

**GREENHEAD COLLEGE CORPORATION**

**Minutes of the Search & Governance Committee meeting held virtually using Teams  
Monday 31 October 2022, 4.30pm**

**Govs present:** Alison Jones (Chair); Ian Lavan; Jon Walker; Richard Armstrong;  
Simon Lett

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

**Apologies:** Heather Roebuck; Stuart Irving

AGENDA ITEM	DISCUSSION	ACTION
<b>1. Welcome, apologies</b>	AJO welcomed participants. Apologies received as above.	
<b>2. Declarations</b>	No declarations of pecuniary/prejudicial interest.	
<b>3. Minutes 6/6/22 &amp; matters arising not on agenda</b>	Minutes 6/6/22, previously circulated, agreed by Committee, signed by Chair, returned to Clerk for filing.  Matters arising: 1. Min 4.4, RAR checked with all governors, and nobody wanted to change their committee membership. 2. Min 5.2, SLE contacted Local Partner Schools again but there has been no interest in the High School Governor vacancy.	Clerk
<b>4. Review Corporation composition</b>	Committee reviewed current Corporation composition document, previously circulated, whilst considering succession & recruitment planning: 1. VWR has stepped down as associate governor, she was also the lead governor for marketing and communications. RAR approached JWA who has agreed to take on the lead governor role in marketing and communications. 2. MOC (Business) will have completed two terms as governor by May 2023, the maximum recommended tenure of a governor's appointment is normally two 4-year terms. MOC is aware of this, and he will check with his executive colleagues at Cummins to see if anyone is interested in becoming a governor. RAR will follow this up with MOC. When MOC steps down this will also create a vacancy as chair of A&R committee. RAR proposed that SIR should join the committee and take over as chair. AJO checked that the chair does not need an audit or finance	RAR

	<p>background. The committee approved Stuart taking over as chair.</p> <p>3. MLI (LA) will have completed one term as governor by May 2023. RAR has contacted MLI regarding her term as governor but has not received a response as yet. AJO suggested approaching the Local Authority who initially nominated MLI to ask if they want to reconfirm her for another term or if they want to nominate someone else.</p>	RAR/SLE
<b>5. Potential new Governors</b>	The CVs and discussion about the prospective new governors are confidential.	
<b>6. New Governor Induction Pack</b>	<p>Clerk summarised the feedback received from the new governors about the induction pack, previously circulated.</p> <p>1. Positive feedback was received from the three new governors, who felt the induction process was professional and informative.</p> <p>2. RAR said the comments were helpful and their ideas should be added to the Induction process.</p> <p>3. RAR said the suggestion of a tour of the Greenhead site would be helpful for all governors and could also include the proposed HI site.</p> <p>4. AJO liked the idea of a check in with the new governors by RAR or SLE during their first year and the committee agreed this should be introduced.</p>	<p>Clerk</p> <p>RAR/SLE</p>
<b>7. Self-Assessment &amp; Skills Matrix analysis</b>	<p><b>7.1</b> Members considered the governor self-assessment analysis, previously circulated. AJO felt there is a recurring theme about meetings running to time in the analysis and chairs should be reminded of this. RAR has produced a governance self-assessment report that feeds into the college SAR and issues for improvement from the analysis like timekeeping and agendas have been included. RAR has circulated a draft copy of the SAR to governors and invited their comments.</p> <p><b>7.2</b> Analysis of the Skills Matrix is not yet available and will be added to the agenda at the next meeting.</p>	<p>Clerk for agenda</p>
<b>8. Diversity Survey</b>	AJO said the gender balance of the Corporation is uneven, and this can be looked at in future governor appointments. RAR said this was the first time the governors had completed a diversity survey and it was useful to have the data.	

<p><b>9. Policies to review</b></p>	<p>Whistleblowing Policy – this was returned by the Corporation, one of the governors felt that the policy did not do enough to encourage and support staff who wish to whistleblow and asked for the policy to be strengthened.</p> <p>RAR said text should be added in the main purpose section explaining that incidents will be investigated, and staff will be supported.</p> <p>The policy is approved subject to the above amendment, clerk to send a copy to committee members after the wording has been added, and the policy will go back to Corporation (5/12/22).</p>	<p>SLE/Clerk</p> <p>Clerk</p>
<p><b>10. Updated Terms of Reference</b></p>	<p>TOR, previously circulated, RAR highlighted the change made which is in line with all the other committees, which is that the committee is no longer just advisory it can also make decisions.</p> <p>AJO suggested that the last bullet point be changed from ‘oversee, review and amend’ to ‘oversee, review, amend and approve’.</p> <p>This was approved by the committee members.</p>	<p>Clerk</p>
<p><b>11. Scheme of Delegation</b></p>	<p>Each committee has been asked to look at the Scheme of Delegation and standing orders that RAR has updated.</p> <p>RAR asked governors to check the documents and give him feedback before they go to Corporation meeting (5/12/22).</p> <p>SLE said the DFR role detailed needs changing to DOSO.</p> <p>AJO noticed a typing error in the standing orders ‘developopment.’</p>	<p>RAR</p> <p>RAR</p>
<p><b>12. Standing Orders</b></p>	<p>See min 11, above.</p>	
<p><b>13. Covid &amp; New Build Risks &amp; Mitigation</b></p>	<p>Nothing to update.</p>	
<p><b>14. AoB</b></p>	<p>None.</p>	
<p><b>15. Confidentiality</b></p>	<p>CVs and discussion about them.</p>	
<p><b>16. Date next mtg</b></p>	<p>S&amp;G Mon 6 Feb 2023, 4.30pm, format via Teams</p>	

**Minutes prepared by Sharon Roper (Clerk to the Corporation) on 8/11/22**

**Approved & signed by Chair, Alison Jones on 6/2/23**