

GREENHEAD COLLEGE CORPORATION

**Minutes of the Search & Governance Committee meeting held virtually using Teams
Monday 6 February 2023, 4.30pm**

Govs present: Alison Jones (Chair); Jon Walker; Richard Armstrong; Stuart Irving (from 17.04)

In attendance: Sharon Roper (Clerk)

Apologies: Heather Roebuck; Simon Lett

AGENDA ITEM	DISCUSSION	ACTION
1. Welcome, apologies	AJO welcomed participants. Apologies received as above.	
2. Declarations	No declarations of pecuniary/prejudicial interest.	
3. Minutes 31/10/22 & matters arising not on agenda	<p>3.1 Minutes 31/10/22, previously circulated, agreed by Committee, signed by Chair, returned to Clerk for filing.</p> <p>3.2 Matters arising:</p> <ol style="list-style-type: none"> Min 6.2, Clerk confirmed that feedback from the 2022 new governors has been added to this year's version of the new governor induction pack. Min 9, Whistleblowing Policy has been amended and went back to Corporation on 30/1/23. Min 10, Terms of Reference have been adjusted and this was approved by the Corporation 5/12/22. Min 11 & 12, Scheme of Delegation and Standing Orders were approved by Corporation on 5/12/22. 	Clerk
4. Review Corporation composition	<p>Committee reviewed current Corporation composition document, previously circulated, whilst considering succession & recruitment planning:</p> <ol style="list-style-type: none"> MOC will have completed two terms as governor by May 2023. RAR has asked MOC if there is anyone at his workplace who is interested in becoming a GC governor, RAR will chase this up with him. JWA clarified if governors can only serve for 2 terms on the board, RAR confirmed this, and it can only be waived in exceptional circumstances. AJO asked about the chair of A&R committee when MOC steps down. RAR said SIR will join this committee and take over as chair. When SIR joined this meeting, he confirmed he was happy to join the committee and 	RAR

	<p>become chair. AJO asked if this meant SIR will step down from S&G committee, RAR will check with him.</p> <p>4. SLE has followed up with the Local Authority as MLI's first term ends in May 2023 and asked if they want to reconfirm her for another term or if they want to nominate someone else. SLE to chase up the LA.</p> <p>5. AJO asked if we need to recruit a new parent governor as KSH is currently working abroad. RAR replied that KSH wants to stay on as a governor, he is taking a 6-month sabbatical and the clerk will continue to copy him into relevant papers and he will let her know if he wants to join a meeting via Teams.</p> <p>JWA asked about KSH role as chair of Q&S committee, RAR replied that he will temporarily cover as chair on this committee for him.</p> <p>AJO commented that she has recently tried to join meetings online and this has been unsuccessful due to sound issues and KSH may have the same problems with hybrid meetings. RAR agreed that he has been in hybrid meetings where the sound hasn't worked, he confirmed PDI was in a recent meeting which had sound difficulties, and this has been reported and will be fixed. ABA has been asked to join Q&S committee and he has agreed to this.</p> <p>6. Parent governor ILA has resigned due to ill health. RAR said that although both parent governor roles are currently vacant, their terms are due to end December 2023 and proposed that we recruit in September when the new A1's start. The committee members agreed.</p> <p>7. ILA's resignation leaves a vacancy on F&E, S&G and as the mental health and wellbeing lead.</p> <p>AJO suggested that the new associate governors be invited to join these committees, RAR agreed and said the committees will still be quorate. CLA will be invited to join F&E and S&G and EWY will be invited to join Q&S and A&R committees.</p> <p>RAR will discuss this with the new associate governors during their Induction Meeting.</p> <p>8. AJO asked if there has been any progress in the High School Governor vacancy. SLE has chased this up but there has been no interest. RAR suggested looking more widely at people with an education background rather than specifically at local schools. AJO asked for membership to be added to the Corporation agenda (20/3/23) so we can seek ideas from all the governors of how to recruit for specific skills such as audit and schools, and also to ask for a volunteer for the mental health lead.</p>	<p>RAR</p> <p>SLE</p> <p>RAR</p> <p>Clerk for agenda</p>
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<p>5. Governor Skills Analysis</p>	<p>Committee considered Governors Skills Analysis, previously circulated.</p> <ol style="list-style-type: none"> 1. Of the 14 governors who completed the survey, the weakest areas were experience of audit process and links with local businesses. 2. AJO suggested running governor development sessions that reflect the weaker areas in the report. 3. 36% of governors have no experience of chairing a board or committee meeting, RAR suggested involving more governors in becoming vice chairs of committees. 4. RAR said when the Skills Audit is repeated this year, the wording of the questions needs reviewing as the phrasing can be misinterpreted. RAR said the survey needs to ask about experience and knowledge to elicit more accurate responses. 5. RAR felt it was surprising that 42% of governors had no links to local businesses and asked the clerk for an anonymised breakdown of the responses. 	<p>RAR/Clerk</p> <p>Clerk</p>
<p>6. Governors Meeting Attendance Term 1</p>	<p>Members considered the Governors Meeting Attendance (Term 1), previously circulated.</p> <ol style="list-style-type: none"> 1. RAR explained that the Clerk has started to track governors' attendance at meetings as governors appeared unaware when completing the self-assessment survey that non-attendance may impact their role as a governor. 2. This may also identify when governors are not comfortable on certain committees they sit on. AJO said this may flag up meetings being held on the wrong times for governors or something that doesn't interest them and this can be discussed with the governor. 3. There is no formal Ofsted pass mark on attendance, although attendance falling below 75% would concern them. 4. RAR feels a standard should be set about when and how interventions are needed. It was agreed that if the combined attendance of Corporation and committee meetings fall below 75% a chat will be held with the governor, and below 50% further action may be required. 5. JWA noticed that his attendance didn't look right on the spreadsheet, Clerk will double-check all the figures. 6. JWA said one of the committees he is a member of has a day and start time that make it impossible for him to attend. It was agreed that JWA will be sighted on the papers but will be removed as a committee member. AJO said a distinction can be made if a governor is useful to the committee for input, they will not be penalised for non-attendance if they cannot attend due to the day/time of the meetings. RAR said we can make it clear who is being copied into papers rather than them being a 	<p>Clerk</p> <p>Clerk</p>

	<p>member of the committee.</p> <p>7. The committee agreed that attendance will be measured cumulatively over the year, S&G committee will look at attendance after the first term of the year, chairs will be copied in by the second term so they can intervene if a member has hit a trigger point, if there is no improvement by the third term this will be reviewed by S&G committee.</p>	
7. Policies to review	None to review on this occasion.	
8. Covid & New Build Risks & Mitigation	It was agreed to remove this as a standing item from the next meeting.	
9. AoB	None.	
10. Confidentiality	Conversations about individual members and skills.	
11. Date next mtg	Date change: S&G Mon 22 May 2023, 4.30pm, format via Teams	

Minutes prepared by Sharon Roper (Clerk to the Corporation) on 22/2/23

Approved & signed by Chair, Alison Jones on 22/5/23