

**Minutes of the Governance Committee Meeting held on
Wednesday 13th November 2019 at 12 Noon**



**KING
GEORGE V
COLLEGE**

Present: John Fell
Veronica Fell (Chair)
Mo Kundi
Kathy Passant

In Attendance: Caroline Jenkinson – Assistant Clerk to the Corporation

Action

G.20.17 Item 1: Apologies for absence

Apologies for absence were received from John Clarke.

G.20.18 Item 2: Declarations of Interest

A standing declaration of interest was received from Veronica Fell (Chair of the Corporation) as she is married to John Fell (Independent Governor).

G.20.19 Item 3: Minutes of the Previous Meeting – 10th September 2019

The Board resolved to approve the minutes as an accurate record.

G.20.20 Item 4: Matters Arising/Actions Summary

There were no matters arising out of the minutes.

The Director of Governance presented the Actions Summary from the meeting of 10th September 2019:

- | | | |
|--------|--|------------------|
| 19.107 | E&D online training. 2 governors outstanding. Dir of Governance to follow up. | D of G |
| 19.109 | Press release – 2 potential governors. Dir of Governance to follow up. | D of G |
| | Potential HE governor from University of Cumbria. Principal to follow up. | Principal |
| 19.110 | Termly lunches – dates available <ul style="list-style-type: none"> • February – 6, 11, 13, 25 or 27 • April – 28 or 30 Dir of Governance to follow up | D of G |
| 19.111 | FE student governor from SC or KGV. Interviews scheduled for 18 th November 2019. VH to support once appointed. Governors discussed mentors for new governors and suggested CB for JC and AK for CK. Dir of Governance to progress. | D of G |
| 19.113 | Updated I&As. Dir of Governance to follow up with Eversheds. | D of G |

20.08 Meeting to be arranged with DH Greenbank HS and prospective parent governor.

20.09 The Chair advised she had spoken to the associate governor regarding becoming an independent governor, however, due to the Principal recruitment process she had not had chance to complete the necessary paperwork to progress this. To move to the December Corporation meeting. MK to speak to RJ.

**Chair
MK**

G.20.21 Item 5: Confidential Business

None.

G.20.22 Item 6: Governance Statement and Members' Report 2018/19

The Chair presented the report and advised that it had been delegated from the Resources Committee to the Governance Committee, with comments being referred back to the Resources Committee. The Audit Committee were also looking at the report today.

Governors discussed the report and noted the following comments:

- Page 2 - College Mission ‘.. for Southport and the region” had previously been removed from the sentence. To be amended.
- Page 2 – paragraph regarding the second stage merger. Governors recommended that this sentence be expanded to note the decision not to proceed with the second stage had been taken by Hugh Baird College in the first instance.
- Page 4 – Financial results – it was noted that consistency with regards to the use of decimal places was needed. Final paragraph should be split into 2 separate paragraphs.
- Page 4 – Student achievements. To add “,, the College continues to seek strategies to improve student retention, achievement and value added for it’s A Level learners”.
- Page 5 – Future developments – requires expanding to become more affirming of the recognition of what needs to be done and what action is being taken. Change “keeps to target” to “returns or achieves target”. Suggested additional paragraph regarding the College continuing to undertake capital improvements to ensure a high standard of accommodation.
- Page 5 – Resources, Reputation – add reference to the Ofsted post-merger monitoring visit. Amend “excellent” to “good”.
- Page 5 – under risks, refer to the College “... having a managed low risk appetite in a volatile environment”
- Page 6 – Risks, 2nd bullet point – add reference to the consequences of failing to achieve recruitment targets.

- Page 6 – Delete 3rd to last bullet point referring to recurrent funding grants.
- Page 6 – final sentence, end sentence at “... regular communication with them”.
- Page 7 – Equal Opportunities title – delete “and employment of disabled persons”. Add separate paragraph relating to LGBT+ and the 3 standards achieved to date towards attaining the Rainbow Flag Award. One of the standards being “Supportive Governors and Parents”. Also include recognition of the College achieving the Matrix Standard, a kitemark quality standard for advice and support services.
- Page 9 – final paragraph – with reference to the AoC Code of Good Governance add “as amended May 2019”.
- Page 10 – The Corporation – slight amendment to dates within the table and addition of “Interim Clerk” and “Assistant Clerk” to final paragraph.
- Page 12 – Scope of responsibility – first paragraph, first sentence remove “ultimately”. 2nd sentence delete “.. rather than eliminate” and replace with “... and manage”. Finish sentence at “... business objectives”.

The Vice Chair acknowledged her thanks to the Vice Principal Services for his work in compiling the report.

The Committee resolved to accept the report and refer comments to the Resources Committee.

G.20.23 Item 7: Training and Development Plan 2019/20

Governors discussed the proposed training plan for 2019/20. The Vice Chair advised that training on the Curriculum Intent in the new EIF during the Standards Committee meeting would involve questioning governors on the design of the curriculum. Following this further training could be provided should it be felt necessary.

The Vice Chair advised that the new Principal had previously been involved in apprenticeship inspections and this knowledge could be used for a governor training session.

The Committee resolved to accept the plan and recommend it's approval to the Board.

G. 20.24 Item 8: Governor Appointment

The Chair asked governors to consider the appointment of Richard Jacklin as an independent governor.

The Committee resolved to recommend to the Corporation the appointment of Richard Jacklin as an independent governor.

G.20.25 Item 9: Membership Issues

The Director of Governance presented the application received for the role of parent governor. The Committee agreed to progress the appointment.

D of G

The Vice Chair advised that she was meeting with a prospective governor that day and would update the Committee accordingly.

Vice Chair

The Chair advised that she had been considering the current composition of the Governance Committee and she had discussed it with the Chair of the NW Clerks Network. She had been informed that the general preference was for Chairs to sit on the Remuneration Committee rather than Governance. With this in mind the Chair suggested reverting back to how the Committee was set up previously and the Remuneration Committee to comprise of Chairs. A written resolution regarding agreement to the composition of both committees to be sent out to governors.

D of G

The Committee resolved to recommend to Corporation the appointment of Jonathan Lea as parent governor and recommended a written resolution be circulated with regards to the composition of the Governance and Resources Committees.

G.20.26 Item 10: Governor 1:1 Evaluations/Chair's Evaluation

The Director of Governance presented a summary of outcomes from the Self-Evaluation process for 2018/19 and explained the results were based on evaluations received to date with a number of evaluations still outstanding.

Following discussion it was agreed that governor link roles be added to the evaluation form. The positives and areas for improvement which had been identified on the evaluation forms were discussed.

The Committee were advised the Chair's two year term as Chair of the Corporation was due to expire at the end of January 2020. In view of the Principal retiring and in the interests of continuity the Committee asked that the Chair consider a further term of office. The Chair was agreeable to serve for up to another 12 months to allow time for the new Principal to become established at the College and for the Chair to provide continuity during the transition.

The Committee resolved to recommend that the Chair of Corporation term of office be extended for a period of up to 12 months to the 31st January 2021.

G.20.27 Item 11: Items to be reported to the Corporation

The Chair summarised the meeting and identified the following items to be reported to the Corporation at its meeting on 4th December 2019:

Chair

- Training and Development Plan – recommended for approval by the Board
- Governors yet to complete the evaluations
- Members' Report – Financial Statements
- Reconstitution of the Governance and Remuneration Committees
- Chair of Corporation expiry of term of office

G.20.28 Date of Next Meeting

Wednesday 5th February 2020