sought in respect of new Governors – they are not).	
<b>5. Minutes 11/11/19</b>	<p><b>5.1</b> Minutes, previously circulated, agreed by Committee, signed by Chair, returned to Clerk for filing.</p> <p><b>5.2</b> Matters arising not covered on agenda:</p> <p>1. (11/11/19 min 5, clarifying Governor role): RKI followed up point about RAR drafting short description of Governor role – SEL explained this will be developed under auspices of this Committee in due course.</p>	<p>Clerk</p> <p>RAR, SEL</p>
<b>6. Recs from FE Commissioners' visit</b>	<p><b>6.1</b> SLE reported that FE Commissioners' draft report received 17/12/19, College responded 6/1/20 with clarifications &amp; some challenges, awaiting response from Commissioners. Series of 11 recommendations in report – SLE to bring action plan (addressing these recommendations) to Corporation meeting 3/2/20.</p> <p><b>6.2</b> Two governance-related recommendations:</p> <p>1. develop Governance Self-Assessment Report &amp; Improvement Plan, along the lines of an example he (SLE) tabled – this would be drafted by Clerk in Summer-2 and taken to Corporation meeting in Autumn-1 – SEL keen to differentiate this from Audit report, and to agree process of Governor input &amp; drafting – SEL to update RAR</p> <p>2. add an executive summary / action template to reports for/by Governors, to sharpen focus &amp; action – agreed in principle and to be considered at Corporation meeting 3/2/20.</p>	<p>SLE, Clerk re agenda</p> <p>Clerk re agenda SEL&gt;RAR</p> <p>Clerk re agenda</p>
<b>7. Corporation composition &amp; development</b>	<p><b>7.1</b> Current position:</p> <p>1. Committee reviewed current composition of Corporation, using previously circulated details</p> <p>2. <i>see minute 7.3</i> regarding succession/recruitment</p> <p>3. SEL-MWH have discussed possible MWH move from H&amp;S Committee to Q&amp;S Committee</p> <p>4. A&amp;R Committee will need new Chair when PWO steps down in June 2020 (<i>minute 7.3.1 relates</i>)</p> <p>5. efforts continue to release RAR as Interim Chair of F&amp;E Committee and Q&amp;S Committee, in context of his Corporation Chair role.</p> <p><b>7.2</b> Governor skills audit. SLE to give fresh impetus to arranging two short training sessions for Governors, on:</p> <p>1. financial management; and</p> <p>2. academic assessment / ALPs (<i>note minute 7.5.2 below: Governor information/development session prior to Corporation meeting 16/3/20 on data, Mo Bunter</i>).</p>	<p>SLE</p>

	<p><b>7.3 Recruitment &amp; succession planning:</b></p> <ol style="list-style-type: none"> <li>1. PWO to continue to seek potential University-linked replacements for when he steps down in June 2020</li> <li>2. Staff Governors: to be joint staff election, June 2020 (thought JRY will not seek second term of office, RBA would enter third term – Clerk to check in respect of regulations &amp; good practice)</li> <li>3. Student Governors: one-year appointments, so will be replaced as per annual Summer-Autumn-Spring cycle</li> <li>4. regarding wider, longer-term (Autumn) recruitment, RAR has had positive conversations with two interested parties contacted initially via Parents' Evening.</li> </ol> <p><b>7.4 Induction:</b></p> <ol style="list-style-type: none"> <li>1. Clerk to arrange induction meeting for recently appointed Governors (JHO, MWH, RKI, SDO)</li> <li>2. Clerk to refresh existing Induction Pack (dated April 2018)</li> <li>3. RKI asked about DBS checks in respect of himself and other new Governors – Clerk to check situation, liaising with Jess Norcliffe, HR Manager</li> <li>4. RKI also asked about parking permit and Moodle introduction – Clerk to progress with him.</li> </ol> <p><b>7.5 Training &amp; development.</b> Clerk reported on schedule of Governor information/development sessions prior to Corporation meetings (4pm, 30 mins):</p> <ol style="list-style-type: none"> <li>1. 3/2/20 John Clyde Evans, staff wellbeing &amp; mental health update</li> <li>2. 16/3/20 Mo Bunter, data</li> <li>3. 18/5/20 Usman Anwar, Safeguarding &amp; Prevent update</li> <li>4. 6/7/20 Vicky Rhodes, equality &amp; diversity update.</li> </ol> <p>This was welcomed by Committee.</p>	<p>PWO</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk with RKI</p> <p>Clerk re agendas</p>
<p><b>8. Governor Link Visits</b></p>	<p><b>8.1</b> Committee considered nominated links and progress with arrangements 2019/20, referring to 'Governor link visits 2019-20' paper, previously circulated:</p> <ol style="list-style-type: none"> <li>1. Has been agreed to revert to lighter touch, one Link Visit per year approach, as per Part 2 of the above paper. Based on his experience with 'Business' Link Area, RKI questioned whether one visit sufficient – SEL argued that one visit is an achievable minimum given Governor capacity constraints, and that more than that (as in RKI's case) is to be welcomed but not expected.</li> <li>2. Clerk has followed up Governors who do not yet have a Link Area, and will follow up again prior to Corporation meeting 3/2/20.</li> </ol> <p><b>8.2</b> On wider level, review of purpose of Link Visits to be led by RAR with PWO &amp; Mo Bunter as SLT lead – Clerk to arrange meeting for February 2020.</p>	<p>Clerk</p> <p>Clerk</p>

<b>9. Scheme of Delegation review</b>	<p><b>9.1</b> As part of governance review process, each Committee to review its delegations / Terms of Reference, starting with this Committee, subsequently feeding in to report for Corporation meeting 6/7/20.</p> <p><b>9.2</b> SLE reported that in John Blake's absence:</p> <ol style="list-style-type: none"> <li>1. he (SLE) will be SLT Link for F&amp;E Committee and H&amp;S Committee</li> <li>2. hopefully John Blake can retain his SLT Link for A&amp;R Committee via phone dial-in (noting SLE's observer status on this committee).</li> </ol>	SEL
<b>10. AoB</b>	<p><b>10.1</b> No urgent AoB (min 2 relates).</p> <p><b>10.2</b> Two more routine AoB matters raised:</p> <ol style="list-style-type: none"> <li>1. Clerk prompted on S&amp;G Deputy Chair arrangements – Committee agreed to defer this until matters in minute 9 dealt with</li> <li>2. RKI asked about the appointment of business case consultants for the building capital development project – SLE updated – AA Projects engaged, following discussions with RAR – to be discussed in detail at F&amp;E Committee 27/1/20.</li> </ol>	Clerk re agenda
<b>11. Confidentiality</b>	No confidential discussions or papers identified.	
<b>12. Date next mtg</b>	TBA, Summer Term.	

**Minutes prepared by Ian Leedham (Clerk to the Corporation) on 27/1/20**

**Signed off by Sue Ellis, Chair, at Search & Governance Committee 9/6/20**