GC Greenhead College Be exceptional

GREENHEAD COLLEGE CORPORATION Minutes of the Search & Governance Committee meeting held virtually using Teams Monday 6 November 2023, 4.30pm

Govs present:	Alison Jones (Chair); Connie Laing; Heather Roebuck; Jon
	Walker; Richard Armstrong; Simon Lett; Stuart Irving (from 16.39)

In attendance: Sharon Roper (Clerk)

Apologies: Marjan Khatib

AGENDA ITEM	DISCUSSION	ACTION
1. Welcome, apologies	AJO welcomed participants. Apologies received as above.	
2. Declarations	No declarations of pecuniary/prejudicial interest.	
3. Minutes 22/5/23 & matters arising not on agenda	 3.1 Minutes 22/5/23, previously circulated, agreed by Committee, signed by Chair, returned to Clerk for filing. 3.2 No matters arising. 	Clerk
4. Review Corporation composition	Committee reviewed current Corporation composition document, previously circulated, whilst considering succession & recruitment planning: Review current membership - 1. Three parents applied to become parent governors, upon notification that there would be an election one of the candidates withdrew. The remaining two candidates will fill the two parent governor vacancies and be ratified at Corporation (4/12/23). One is a qualified financial advisor and RAR will speak to her about potentially joining F&E committee and/or Q&S. The other person works in the IT/software sector and RAR will speak to him about A&R, Q&S or S&G membership. HRO said that a qualified financial advisor might also have audit and risk experience. 2. CSH has stood down as governor, EWY (associate governor) will be appointed as a full governor at Corporation. He will be joining the A&R to help strengthen it and is a potential future chair for this committee. 3. RAR has recently offered all governors the opportunity to review their committee memberships and responsibilities. During this review he has also focussed on strengthening the A&R committee membership.	

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Skills Analysis 2023 1. Au are s 2. RA gove 3. Mi gove stren 4. La gove how response	3, previously circulated. udit and Risk, Education Sector knowledge and Ofsted	
	AR said the above weaker areas will be covered in ernor development sessions during the year. HO has recently been appointed as an external ernor, he has an education background and will help ngthen the board in this area. ast year, 'links to business' was a weak area (42% of ernors said they had no links), following a change to this question was phrased, 79% of governors onded that they have some links to business. LA suggested that new governors be asked to complete skills matrix when appointed.	Clerk
Self-Assessment 2023 2023 1. Or A&R that 2. Fe long RAR agen meet HRO have	hbers considered the draft Governor Self-Assessment 3, previously circulated. ne of the main issues identified from the survey was the a committee. AJO said that the actions (min 4.3) above, RAR has taken will start to address these issues. eedback from governors is that meetings can be too and how the meeting time is used could be improved. a said that he and the Clerk will look at the Corporation and to find a way of shortening the meetings, the tings do start on time but can run over. D suggested setting expectations that if committees e ratified something it normally doesn't need debating at poration again unless an important issue has been	Clerk/RAR

 3.RAR said the Principal's and SLT report has been changed and this should make their updates more streamlined. SLE said that everyone who presents a paper at Corporation spends time going through the paper in the meeting, he suggested that governors be left to read the paper before the meeting, a brief precis be given and then the item be opened out for discussion. HRO asked that papers be sent a week in advance to ensure governors have chance to read them. AJO suggested that the process of governors receiving papers in advance, a brief precis in the meeting and the knowledge that a recommendation comes from a committee be highlighted at the beginning of the next Corporation meeting, unless there is a significant concern or need for clarification, minimal time should be needed for the item. AJO shared that putting timings against specific items does not generally work in any meeting. 4. SLE asked about a comment in the Q&S section: 'As part of a broader theme the college does not appear to have access to / the skills required to interrogate and analyse data that would really help this committee, this needs to be addressed more broadly but I feel the need is very acute within this committee'. The Clerk said it had been copied verbatim from the survey and there was no additional context to share. 5. CLA asked about low governor participation in the survey (62% of governors completed it), and could completion be made compulsory. The clerk chased all governors to complete it, the survey is quite long, it is benchmarked against previous years, and the clerk will look to shorten it for next year. 6. RAR said that in the External Board Review governors will be surveyed again by the company appointed. We will ask them how our survey can be improved. 	SLT Clerk Clerk Clerk
 Members considered the Governors meeting Attendance, AY 2022/23, previously circulated. 1. RAR said the purpose of the document is for governors to manage and improve their own attendance at meetings. He said that governors attendance who have left during the year is not relevant and asked that their information is removed from the spreadsheet. 2. CLA pointed out several errors on the spreadsheet, Clerk will correct these. 3. RAR said attendance updates will go to Corporation following the end of each term. AJO said having an early marker means governors can adjust attendance where they can. 4. CLA asked what the quorum is for governor attendance at committees – majority of committees are three governors; some are four governors. 	Clerk Clerk
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8. External Governance Review	 External Governance Review, paper previously circulated. 1. Three organisations were asked to tender after sending them our specification. One declined as they didn't have the availability to complete our review this academic year. Stone King and the Association of Colleges both submitted bids. 2. The paper summarises key points from the bids including the people who undertake the reviews, what they propose to do, the timelines and the costs. 3. AOC uses existing governors or clerks to do their reviews, Stone King are proposing to use an external person who has a strong governance background across all levels of the education sector and this person lives in Huddersfield, knows of GC and his children attended GC several years ago. RAR recommended that appoint Stone King. 4. AJO asked about the ability of the reviewers to be able to bring forward best practice from other reviews. RAR said the Stone King reviewer is experienced with education organisations and has worked for the Scottish government. 5. JWA said as the review is mandatory, but the board is unconvinced of how it will help us, is a cheaper alternative a better option. RAR said the cost is £7000 plus VAT, cheaper alternatives will check that we comply with governance requirements, but the value is limited, and we wouldn't be given best practice or improvement suggestions. SLE said feedback from other colleges confirmed they did not see much benefit from their reviews. 6. AJO asked how frequently we have these reviews – currently it's every four years. 7. The committee members approved the appointment of Stone King to undertake our External Governance review. 	Clerk to progress
9. Policies to review	Code of Conduct for Governors, previously circulated, all changes are highlighted in red. HRO sent grammatical amendments through by email prior to the meeting. RAR asked that Associate Governors are acknowledged in the document as they are expected to hold the same standards as full governors although they don't hold the same responsibilities because they don't have a vote. SLE said Mission Statement is mentioned twice, this document name has now been changed to Purpose & Principles. The committee approved subject to the above changes being made.	Clerk to amend

10. Any other business	RAR said there are a few governors who are due to finish their first term in 2024. He will approach them ahead of the next S&G meeting to confirm if they wish to stay on for another term.	RAR
11. Confidentiality	Documents with named individuals (Corporation Composition and Committee Attendance).	
11. Date next mtg	Date: S&G Mon 5 Feb 2023, 4.30pm, format via Teams	

Minutes prepared by Sharon Roper (Clerk to the Corporation) on 15/11/23

Approved & signed by Vice Chair, Stuart Irving on 5/2/24