

GREENHEAD COLLEGE CORPORATION

**Minutes of the Search & Governance Committee meeting held virtually using Teams
Monday 6 May 2023, 5.00pm**

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

In attendance: Sharon Roper (Clerk)

Apologies: Heather Roebuck

AGENDA ITEM	DISCUSSION	ACTION
1. Welcome, apologies	AJO welcomed participants. Apologies received as above.	
2. Declarations	No declarations of pecuniary/prejudicial interest.	
3. Minutes 6/2/23 & matters arising not on agenda	<p>3.1 Minutes 6/2/23, previously circulated, agreed by Committee, signed by Chair, returned to Clerk for filing.</p> <p>3.2 No matters arising.</p>	Clerk
4. Review Corporation composition	<p>Committee reviewed current Corporation composition document, previously circulated, whilst considering succession & recruitment planning:</p> <p>1. AHU was ratified at Corporation 15/5/23 as External Governor (Business). JHO term of office ends December 2023. He is eligible for another term; the committee recommended his term be extended. RAR will speak to him about this. KSH (currently on sabbatical) term as parent governor ends December 2023. RAR will contact him to ask if he wants to stay on for another term as an external governor.</p> <p>CSH currently in his second term as governor will shortly be stepping down, RAR will speak to him to ask if he will continue until the Corporation meeting on 2/10/23.</p> <p>2. A candidate will be interviewed for the vacancy of External Governor (LA) on 13/6/23.</p> <p>3. A potential new external governor was interviewed 22/5/23. Confidential details of this candidate have been removed from these minutes. AJO and the interview panel recommend that he is asked to join the Corporation.</p>	<p>RAR</p> <p>RAR</p> <p>RAR</p>

	<p>SLE said that he would fit into the vacant GC External governor (Post 16 expertise) role.</p> <p>RAR added that he could also be a suitable candidate for the Conway Education Trust if the free school is approved.</p> <p>RAR agreed to speak to him to ascertain which organisation he wants to join.</p> <p>4. Parent governor adverts will be sent out in September when the A1's have enrolled.</p> <p>CLA asked about the level of interest from parents in the past, RAR said that ballots have previously been held and unsuccessful candidates are often approached to become external governors.</p> <p>5. Due to JRE's resignation there is a staff governor vacancy.</p> <p>SLE will send the staff governor advert out w/c 5/6/23 and hopefully the new governor will be in place for the Corporation meeting 3/7/23.</p> <p>It would be preferable to get someone from the support staff as a balance to the current staff governor who is a teacher.</p> <p>6. LWI has expressed an interest in the Lead Governor role for careers. She wants to speak to the outgoing governor (MOC) about the role before committing to it. HRO has agreed to take on the Lead Governor role for Mental Health.</p> <p>There is a vacancy for Lead Governor for Safeguarding and Prevent, this will be explored with the candidate from the LA in their governor interview.</p> <p>There is a vacancy for governor input for the Health and Safety working group.</p> <p>7. RAR asked how the committee members felt about MKH, one of the student governors being asked to join the S&G committee, she may have ideas around recruiting governors from ethnic backgrounds. This was agreed by the members. RAR will contact MKH.</p>	<p>RAR</p> <p>Clerk</p> <p>SLE</p> <p>SLE/RAR/AJO</p> <p>RAR</p>
5. Draft Governor Skills Analysis	<p>Members considered the draft Governor Skills Analysis 2023, previously circulated.</p> <p>1. RAR has amended the question about links with local businesses, to include examples, because the 2022 responses showed this as one of our weakest areas. Following CLA's question about how you define 'local' business, it was agreed the word local will be removed.</p> <p>2. It was agreed that the request for governors to comment after every question about their skills should be removed.</p> <p>3. Survey to be ready to go out to all governors by the end of July.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

6. Draft Governor Self-Assessment 2023	<p>Members considered the draft Governor Self-Assessment 2023, previously circulated.</p> <ol style="list-style-type: none"> 1. RAR amended the instructions to governors saying that new governors who haven't experienced many meetings yet do not have to complete it or can restrict their answers to the parts they feel comfortable with. 2. JWA asked about improving the questions around how the board performs. AJO suggested keeping it the same this year and including the document in the External Governance Review and ask them for recommendations of how to approach this. 3. CLA said it's easier to compare year-on-year if the structure and questions remain the same. 	<p>RAR/Clerk</p>
7. Governors Meeting Attendance, Term 1&2 2022/23	<p>Members considered the Governors meeting Attendance, Term 1&2 2022/23, previously circulated.</p> <ol style="list-style-type: none"> 1. The document will be updated at the end of the academic year and will come back to S&G (6/11/23) when the full year's attendance figures will be available. 2. RAR said the figures will be used as a benchmark, governors will be reminded of the expected standards, and this will be used as a measurement to have conversations with governors if necessary. 3. Clerk to make the spreadsheet easier to read with colour coding etc. 	<p>Clerk</p>
8. External Governance Review	<p>External Governance Review, paper previously circulated.</p> <ol style="list-style-type: none"> 1. This is a new mandatory requirement following government legislation. It has to be an independent external review which will probably cost between £5000-£10,000. Once complete it is made available and published on the college website. 2. We can ask them to complete a bespoke review. 3. Stone King is one of the companies that have been undertaking the reviews, they subcontract the work to governance professionals, review the findings and ensure the legislation is correct. Some of the other organisations in this field have an audit background. 4. AJO has experience of similar audits in her job, she recommends spending time working out the brief of what you want them to look at otherwise it's a standard review which isn't value for money. 5. RAR will draft a specification, AJO will review the document and it will go to Corporation for approval. It will then go out to chosen organisations to quote for the work and add their input. 	<p>RAR/AJO Clerk for agenda</p>

	6. JWO said when he was a governor at a school they had a similar governance review, they chose a judgement review which was divisive and became disruptive to the governing body, he does not recommend this option for our review.	
9. Policies to review	None to review on this occasion.	
10. Any other business	None on this occasion.	
11. Confidentiality	The new governor interview discussion.	
11. Date next mtg	Date: S&G Mon 6 Nov 2023, 4.30pm, format via Teams	

Minutes prepared by Sharon Roper (Clerk to the Corporation) on 6/6/23

Approved & signed by Chair, Alison Jones.....on