

GREENHEAD COLLEGE CORPORATION

**Minutes of the Search & Governance Committee meeting held virtually using Teams
Monday 5 February 2024, 4.30pm**

Govs present: Connie Laing; Heather Roebuck; Richard Armstrong; Stuart Irving (Vice Chair)

In attendance: Sharon Roper (Clerk)

Apologies: Alison Jones; Marjan Khatib; Simon Lett; Tom Rowley

AGENDA ITEM	DISCUSSION	ACTION
1. Welcome, apologies	SIR welcomed participants. Apologies received as above.	
2. Declarations	No declarations of pecuniary/prejudicial interest.	
3. Minutes 6/11/23 & matters arising not on agenda	3.1 Minutes 6/11/23, previously circulated, approved by Committee, signed by Chair, returned to Clerk for filing.	Clerk
	3.2 Matters arising: 1. (6/11/23 Min 5.1) Audit and Risk is seen as a weak area. SIR as the new Chair of this committee will come into college and upskill himself. 2. (6/11/23 Min 5.5) Governor self-assessment, shortening the survey, this will be an agenda item at S&G 3/6/24.	Clerk
4. Review Corporation composition	Committee reviewed current Corporation composition document, previously circulated, whilst considering succession & recruitment planning: Review current membership - 1. CLA was appointed as a full external governor (Corporation 29/1/24), Corporation Composition to be updated to reflect this. 2. RAR will speak to AJO about staying on as a governor for a further 4 year term, her first term as governor ends July 2024. 3. RAR will speak to RKI to check he is happy to continue as an Associate Governor. 4. Corporation (29/1/24) approved a second term for SIR, Corporation Composition to be updated to reflect this. 5. Having a Health & Safety lead governor was discussed, Health & Safety is an item at Corporation meetings and is everyone's responsibility, SIR volunteered to be lead governor in Health & Safety if necessary.	Clerk RAR RAR Clerk

	<p>5. Due to JWA's resignation there is a vacancy for Marketing and Communications lead governor, there is not an obvious candidate amongst the governors with this skill set. RAR will ask governors at Corporation (18/3) if anyone is interested in this role.</p> <p>Depending on the outcome, RAR may approach an ex-governor who runs a marketing and communications business to take on an associate role to assist with this.</p>	RAR
<p>5. Governors Diversity Data Collection</p>	<p>Members considered the Governor Diversity Data Collection, previously circulated.</p> <ol style="list-style-type: none"> 1. Clerk submits an annual return to DfE confirming the diversity composition of the Corporation. The information includes benchmarking of the composition to the previous year. 2. RAR said governors identified that Corporation wasn't very diverse a few years ago, improvements have started to be made. Currently there is a gender imbalance (only 40% female), the priority is to have a 50/50 balance. Ethnicity and gender will be a consideration in future vacancies. 3. HRO said the Corporation composition should better reflect the student population. 4. CLA asked if there were any consequences or feedback from DfE following the submission of the diversity return – there is no follow up from DfE. 5. CLA asked what Greenhead's diversity aspiration is in regard to staff and governors. CLA and HRO are interested in GC's objectives from a diversity perspective and the aspirations in relation to students, staff, and governors, . RAR suggested that Equality and Diversity be brought to Corporation meeting (18/3) together with staff data. 6. RAR said previous governor discussions have taken place around the pay gap between support staff and teachers. 	Clerk for agenda
<p>6. Governors Meeting Attendance Term 1 2023/24</p>	<p>Members considered the Governor Meeting Attendance, Term 1, 2023/24, previously circulated.</p> <ol style="list-style-type: none"> 1. This will be sent to Corporation for noting on 18/3/24. 2. SIR asked if the spreadsheet has cumulative data after each term – it does. 3. RAR said attendance is noted after term 1, after term 2, if there is slippage against the target, he will speak to the relevant governors. 4. RAR is aware of reasons for absence for several governors. 	Clerk

7. Amended Terms of Reference	<p>Members considered the amended Terms of Reference, previously circulated.</p> <p>Amendments are highlighted.</p> <p>The committee members recommended that this should be approved by Corporation (18/3/24).</p>	
8. Policies to review	Nothing to review.	
9. Any other business	None.	
10. Confidentiality	No confidential items identified.	
11. Date next mtg	Date: S&G Mon 3 June 2024, 4.30pm, format via Teams	

Minutes prepared by Sharon Roper (Clerk to the Corporation) on 16/2/24

Approved & signed by Chair, Alison Jones on 3/6/24