

**GREENHEAD COLLEGE CORPORATION**  
**Minutes of the Search & Governance Committee meeting held virtually using Teams**  
**Monday 7 February 2022, 4.30pm**

**Govs present:** Alison Jones; Richard Armstrong; Simon Lett (Principal); Stuart Irving; Sue Ellis (Chair)

**In attendance:** Sharon Roper (Clerk)

**Apologies:** Vic Wright

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>1. Welcome, apols</b>	SEL welcomed new clerk Sharon Roper. Apologies from Vic Wright.	
<b>2. Declarations</b>	No declarations of pecuniary/prejudicial interest.	
<b>3. Minutes 1/11/21 &amp; matters arising not on agenda</b>	Minutes 1/11/21, previously circulated, agreed by Committee, signed by Chair, returned to Clerk for filing.  Matters arising beyond those on agenda: Minutes 1/11/21,4.4, RAR still needs to check with governors if they want changes to their committee membership. <i>Discussed later in the meeting.</i>	Clerk  RAR
<b>4. Review Corporation composition</b>	Committee reviewed current Corporation composition document, previously circulated, whilst considering succession & recruitment planning: <ol style="list-style-type: none"> <li>1. CFO to be removed from Corporate composition document, she left 30/11/21. EGI replaced her, his details need adding to document.</li> <li>2. DBE has resigned, need clarity what date this is effective from.</li> <li>3. SEL to finish Easter 2022.</li> <li>4. KMA left 31/12/21 – remove from Corporate Composition document.</li> <li>5. Two governing body gaps due to DBE and SEL leaving.</li> <li>6. RKI is happy to continue with audit and capital development but does not want to participate in any other governance activities, especially mandatory training, safeguarding and curriculum. He will step down as governor and hopefully be appointed as an associate governor. Resignation date to be confirmed.</li> <li>7. Check the governors code of conduct policy to ensure that it specifies that full governors must participate in safeguarding and prevent training and amend to reflect this if necessary.</li> </ol>	Clerk

	<p>8. SEL recommends that RKI is endorsed by the S&amp;G to become an associate governor when he resigns as governor, unanimously agreed by committee members.</p> <p>9. New chair required for Audit &amp; Risk.</p> <p>10. Committee membership – RAR to approach a number of Governors suggesting additional /revised committee membership, and a chair for A&amp;R.</p> <p>11. AJO agreed to be chair of S&amp;G, vice chair now required, SEL suggested VWR, all members agreed. RAR to approach VWR.</p>	<p>RAR</p> <p>RAR</p>
<p><b>5. Potential new Governors</b></p>	<p><b>5.1</b> SEL identified skill mix for new governors being digital, audit and education experience. Diversity also needs to be considered.</p> <p><b>5.2</b> Further potential new Governors; two interested parties have sent CV's. One has digital experience; one has marketing and business experience and has been a school governor.</p> <p><b>5.3</b> SEL suggested advertising on LinkedIn and include that the governing body is interested in receiving people from different backgrounds and genders.</p> <p><b>5.4</b> SEL checked that committee members are happy to continue with the virtual interview process which has been adopted during Covid.</p> <p><b>5.5</b> SEL and AJO will interview together to fill the 2 vacancies, SRO will take notes, the 2 candidates who sent their CV's will be included in this process if they're still interested.</p> <p><b>5.6</b> RAR suggested that DBE vacancy be sought from Local Partner Schools and Partner Schools. SLE agreed to contact the principals at these schools to advise of the vacancy. SEL stated that the communication should include that we are looking for diversity and to achieve a gender balance.</p> <p><b>5.7</b> Advert to be drafted by 14/2/22 with help from JNO. CV's will be sent to SRO. SLE to use advert as base for his communication to the schools. Aim is to get virtual approval by S&amp;G committee and take recommendations to Corporation meeting on 21/3/22. CV's will be sent to Clerk.</p>	<p>SLE</p> <p>SEL</p>
<p><b>6. Diversity survey of Governors</b></p>	<p><b>6</b> SEL there is requirement for a diversity survey of governors and a database to be held.</p> <p>1. Clerk tasked with liaising with JNO to arrange for diversity survey to be sent to all governors. To assist, AJO offered to send Clerk a blank copy of the diversity survey she has used in her work. RAR</p>	

	<p>suggested the survey needs to be undertaken urgently in view of the impending Ofsted visit.</p> <p>2. Clerk to advise when the survey will be ready to roll out to governors.</p>	Clerk
<b>7. Policies</b>	No policies to review on this occasion,	
<b>8. COVID and new build risks &amp; mitigation</b>	Risk register held for Covid and the capital build. SLE confirmed the formal start date for the new build has yet to be agreed.	
<b>9. AoB</b>	<p>1. RAR chased AJO to complete mandatory training, AJO confirmed it was complete and she would forward the evidence.</p> <p>2. RAR advised AJO as new chair of S&amp;G committee, it's her decision if meeting is face to face or virtual and the dates and times of meetings. AJO confirmed she will continue virtually on the dates already in the calendar.</p>	
<b>10. Confidentiality</b>	None.	
<b>11. Date next mtg</b>	S&G Mon 6 Jun 2022, 4.30pm, format via Teams	

**Minutes prepared by Sharon Roper (Clerk to the Corporation) on 10/02/22**

**Approved & signed by Chair, Richard Armstrong on 6/6/22**