

Minutes of the Governance Committee Meeting held via MS Teams on Tuesday 2nd February 2021 at 3pm

Present: Kathy Passant(Chair)
Michelle Brabner
Alex Gamil
Vickie Hayes
Vipin Trivedi

In Attendance: Veronica Fell (Interim Temporary) Clerk

The Clerk confirmed the meeting quorate and the Chair welcomed everyone, in particular the new members.

Minute No.	Minutes	Action
G.21.33	Item 1: Apologies for absence There were no apologies for absence - All members in attendance.	
G.21.34	Item 2: Declarations of Interest None reported.	
G.21.35	Item 3: Minutes of the Previous Meeting The Committee resolved to approve the minutes as an accurate record. Item 3A: Written Resolutions The Committee adopted 2 Written Resolutions, 03/20 and 01/21 approved since the meeting of 11th November 20.	
G.21.36	Item 4: Matters Arising / Actions Summary There were no matters arising from the minutes. The Clerk presented the Actions Summary from the meeting on 11 th November 2020 from which it was noted that all actions were either in progress, on this agenda or complete.	

Actions in progress were reported as follows:

Amendments to the Instrument & Articles to include a maximum of 2x4yrs terms of office - it was agreed for this to be actioned on appointment of a new Clerk (interviews scheduled for 17th Feb). The committee noted that the Board do adhere to 2x4 and only exceptionally extend terms of office.

Clerk

The proposal for Standards committee to engage with Apprentices - to be reviewed by June 21 on the basis covid lockdown status and further government guidance would be known. The new AP with responsibility for this area, joining the college in March, would by then have had sufficient time to plan reports to the committee.

Arrangements for mentoring new independent and student governors are in progress. The Staff governor is to meet with students ahead of the March Standards and Corporation meetings.

G.21.37 Item 5: Confidential Business

None.

G.21.38 Item 6 and 6A: Membership Matters

Governors discussed the report and agreed to recommend to Corporation that skills audits, Governor and Chair evaluations are completed cyclically in early June of each academic year to commence in June 21. The committee also agreed to adopt a streamlined review of skill sets using an online survey and for the clerk to make the arrangements. The Chair recorded that the range of Board skills had been strengthened with the appointment of 4 new independent governors in November 20 and that an external recruitment agency would be assisting with the appointment of a new committee Chair for Resources and one other Independent member. Overall the compliment of Independent members had been adequately addressed and succession planning would be kept under close review.

Clerk

The report on Governor training was considered. The Chair reported that she had attended the ETF Chairs' Leadership training in January which continues with on-going tutorials. New Governors had completed college induction training and had enrolled on or attended the AoC external induction.

Clerk

To facilitate the mapping of Board training and development, Governors are to be reminded to complete their individual training record. After some discussion on how to improve record completion the Principal proposed that the college staff training record be adapted for the Board's use and will arrange for HR to liaise with the Clerk.

The committee resolved to accept and recommend to Corporation that cyclical reviews are undertaken at the same time in each academic year, the skills audit is completed via 'surveymonkey' and the training record is simplified to a college staff format.

Minute No.	Minutes	Action
G.21.39	Item 7: Governance SAR 2019-20 and QIP for 2020-21	
	<p>The Chair advised committee that a draft Governance SAR for 2019-20 had been undertaken in November 20 as a new annual separate exercise to the review of Governance reflected in the whole of college SAR. The draft report and quality improvement plan had been shared with Board members in December 20 and committee were now asked to recommend approval to the Corporation. The Chair added that the Governance SAR would be the basis on which to monitor progress going forward. The Temp Interim Clerk advised committee that actions on the Quality Improvement Plan were currently in progress and would be noted for when the Board appoint a new Clerk. The review of the Corporation's performance against the Code of Good Governance is to continue biennially.</p> <p>The Committee resolved to accept the report and recommend approval of the Governance SAR for 2019-20 and Quality Improvement Plan for 2020-21 to the Corporation.</p>	Clerk
G.21.40	Item 8: FEC Governance Update	
	<p>The Clerk provided an update on the FEC Governance recommendations included in their report issued in December 20, following the college requesting a voluntary diagnostic assessment. The Chair informed the committee that the majority of recommendations had already been adopted by the college and it was good to have the FEC reaffirm these. The FEC have scheduled a follow up meeting for May 21 which the Principal advised maybe put back in view of the current lockdown restrictions.</p> <p>The Chair explained that support for the professional clerking role would be retained as the college were currently advertising for a new clerk. The interview panel would include an external independent member in line with the Principal introducing this for Senior Post Holder appointments.</p> <p>The Committee resolved to accept the report and provide a progress report to the next Corporation meeting.</p>	Chair/ Clerk
G. 21.41	Item 9: Attendance Report Year to Date 2020/21	
	<p>The Clerk presented the attendance report for the current academic year up to 31st January 2021 advising that Board and Committee attendance was at a level above the 80% attendance policy minimum and also noted that meetings on Teams continued to be working well. However, members agreed that 'meetings in person' should resume at some point with a proposal to offer a blended approach with a Teams link once lockdown restrictions are eased and updated guidance received from the DofE. Governor feedback favoured meetings in person. The Chair proposed that</p>	Clerk

when possible Corporation and Standards should be the first groups to be accommodated and requested that 'paper' meeting agendas still be provided for ease of reference when reading documents on laptops.

The Committee resolved to accept the report and provide an update on attendance to the next Corporation meeting and a formal report to the July meeting.

G.21.42 Item 10: 'Skills for Jobs' White Paper

The Clerk provided a summary on the Governance aspects of the DofE White Paper published on 21st January 2021 and advised committee of the overarching theme that Governance is to be more closely monitored for accountability and with higher expectations of Board performance. Various proposals would support Governors in their role and also ensure the Board is equipped to support individual leaders in the college. The Chair noted that many of the recommendations were already adopted by the Corporation and the Governance SAR development plan was a key part to continue improvements. The Paper would form part of the discussion at the Strategy day on 3rd February 2021.

**Clerk/
Chair/
Principal**

The Committee resolved to accept the report and recommend the White Paper be circulated to Board members and a summary report be prepared by the Clerk for the Corporation meeting on 11th March 2021.

G.21.43 Item 11: Items to be Reported to the Corporation

The Chair summarised the actions from the meeting and identified the following items to be recommended for approval by the Corporation or be reported to its meeting on 11th March 2021:

Recommend approval for the streamlining of cyclical governor Reviews.

Recommend approval of the Governance SAR for 2019-20 and Quality Improvement Plan for 2020-21.

Report on progress of FEC recommendations.

Attendance report.

The 'Skills for Jobs' White Paper be circulated to Board members and a summary report on the Governance aspects to be prepared by the Clerk for Corporation meeting on 11th March 2021.

In concluding the meeting the Chair offered a vote of thanks to the PA to the Principal for the support and assistance provided to the Committees and Corporation during the absence of the Governance Director and to the Temp Interim Clerk for 'stepping in' to ensure clerking is maintained.

Meeting ended at 4.15pm.