



GREENHEAD COLLEGE CORPORATION

**Minutes of the Search & Governance Committee meeting held virtually using Teams
Tuesday 8 June 2021, 4.30pm**

Govs present: Alison Jones; Chantal Forrest; Richard Armstrong; Simon Lett (Principal) (to 5.18pm); Sue Ellis (Chair); Vic Wright

In attendance: Ian Leedham (Clerk)

Apologies: none

AGENDA ITEM	DISCUSSION	ACTION
1. Welcome, apologies	SEL welcomed members. No apologies. SLE had previously informed Clerk he would be departing early.	
2. Declarations	No declarations of pecuniary/prejudicial interest.	
3. Minutes 19/1/21 & matters arising not on agenda	3.1 Minutes 19/1/21, previously circulated, agreed by Committee, signed by Chair, returned to Clerk for filing. 3.2 Four matters arising: 1. (19/1/21 min 3.4, Link Gov Visits). Agreed Clerk to email Link Govs to follow up their link visits and to reiterate that these could take place on virtual or face-to-face basis depending on Departmental & Gov preferences. SEL noted her Link Gov visit is arranged for next week. 2. (19/1/21 min 5.3.3, accessing Gov with FE expertise). SLE followed up his contact, but no progress. 3. (19/1/21 min 5.3.5, accessing Gov with capital devt expertise). RAR emailed person he had in mind, but no response. 4. (19/1/21 min 5, Gov recruitment). SEL suggested explicitly tapping into existing Govs' networks.	Clerk Clerk
4. Review Corporation & Committee membership	4.1 Committee endorsed updated Corporation & Committee composition document, previously circulated. 4.2 Noted SEND Lead Gov role remains vacant, since Jo H's departure as Gov. Agreed Clerk to email all Govs to promote this opportunity. 4.3 Agreed Clerk to contact all Govs to ensure Govs' contact list is up to date.	Clerk Clerk
5. Governor induction, training &	5.1 Clerk verbal update, as per mins 5.2 & 5.3 below. 5.2 New Gov induction:	

<p>development</p>	<ol style="list-style-type: none"> 1. Induction Pack previously drafted but now to be redrafted given recently agreed new division of HR/Clerk responsibilities (HR ID proofs, DBS, mandatory safeguarding quiz & e-learning courses; Clerk key Gov forms, core documents, IT setup) 2. Pack to include induction session outline structure (which RAR/Clerk have been using for many months), embracing College context, Corporation context, key people, mandatory requirements, role allocations, training & devt opportunities, core induction documents 3. Clerk to redraft Pack & circulate to this Committee by end of term. <p>5.3 Gov training & development:</p> <ol style="list-style-type: none"> 1. Gov info/devt sessions prior to Corporation meetings – 2021/22 programme T.B.A. 2. SFCA webinar programme update: 2020/21 webinars now complete, Clerk to circulate recordings web-link and 2021/22 programme once published 3. additional ad hoc or bespoke opportunities including SFCA Summer & Winter Conferences. <p>5.4 Related discussion of new Gov buddy system, following question posed by SEL. Agreed to offer new Govs a tour of College (as suggested by AJO), with the Govs' Social Event 16/9/21 providing one potential focus for this, and/or an experienced Gov buddy should that be desired, as an optional extra (VWR). Clerk to reflect above in re-drafted Induction Pack. 'World café' type approach, to facilitate Gov connections, could be incorporated into Govs' Social Event, Corporation info/devt session 4/10/21, etc.</p> <p>5.5 SLE felt safeguarding update would be good as Corporation info/devt session 4/10/21 – RAR, SLE, Clerk to discuss at a meeting they have booked for 21/6/21.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk re agenda</p>
<p>6. Safeguarding & SEND Lead Gov role summaries</p>	<p>Committee endorsed Safeguarding & SEND Lead Governor role summaries, previously circulated.</p>	
<p>7. Principles of approach to Equality, Diversity, Inclusion</p>	<p>Discussion of principles underpinning approach to Equality, Diversity and Inclusion in respect of Governor appointment and succession arrangements, as set out in paper drafted by SEL, previously circulated. Agreed:</p> <ol style="list-style-type: none"> 1. that SEL paper provides good starting point 2. that Govs' self-evaluation & skills matrix exercise will be supplemented with a (separate) Govs' demographic survey questionnaire (min 8 relates) 3. that a scheme along lines of Gatenby Sanderson's leadership development scheme operating in higher education (AJO), supporting people to build N.E.D./Gov experience by means of 6 months' shadowing in first 	

	<p>instance, targeting people in under-represented groups as part of this, would be worth exploring – SEL to explore (AJO has initial info)</p> <ol style="list-style-type: none"> 4. linked, that companies could be approached regarding potential link-ups with their leadership development programmes (SEL); RAR pointed out that companies participating in College’s Jobs Fair could be targeted 5. that open advertising via Gov recruitment portals to meet identified expertise gaps, testing wider market (CFO), should be pursued 6. that the pitch/narrative/language used in Gov recruitment communications should be updated, on a more positive ‘language of now’ basis (VWR); this should flag up that it is an exciting time to be a Gov in respect of sustaining/developing success, new build programme, etc 7. that an update along above lines will be provided to Corporation 12/7/21 followed by further work/implementation in Autumn Term. 	<p>SEL</p> <p>SEL; Clerk re agenda</p>
<p>8. Governors self-evaluation & skills matrix 2021 planning</p>	<p>8.1 Committee discussed planning of self-evaluation and skills matrix for academic year 2020/21, drawing on draft self-evaluation & skills matrix questionnaires, both previously circulated. Linked consideration of Govs’ demographic information.</p> <p>8.2 Linked to min 7.2 above, Govs’ self-evaluation & skills matrix exercise will be supplemented with a (separate) Govs’ demographic survey questionnaire (and also question on whether Gov intends to complete full term of office, to aid succession planning). Agreed:</p> <ol style="list-style-type: none"> 1. SEL/RAR to liaise with Clerk in finalising self-evaluation & skills questions 2. SEL/Clerk to consider interface with existing College-HR approaches/info (in respect of staff). <p>8.3 Surveys to be administered online via SurveyMonkey – agreed Clerk to set up SurveyMonkey account on behalf of Corporation, with assistance from VWR as needed.</p> <p>8.4 Update to be provided at Corporation 12/7/21, then SurveyMonkey surveys to be conducted Summer, in time to feed back to Corporation 4/10/21.</p>	<p>SEL/RAR> Clerk</p> <p>SEL/Clerk</p> <p>Clerk</p> <p>SEL/RAR; Clerk; Clerk re agendas</p>
<p>9. New Build Risk Register: S&G risks</p>	<p>9.1 [<i>This was the only substantive item considered following SLE’s departure, 5.18pm</i>]. Committee considered S&G-related risks included within New Build Risk Register, previously circulated.</p> <p>9.2 Following discussion, agreed:</p> <ol style="list-style-type: none"> 1. to review how new build governance arrangements are, or can be made, fit for purpose, especially in connection 	

	<p>with specifying delegated authorities around expenditure decisions (referring to F&E Cttee as necessary), decision making between Corporation meetings, and Chair's Action power – in light of need for agility coupled with need to keep Corporation fully sighted</p> <p>2. that RAR, supported by Clerk, will draft report to S&G in respect of the above review (to be circulated to S&G by email, given that next S&G meeting is some way off, 1/11/21).</p> <p>9.3 Related brief update on new build development:</p> <p>1. further delays, with start on site December earliest, provided Planning approval can be secured in time</p> <p>2. Sport England would consider helping to fund new Sports Hall provided this is available for community use too – RAR to draft proposal for Corporation 4/10/21.</p>	<p>RAR with Clerk</p> <p>RAR; Clerk re agenda</p>
10. Policies	No policies to review on this occasion.	
11. COVID risks & mitigation	[<i>Considered whilst SLE in meeting</i>]. Overall risk assessment being updated. Awaiting further local authority guidance on wearing of face masks.	
12. AoB	None.	
13. Confidentiality	No specific confidential items identified.	
14. Date next mtg	S&G Mon 1 Nov 2021, 4.30pm, format T.B.C.	Govs note

Minutes prepared by Ian Leedham (Clerk to the Corporation) on 14/6/21

Signed off by Sue Ellis, Chair, Search & Governance Committee, 1/11/21