



GREENHEAD COLLEGE CORPORATION

**Minutes of the Search & Governance Committee meeting held virtually using Zoom
Monday 21 September 2020, 4.30pm**

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

In attendance: Ian Leedham (Clerk)

Apologies: none

AGENDA ITEM	DISCUSSION	ACTION
0. Pre-meeting interview with prospective new Gov, Jo Nowacki	<p>0.1 Interview conducted by SEL with potential new Governor, Jo Nowacki, with view to being Associate Governor in first instance then permanent Governor in Dec 2020 or beforehand, filling vacancy at that time and ensuring no conflict of interest with her FE Commissioners' role (note that F.E.C. is fine with her potential appointment). Jo's CV had been previously circulated. Other Committee members listened in (all members present).</p> <p>0.2 Principal questions and substantive points/discussions:</p> <ol style="list-style-type: none">1. contributions to improving quality and effectiveness of leadership in sixth form college, in general and specifically in terms of preparing for inspection2. experience in dealing sensitively with potential conflicts of interest3. examples of dealing with tricky or controversial issues; Jo emphasised centrality of student voice in this and all other Governor deliberations4. views on how to improve diversity of Corporation (including discussion of former students angle)5. discussion of potential fit with various committees (principally Q&S, possibly A&R, also note marketing-communications and safeguarding expertise). <p>0.3 After Jo's departure, Committee discussed the interview. Very strong candidate, Committee very happy to recommend, SEL to recommend approval to Corporation 5/10/20, as Associate Governor initially as per min 0.1. SEL to contact Jo regarding this; Clerk to invite Jo to Corporation meeting. SEL to review both vacancies and potential Committees (SLE underlined Jo's potential contribution to Q&S and preparing for inspection; Jo mentioned A&R too).</p>	<p>Clerk re agenda SEL / Clerk</p>
1. Welcome, apols	SEL welcomed members, all present (no apologies).	
2. Declarations	No declarations of pecuniary/prejudicial interest.	

<p>3. Minutes 9/6/20</p>	<p>Minutes 9/6/20, previously circulated, agreed by Committee, signed by Chair, returned to Clerk for filing. No matters arising not covered on agenda.</p>	<p>Clerk</p>
<p>4. Sharpening governance</p>	<p>4.1 FE Commissioners' visit 13/7/20: governance implications:</p> <ol style="list-style-type: none"> 1. Governance Self-Assessment Report (S.A.R.) to be completed this term – see min 4.2.1 2. cover/action sheet for Governors' papers, to sharpen focus, action, follow-through, impact – being implemented this term 3. gaps in Governor expertise identified in respect of capital development & property management – this will be highlighted as a need in upcoming Parent Governor election process – KMA suggested proactive outreach using LinkedIn etc – CFO suggested better utilisation of existing Governors' networks. <p>4.2 Governors' self-assessment and skills matrix update:</p> <ol style="list-style-type: none"> 1. RAR & SEL to draft S.A.R. using Notre Dame Sixth Form College template previously supplied by SLE – AJO offered to subsequently review the draft 2. CFO pointed out that company board reports would provide useful format & content tips – she will suggest examples to RAR/SEL 3. as one part of S.A.R. process, Clerk to follow up and analyse completed self-assessment forms and feed back to RAR & SEL. <p>4.3 Governance e-platform. Clerk updated on intention to switch from Zoom to Microsoft Teams. Teams is college's preferred platform and offers greater functionality, but requirement of Greenhead email address is a constraint given that external people regularly participate in Govs' meetings (e.g. potential new Govs, auditors, AA Projects). Clerk to continue to liaise with IT colleagues to attempt to find best solution.</p>	<p>RAR</p> <p>RAR/SEL >AJO</p> <p>CFO</p> <p>Clerk</p> <p>Clerk</p>
<p>5. Reviewing Corporation composition</p>	<p>5.1 Review of Corporation membership, building on updated Govs/Committees document, previously circulated:</p> <ol style="list-style-type: none"> 1. CSH fully available again following his need to step aside to an extent last term 2. GBI has new job role and may not have time to do justice to Gov role; he is in communication with RAR & Clerk; RAR will follow up prior to Corporation 5/10/20 3. JHO interested in staying as Gov beyond her Parent Gov role ending Nov 2020 – Committee keen to enable this to happen and will review external Gov vacancies accordingly 4. Jo Nowacki to become Associate Gov in first instance subject to Corporation approval 5/10/20 (min 0.3 relates) 	<p>RAR</p> <p>SEL note</p>

	<p>5. KMA finishing Dec 2020 (at end of her term of office) – she will likely be replaced by Jo Nowacki Dec 2020, subject to other Governor ins/outs – RAR referred back to expression of interest from one of last year’s A1 parents, with marketing background</p> <p>6. SIR has supplied his D.B.S. details and mandatory requirements process now underway</p> <p>7. Committee mindful of gaps in Gov expertise – see min 4.1.3</p> <p>8. election process upcoming for Staff Governors x 2</p> <p>9. SEL to continue her current term, to after OFSTED inspection; she said she could step back to make way for new Governors if required.</p> <p>5.2 Reaching a wider audience of potential Governors:</p> <p>1. RAR to emphasise external Governor vacancies in upcoming Parent Governor election process</p> <p>2. AJO suggested Governor apprenticeship-type schemes encouraging young people to consider becoming a Governor, and referred to examples in higher education – she will send information to SEL/RAR.</p> <p>3. CFO suggested better utilisation of Govs’ networks (min 4.1.3)</p> <p>4. KMA suggested proactive outreach using LinkedIn etc, going beyond existing networks (min 4.1.3 relates).</p> <p>5.3 Marketing & Communications Working Group:</p> <p>1. KMA’s offer to continue as external/informal advisor to the Group was gratefully accepted by Committee</p> <p>2. she suggested meeting with Group in next few weeks, to encourage and support a more strategic and proactive approach to communications – KMA/RAR to arrange.</p> <p>5.4 Potential re-structure of Corporation & its Committees:</p> <p>1. RAR & SLE expressed reservations about no-Committee model</p> <p>2. CFO suggested streamlining Committees, retaining the core ones (Q&S, F&E) with the business of other existing committees dealt with by Corporation directly</p> <p>3. RAR to draft brief discussion paper for Corporation meeting 5/10/20.</p>	<p>RAR</p> <p>AJO</p> <p>KMA/RAR</p> <p>RAR</p>
<p>6. Governor Link visits 2020/21</p>	<p>SLE introduced and summarised his paper, previously circulated, which essentially proposes to carry over 2019/20 plans with some modifications and introduces key focus topics. He asked if visits should still take place in COVID context: Committee felt visits are very valuable and should continue wherever possible. Agreed SLE to:</p> <p>1. state in paper that participation in Departmental meetings could be virtual</p> <p>2. reinforce purpose of Link visits with HoDs (rather than Governors having to explain each time)</p> <p>3. convey above via Principal’s Report for Corporation</p>	<p>SLE x 3</p>

	5/10/20.	
7. Policies	No policies to review on this occasion.	
8. COVID risks & mitigation	Nothing additional to matters considered in above minutes.	
9. AoB	<p>9.1 Governors' Strategy Development Day Mon 9 Nov. Agenda items include: values, vision, mission; wider policy context; strategy refresh (including capital development, teaching models, IT requirements); inspection preparation. Committee keen to progress this virtually (face-to-face delivery too risky in COVID context), with sessions taking place over period of time (e.g. some 40-minute sessions prior to Corporation meetings and a half-day session, all virtually) and being recorded (KMA point about 'watch/listen again' links). Subsequently aim for informal get-together when it becomes safe to meet face-to-face. Agreed RAR/SEL/SLE to review in above context and to put plans & dates in place, liaising with Clerk as needed. RAR to produce brief update paper for Corporation 5/10/20.</p> <p>9.2 CFO pointed out that continuing consideration is needed of virtual basis of Governor meetings /sessions, given that staff & students are back in College.</p> <p>9.3 Governors' safeguarding requirements. SLE updated on Single Central Record gaps. Agreed Clerk to:</p> <ol style="list-style-type: none"> 1. add AJO to S.C.R. list and progress D.B.S. & mandatory training process with her 2. check MWH D.B.S. and mandatory training situation 3. check Govs' mandatory training requirements given 3-year shelf life of safeguarding/Prevent certificates 4. pursue annual Keeping Children Safe in Education (KCSiE) refresh in terms of the KCSiE document and associated Greenhead quiz (making clear it's an annual requirement) – Usman A to reinforce this at Corporation meeting 5/10/20. 	<p>RAR/SEL/ SLE RAR</p> <p>Clerk x 4</p> <p>SLE>UAN</p>
10. Confidentiality	No confidential discussions or papers identified.	
11. Date next mtg	Mon 2 Nov 2020, 4.30pm.	Govs note

Minutes prepared by Ian Leedham (Clerk to the Corporation) on 28/9/20

Signed off by Sue Ellis, Chair, at Search & Governance Committee 2/11/20