



	<p>3. Current vacancy for Careers and Skills Lead Governor, ABA said he will fill this role if nobody else volunteers, but RAR will ask all governors again if anyone wants to do this role.</p>	<p>RAR</p>
<p><b>5. Draft Governor Self-Assessment 2024</b></p>	<p>Members considered the draft Governor Self-Assessment 2024, previously circulated.</p> <p>1. Governors have previously given feedback that the survey is too long, therefore RAR has proposed taking out some of the questions that do not provide value.</p> <p>2. The External Governance Review suggested making a better link between the self-assessment, skills training and meetings.</p> <p>A meeting will be scheduled with CLT and Chairs of Committees to discuss the recommendations of the report and to produce an action plan.</p> <p>3. RAR recommended removing the following questions from the Self-Assessment survey:</p> <ul style="list-style-type: none"> <li>• All committee members agree on the purpose/goals of that committee.</li> <li>• Meetings begin and end as scheduled</li> <li>• The location (physical) or form (video conference) of our meetings is conducive to positive group interaction and discussion.</li> <li>• Attendance at meetings is evaluated as a criterion for continued membership of the committee.</li> <li>• Questions 22, 23 &amp; 24 – How does the Board currently perform? Please indicate which of these modes that you feel the Board performs [<i>select the <b>two</b> modes that best fit your views, ranking them <b>1</b> for dominant mode and <b>2</b> for secondary mode</i>]</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Passive</b> – functions at the discretion of the Principal/Chair. The Board limits its accountability to ratifying Senior Leadership Team decisions.</li> <li><input type="checkbox"/> <b>Certifying</b> – certifies that the College is managed properly and has confidence in the Principal. The Board is largely there to run an orderly house – focused on outside perceptions.</li> <li><input type="checkbox"/> <b>Engaged</b> – provides insight / support to the Principal on key decisions. Recognises its responsibilities for overseeing the Principal and the organisation’s performance. Discusses key issues actively.</li> <li><input type="checkbox"/> <b>Intervening</b> – is deeply involved in key decisions and holds frequent meetings to consider urgent business at short notice.</li> <li><input type="checkbox"/> <b>Operational</b> – Board makes decisions about the operation of the College which get executed by the Principal and SLT.</li> </ul>	<p>Clerk to arrange</p>

	<ul style="list-style-type: none"> <li>• Governors have adequate resources (e.g. relevant skills, secretariat support, and access to expert advice where needed if requested) to support the function of the Corporation.</li> <li>• Where meetings have been held via video conference, the access, use and availability of that media has been appropriate (e.g. any use of audio/visual presentations).</li> <li>• Attendance at our meetings is good and members arrive on time (or as per the availability they have previously communicated).</li> </ul> <p>The following question has been moved from the Corporation set of questions to the sets of committee questions:</p> <ul style="list-style-type: none"> <li>• The Corporation Board considers and ratifies Committee recommendations rather than going back to discuss the same business again.</li> </ul> <p>The question about the role of the Corporation Board has been rewritten and includes holding CLT to account for delivery.</p> <p>The following question has been reworked: Attendance by Senior Leadership Team members is appropriate and sufficient to ensure SLT actions are understood by Governors and accountability for operational matters is suitable.</p> <p>RAR will share his reworking of the above two questions.</p> <p>Committee members <b>approved</b> the suggested amendments, and this will go to Corporation on 1/7/24.</p> <p>RAR said because we had an External Governance Review this academic year, we do not have to undertake a Self-Assessment, AJO asked that this decision goes to Corporation 1/7/24.</p> <p>MBR asked that Senior Leadership Team is changed to College Leadership Team throughout the document.</p>	<p>RAR</p> <p>Clerk for agenda</p>
<p><b>6. Draft Governor Skills Matrix 2024</b></p>	<p>Members considered the draft Governor Skills Matrix 2024, previously circulated.</p> <p>The External Governance Review report gave positive feedback about the existing Governor Skills Matrix.</p> <p>Two amendments have been made to this year's skills matrix:</p> <ul style="list-style-type: none"> <li>• Rewording the Equality and Diversity question</li> <li>• Adding a question asking how governors want to increase their governance skills and knowledge.</li> </ul>	

	<p>AJO asked for the wording of 'experience' of multicultural, diverse and disadvantaged backgrounds to be changed as it is too ambiguous.</p> <p>HRO asked that it is made clear that this is a different document to the Governor template for meeting skills need that governors have recently been asked to complete.</p>	<p>Clerk</p> <p>Clerk</p>
<p><b>7. Governors Meeting Attendance Term 1&amp;2 2023/24</b></p>	<p>Members considered the Governor Meeting Attendance, Term 1 and 2, 2023/24, previously circulated.</p> <p>1. There has been a fall in attendance especially at committee meetings.</p> <p>RAR will speak to the governors with low attendance to understand if there are issues causing non-attendance.</p> <p>2. One of the recommendations from the external Governance Review is to introduce a stretch target for attendance to the national average of 80% to reflect the College's ambition to be outstanding.</p> <p>RAR is also keen to understand why attendance has slipped.</p> <p>HRO suggested giving governors the option to join meetings online. The expectation is to join in-person but if this is not possible an online option could be provided.</p> <p>S&amp;G committee members <b>approved</b> moving the target on attendance to 80%.</p>	<p>RAR</p>
<p><b>8. Governors Business Interests 2023-24</b></p>	<p>S&amp;G members reviewed the Governing Body Register of Interests, previously circulated.</p> <p>The Clerk said that the colleges that she has been signposted to by the External Governance reviewers ask all their governors for their employer details on their business interest declarations. It is unknown where a conflict of interest might arise therefore it makes sense to be sighted on this.</p> <p>Clerk was asked to contact governors who are employed and ask if they want to add their employer into this year's declaration.</p> <p>AJO asked for an explanation to be given to governors as to why we are asking for this information and said usually you do not need to provide information about your employer on a declaration of interest form but agreed that this is useful information in terms of transparency.</p> <p>Committee members <b>agreed</b> that all governors are asked to declare on their business interests form who they are employed by.</p>	<p>Clerk</p>

<p><b>9. Standing Orders</b></p>	<p>S&amp;G members <b>reviewed</b> the Standing Orders, previously circulated.</p> <p>Changes made are as follows:  (6.3) has been amended to reflect that email and Teams is used for Corporation and committee papers.  (7.11) the minimum standard of attendance expected from governors has been added in.  Clerk to increase this to 80%.  (8.4 &amp; 8.5) this confirms that a meeting can continue if inquorate to provide information and the minutes can be signed by the Chair or Vice-Chair if the governors present at that meeting confirm it is a true reflection.  (14.9) This has been added to reflect that governors sometimes are asked to invigilate exams or run enrichment and therefore could be remunerated.  AJO asked that the wording makes clear that this relates to activities outside of their responsibility as a member of the Corporation and it's not their role to become involved with the operational decision making in the college.</p>	<p>Clerk</p> <p>Clerk</p>
<p><b>10. Schemes of Delegation</b></p>	<p>S&amp;G members reviewed the Schemes of delegation, previously circulated.</p> <p>Details changed have been highlighted and reflect the ONS reclassification.</p> <p>Two new postholders have been appointed, Director of Finance &amp; Funding and the Director of Estates &amp; Operation, and their job titles are updated in the document.</p> <p>B.02.07 – B0207.08 – B.02.07.09 – these have question marks against them and relate to disposal of assets – Clerk to check the instructions following the ONS reclassification and update accordingly.</p> <p>Further to the above amendment S&amp;G members <b>recommend approval</b> to Corporation of the Scheme of Delegation.</p>	<p>Clerk</p>
<p><b>11. Policies to review</b></p>	<p>Code of Conduct for Governors, all changes highlighted, previously circulated.</p> <p>-(3.1) Purpose and Principles of Greenhead College, this reflects the changes made to this earlier in the AY.  -(Schedule 1) Two codes detailed have been updated to the correct names of Post-16 Audit Code of Practice and AOC Code of Good Governance for English Colleges.</p> <p>MBR asked that a link is added to the policy detailing that it's been impact assessed.</p>	<p>Clerk</p>

	S&G members <b>approved</b> the Code of Conduct for Governors subject to the above amendment.	
<b>12. Draft Annual Cycle of Business</b>	<p>Draft Annual Cycle of Business, previously circulated.</p> <p>Governors <b>agreed</b> that the Scheme of Delegation and Standing Orders are moved to the second meeting of the year as the first meeting looks busy.</p> <p>Subject to this amendment the annual cycle of business was <b>approved</b>.</p>	Clerk
<b>13. Any other business</b>	<p>1. SLE asked about the recommendations in the External Governance Review to change the format of the template for committee and Corporation papers. SLE said that he has prepared exemplars and asked where these papers will be discussed further.</p> <p>This will go to the External Governance Review meeting with CLT and committee chairs.</p> <p>2. AJO has invited the clerk to her workplace to share good practice around governance documents.</p>	Clerk to organise AJO/Clerk
<b>14. Confidentiality</b>	Items 7 and 8; papers contain confidential information about individual members.	
<b>15. Date next mtg</b>	<b>Date:</b> S&G Mon 18 Nov 2024, 4.30pm, format via Teams	

**Minutes prepared by Sharon Roper (Clerk to the Corporation) on 24/6/24**

**Approved & signed by Chair, Alison Jones on 25/11/24**