



GREENHEAD COLLEGE CORPORATION

**Minutes of the Search & Governance Committee meeting held virtually using Teams
Tuesday 19 January 2021, 4.30pm**

Govs present: Chantal Forrest; Kasim Sheikh (from 5.35pm); Richard Armstrong;
Simon Lett (Principal); Sue Ellis (Chair)

In attendance: Ian Leedham (Clerk)

Apologies: Alison Jones

AGENDA ITEM	DISCUSSION	ACTION
1. Welcome, apologies	SEL welcomed members. AJO apologies noted. KSH had previously informed Clerk he would be arriving late.	
2. Declarations	Declarations of pecuniary/prejudicial interest: RAR declared that he knows one of the potential Governors (LW) being considered in min 5 below, on a family friend basis.	
3. Minutes 2/11/20 & matters arising not on agenda	<p>3.1 Minutes 2/11/20, previously circulated, agreed by Committee, signed by Chair, returned to Clerk for filing.</p> <p>3.2 Two matters arising, as per mins 3.3 & 3.4 below.</p> <p>3.3 (2/11/20 min 6.1.3, Lead Gov roles). Agreed SEL to draft definition of Lead Gov roles, building on her work in Nov-2020 and Safeguarding/SEND descriptions on website.</p> <p>3.4 (2/11/20 min 7.1, Link Gov Visits). In response to SEL question, SLE clarified arrangement for Link visits:</p> <ol style="list-style-type: none"> 1. for curriculum areas, it may be difficult to arrange two visits (joining scheduled department meeting then follow-up tour / learning walks), in which case the two visits could be combined, with this taking place remotely via Teams if needed (it may subsequently prove possible to do in-College follow-up) 2. for support areas, Link Govs should make arrangements with their allotted manager for visit to take place remotely via Teams (as opposed to in-College short tour of the department/area and meeting with staff) 3. closing date for both sets of visits extended to July 2021 4. SLE to share draft along above lines with SEL/RAR and then finalise & share it with HoDs; SEL/RAR to update Govs at Corporation meeting 1/2/21 5. RAR updated on Link area suggestions made to Kasim Sheikh (Law) and Ian Lavan (choose PE or Careers). 	<p>Clerk</p> <p>SEL</p> <p>SLE SEL/RAR/ Clerk-agenda</p>

4. Committee Vice-Chair	AJO had previously volunteered to take on this role; Committee endorsed & thanked her (in her absence today).	AJO/Clerk note
5. Governor recruitment update & recommendations	<p>5.1 SEL updated Committee on recent interviews with three candidates who after unsuccessful participation in Parent Gov election process had expressed interest in External/Associate Gov roles (Lisa W, Victoria W, Marta M); Clerk had previously circulated CVs and interview notes for each, along with copy of interview questions proforma.</p> <p>5.2 CFO emphasised need to be clear on two fundamentals & Committee discussed, as below:</p> <ol style="list-style-type: none"> 1. expertise gaps to inform recruitment – currently identified priority gaps are communications-related expertise, high schools link, FE expertise (this was a FE Commissioners’ recommendation & Jo N cannot commit to Associate-to-potential-External Gov role owing to work pressures), capital development skill set, strategic-related expertise (especially since departure of Sue D) 2. understanding legal parameters of Gov designations & numbers – agreed Clerk to check Instrument & Articles of Government to confirm (previous assumption that current structure was mandated in Instrument) 3. potential to consider advertising to meet identified expertise gaps, in order to test wider market. <p>5.3 Committee proposed (in priority order):</p> <ol style="list-style-type: none"> 1. clarify legal parameters of Gov designations & numbers, as per min 5.2.2 above, to inform any offers made 2. recommend Victoria as External Gov appointment, given her communications-related expertise 3. Gov with FE expertise would be next priority for External Gov berth – SLE to advise on potential route to market 4. recommend Lisa as Associate Gov with view to becoming External Gov (or External Gov straight away if numbers allow) to bring needed strategic & business expertise 5. continue to pursue Gov with capital development skill set (whether as Associate or External Gov) (noted RAR to approach person he has in mind) 6. be mindful of continued need to diversify Gov base, especially in terms of ethnicity 7. thank Marta for her application. 	Clerk SEL/Cttee note SLE
6. Review Corporation/ Committee membership	6.1 Review of Corporation/committee membership, Lead Gov responsibilities, and S.L.T.-led Working Groups, building on Clerk’s updated Govs/Committees document, previously circulated. See minutes 6.2 to 6.9 below for amendments made or suggested; RAR to agree nominations/appointments with Govs listed except Staff Govs, with whom SLE will liaise.	SEL note RAR / SLE

	<p>6.2 Corporation:</p> <ol style="list-style-type: none"> 1. Stuart Hillary replacement (External Gov with high schools link) – to continue with consideration of expression of interest received from Moor End Academy 2. Jo N – see min 5.2.1 above. <p>6.3 A&R Committee:</p> <ol style="list-style-type: none"> 1. Staff Gov member to be Paddy D (replacing Ruth Baker’s previous role) 2. Stuart Hillary replacement to be added 3. potential Student Gov (LGI) replacement, in respect of mitigating H&S-related risks – regarding this and more generally, RAR to discuss with Richard King how complexity & pace of business could be made new-Gov friendly in this context. <p>6.4 F&E Committee:</p> <ol style="list-style-type: none"> 1. Ian L to be added (replacing Sue D’s previous role) 2. Abby B might move to Cap Devt – see min 6.5 below 3. potential for Lisa to be added, if appointed (min 5.3.3 relates). <p>6.5 Capital Development sub-committee (of F&E):</p> <ol style="list-style-type: none"> 1. could become Committee in its own right, and including representation from each existing Committee – RAR to raise at Corporation 1/2/21 2. Parent Gov – could be Ian L 3. Staff Gov – Paddy D tbc 4. Student Gov – could be Abby B (currently F&E observer) 5. Communications support – Victoria W earmarked 6. CFO tbc, Richard K tbc, John H tbc. <p>6.6 Q&S Committee:</p> <ol style="list-style-type: none"> 1. Kasim S 2. Staff Gov – James R 3. Stuart Hillary replacement to be added 4. Jo H (SEND Lead Gov) tbc. <p>6.7 S&G Committee</p> <ol style="list-style-type: none"> 1. Victoria W earmarked (as Katie Mallinson replacement) 2. potentially Stuart I in his role as diversity & inclusion linked Gov (noting he is already on Q&S). <p>6.8 Lead Gov responsibilities:</p> <ol style="list-style-type: none"> 1. Marketing & Communications – Victoria W earmarked. <p>6.9 S.L.T.-led Working Groups:</p> <ol style="list-style-type: none"> 1. Safeguarding Working Group – Staff Gov James R tbc (replacing Ruth Baker) 2. H&S Working Group – SLE to confirm with John B that this Group is in place or to be developed – student voice is central to it – James R to join given his role as Staff 	<p>RAR</p> <p>RAR / Clerk-agenda</p> <p>SLE</p>
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	H&S Rep.	
7. Governor induction, training, development	<p>Clerk updated and Committee considered, as follows:</p> <ol style="list-style-type: none"> 1. Governor induction pack & materials: individual stand-alone materials have been developed, are in use, will be further developed, and will be pulled together into a coherent induction pack 2. new Governor inductions: Parent Govs Kasim S & Ian L dates booked; format (Microsoft Teams) & structure agreed; agreed RAR to conduct Staff Govs James R & Paddy D inductions (Clerk/RAR to approach them for dates); same induction process to be followed for upcoming new Govs 3. late inductions for pre-existing Govs: RAR to have a telephone conversation with them rather than do induction per se 4. Governor training & development: SFCA webinar notes to be uploaded to Teams 5. Governor info/development sessions prior to Corporation meetings back underway and being planned going forward – potentially finance (revenue & capital) focus at upcoming session prior to Corporation 15/3/21; SLE suggested subsequent session could be on counselling & related safeguarding issues (Usman Anwar). <p>[KSH arrived 5.35pm]</p>	<p>Clerk>RAR</p> <p>RAR</p> <p>Clerk</p>
8. Governance e-platform (Microsoft Teams) update	<p>Clerk updated on ongoing development of one-stop-shop for Governor access to documents and meetings on Teams:</p> <ol style="list-style-type: none"> 1. 'Greenhead Govs' team, channels for Corporation, each Committee, key documents, training/development 2. principle of 'all Govs can access all information' and dip in to meetings etc as they choose (beyond Committee members being specifically invited) – Clerk has updated Govs along these lines 3. Clerk to upload all minutes (signed-off and draft) to Teams and signed-off minutes to Governors section of College website 4. need for Gov Teams training noted by CFO/RAR – Clerk to consider how to progress 5. RAR raised issue of investing in Govs' IT, rather than each Gov being reliant on his/her own IT provision – Clerk/RAR to review & consider how to progress. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk/RAR</p>
9. Policies	No policies to review on this occasion.	
10. COVID risks & mitigation	<p>COVID-related risks & mitigation in relation to governance:</p> <ol style="list-style-type: none"> 1. College's remote learning offer to be published on website – SLE 'for information' update at Corporation 1/2/21 	SLE

	<p>2. SLE noted that Q&S Committee will need to consider College's approach to Teacher Assessed Grades, in due course</p> <p>3. RAR asked SLE to think about Gov interface in respect of new Covid testing regime (coming into College, being tested, helping with it, etc) – SLE to incorporate in his Principal's Report for Corporation 1/2/21</p> <p>4. SEL raised issue of student access to IT – again, SLE to consider in his Principal's Report for Corporation 1/2/21.</p>	<p>Clerk note</p> <p>SLE</p> <p>SLE</p>
11. AoB	<p>11.1 Recommended External Governor appointment (currently Victoria W) to be invited to Corporation 1/2/21.</p> <p>11.2 KSH raised discussion options (and Committee noted & discussed):</p> <ol style="list-style-type: none"> 1. to increase diversity of Corporation 2. to consider balance between Parent Gobs and External Gobs, or between Gobs who are parents and External Gobs who are not parents, in respect of parents' ability to see issues through a parental lens, which is an important element of overall checks and balances. 	<p>Clerk</p>
12. Confidentiality	<p>Potential Gov and Committee appointments in mins 5 & 6 above are confidential until agreed with candidates/Gobs in question & signed off.</p>	<p>Gobs/Clerk note</p>
13. Date next mtg	<p>S&G meeting will be required before next scheduled meeting (Tue 8 Jun 2021, 4.30pm) to consider further Gov appointments – Clerk to arrange meeting for around two weeks prior to Corporation 17/5/21.</p>	<p>Gobs note</p> <p>Clerk</p>

Minutes prepared by Ian Leedham (Clerk to the Corporation) on 26/1/21

Signed off by Sue Ellis, Chair, at Search & Governance Committee 8/6/21