

**Minutes of the Governance Committee Meeting held via Teams on
Monday 14th September 2020 at 10.00am**

Present: Christine Bampton (Chair)
Michelle Brabner
Veronica Fell
Rob Firth
Vickie Hayes

In Attendance: Caroline Jenkinson – Director of Governance

Action

G.21.01 Item 1: Apologies for absence

Apologies for absence were received from Kathy Passant.

The Director of Governance confirmed the meeting was quorate.

G.21.02 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.21.03 Item 3: Minutes of the Previous Meeting – 30th June 2020

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

G.21.04 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 30th June 2020.

20.47 The new governor laptops have arrived and are currently being configured by the IT Department and prepared for despatch. To be available for governor use prior to the next Board meeting on 30th September 2020.

**Dir of
Gov**

20.52 The staff governor confirmed she would approach external contacts with regards to their interest in becoming a governor. The Principal informed the Committee that she had spoken to representatives from external organisations. Some individuals had shown interest but were hesitant to commit at this stage due to current circumstances. A meeting with the CEO of Southport BID was taking place this week with the potential to glean further contacts from this.

**Staff
Gov**

Principal

G.21.05 Item 5: Confidential Business

None.

G.21.06 Item 6: Vice Chair Approval

Following discussion, Rob Firth was appointed Vice Chair of the Committee for a one year term of office.

G.21.07 Item 7: Annual Report 2019/20

The Director of Governance presented the Annual Report for 2019/20.

Overall attendance by governors at all meeting was confirmed at 88.75%, well above the 80% target.

Governors discussed the composition of the Corporation which, in accordance with the Instrument and Articles, could consist of up to 20 independent members. It was agreed that the target to work towards for independent governors should be set at 16,

The Corporation currently consisted of 12 independent governors, 1 parent governor, 3 staff governors, 1 student governor and the Principal. There were 2 vacancies for student governors, the recruitment process for which was due to commence shortly, with the October half term being a deadline for the receipt of applications.

Dir of Gov

The Committee resolved to receive and accept the report.

The Staff Governor left the meeting at 10.23.

G.21.08 Item 8: Committee Memberships

The Director of Governance presented the current committee memberships. The Chair of Corporation informed the Committee that an independent governor had moved away from the area but wished to remain on the Board for the time being. This reinforced the need to progress the recruitment of new independent governors, particularly for candidates with the appropriate skillset to sit on the Audit Committee.

The Director of Governance confirmed an advertisement for governors is to be placed on a jobs website listing, This will be in addition to one for the local paper and another for the College website. These were currently in the process of being written. A governor suggested the idea of placing a video clip on the website linked to the advertisement. This would feature a governor highlighting the benefits and enjoyable aspects of being a college governor.

Dir of Gov

Another governor suggested researching the charity section of the Institute of Chartered Accountants where volunteering roles were advertised. The Director of Governance to follow up.

Dir of Gov

It was noted that Rob Firth's current term of office was due to expire on 13th November 2020. He confirmed he would be interested in remaining on the Board for a further term of office.

Rob Firth left the meeting at 10.40

Following discussion it was agreed to recommend approval by the Corporation of Rob Firth's re-appointment for a further four year term of office.

Rob Firth re-joined the meeting at 10.45

The Committee resolved to receive and accept the report and recommend approval by the Board to Rob Firth's reappointment for a further four year term of office.

G. 21.09 Item 9: Self-Evaluation 2019/20

The Director of Governance confirmed the self-evaluation forms had been circulated to governors with a deadline return date of 30th September 2020. A number of completed forms had been received to date.

A Committee Evaluation of its own performance for 2019/20 will be presented to the Committee at the next meeting in November.

Dir of Gov

The Committee resolved to receive and accept the report.

G.21.10 Item 10: Chair's Evaluation

The Chair of Corporation informed the Committee that she was currently in the process of compiling the Chair's Report which would accompany the evaluation forms. Both documents to be circulated to independent governors in due course.

**Chair/
Dir of Gov**

The Chair and Vice Chair of Corporation will be holding 1:1s with governors with the aim of all to be completed by early November. The general themes from the meetings will be reported back at the next Committee meeting.

The Principal noted that should any 1:1s be held in College the completion of a risk assessment will be required

The Committee resolved to receive and accept the report.

G.21.11 Item 11: Skills Audit

The Director of Governance confirmed the Skills Audit forms had been circulated to governors with a deadline return date of 30th September 2020. A number of completed forms had been received to date.

Governors noted grading was not applicable to all questions within the form. The Director of Governance agreed to update the form for the following year.

Dir of Gov

The Committee resolved to receive and accept the report.

G.21.12 Item 12: Training and Development Plan 2020/21

The Director of Governance presented a draft Training and Development Plan for 2020/21.

Governors discussed mentoring for new governors and it was agreed the Chair/Vice Chair would discuss the possibility of experienced governors volunteering to mentor during their 1:1 evaluations. A staff governor confirmed she would continue in her role as mentor to the student governors.

**Chair/
Vice Chair**

A training session at the commencement of the Corporation meeting on 30th September was discussed. The Safeguarding governor noted she was attending a safeguarding meeting that afternoon and agreed she would discuss the possibility of a session on safeguarding updates with reference to Covid with the Assistant Principal. The Director of Governance to follow this up.

The Principal informed the Committee that Ofsted were recommencing inspection activity. Inspections would comprise of 2 day visits with a focus on the quality of teaching in the context of Covid. These visits would result in a published report but no grade. A number of example visits would be undertaken with good and outstanding colleges which meant Southport College could be chosen. As such she suggested a training session for governors could be beneficial. Further details on this will be included in the Principal's Report presented at the Corporation meeting.

Dir of Gov

A governor requested that presentation slides from training sessions be sent to all governors. The Director of Governance agreed to do this.

Prin/Dir of Gov

The Committee resolved to receive and accept the report.

G.21.13 Item 13: Instrument and Articles of Government

The Director of Governance presented the Instrument and Articles of Government which showed, via track changes, amendments Corporations may wish to consider making to Instrument 8 'Persons who are ineligible to be members' (our Instrument 6) and Instrument 10 'Termination of membership' (our Instrument 7).as outlined in an Eversheds Governance Briefing,

Following discussion the Committee agreed to form a working party to undertake a review of the Instrument & Articles and Standing Orders. The proposed amendments would be discussed at this time. The working party to report back to the Committee at the meeting in February.

Comm/Dir of Gov

An amendment throughout the document to change reference to 'Clerk' to 'Director of Governance' was agreed.

Dir of Gov

The addendum to the Standing Orders referring to Covid, which was agreed by written resolution on 7 April 2020, is to be presented to the Committee as part of the Standing Orders at its next meeting in November.

Dir of Gov

G.21.14 Item 14: Terms of Reference and Schedule of Business

The Director of Governance presented the Terms of Reference (the only update being 'Clerk' to 'Director of Governance') and the Schedule of Business for 2020/21.

The Committee resolved to receive and accept the Terms of Reference and approved the Timetable of Business for 2020/21

G.21.15 Item 15: Governance Statement and Members' Report 2019/20

The Director of Governance presented page 5 and 6 of the previous year's Statement. The Chair of Corporation highlighted the importance of the Committee having early sight of the report. It was anticipated there would be significant changes to the Statement this year in light of Covid and reference would also be included regarding the capital Pennington refurbishment project.

Governors discussed the risks in relation to the Statement and suggested a governor (not a member of the Resources or Audit Committee) sit on the College Risk Management panel.

The Committee noted the report should include the Board's appetite to risk as discussed at the Strategy Day in May 2019 and agreed the following actions to:

- develop a risk paragraph based around Covid and the Board's current risk appetite
- Include a section relating to the Ofsted inspection which took place in February 2020
- make reference to future plans for the College, including the Pennington project.

A draft of the report to be circulated to the Committee by mid-October.

Dir of Gov

G.21.16 Item 16: Items to be reported to the Corporation

The Chair summarised the actions from the meeting and identified the following items to be reported to the Corporation at its meeting on 30th September 2020

Chair

- Committee Memberships
- Re-appointment of Rob Firth as an independent member for a further four year term of office
- Training and Development Plan 2020/21

G.21.17 Item 17: Date of Next Meeting

Wednesday 11th November 2020.