

**Minutes of the Governance Committee Meeting held on  
Wednesday 5<sup>th</sup> February 2020 at 9.30am**

**Present:** Christine Bampton (Chair)  
Vickie Hayes  
Veronica Fell  
Rob Firth  
Kathy Passant

**In Attendance:** Caroline Jenkinson – Director of Governance

**Action**

**G.20.29 Item 1: Apologies for absence**

Apologies for absence were received from John Clarke.

**G.20.30 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.20.31 Item 3: Minutes of the Previous Meeting – 13<sup>th</sup> November 2019**

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

**G.20.32 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 13<sup>th</sup> November 2019:

19.107 E&D online training – complete.

19.110 Termly lunches – dates agreed as 27<sup>th</sup> February and 28<sup>th</sup> April.

19.113 Ongoing – liaison with Eversheds. The Chair of Corporation confirmed the I&As had previously been updated in readiness for the merger. They could now be reviewed on the basis of moving various articles to the Standing Orders. Director of Governance to follow up and bring back to the next meeting in July.

**Dir of G**

Governors discussed the use of the Governor Handbook and whether a central area could be created to pull together all documents rather than issuing hard copies. The Chair of Corporation confirmed this had first been discussed back in 2017 and now needed to be progressed.

The Director of Governance stated she had a meeting scheduled to consider the use of Microsoft Teams in order to create a central area to store all governor papers. Once implemented this would require tablets to be purchased for governors and a governor training session scheduled. Director of Governance to progress.

**Dir of G**

**G.20.33 Item 5: Confidential Business**

None.

**G.20.34 Item 6: Review of Skills Profile**

The Director of Governance presented her report showing the recruitment activity undertaken in response to the gaps identified in the skills audit presented to the Committee in June 2019.

As a result of the audit two governors with the required skillsets had joined the Board and an advertisement for additional governors published in the local paper, the results of which are outlined in Item 8.2.

The Chair acknowledged the work undertaken in order to narrow the skills gaps and thanked the Chair and Vice Chair of Corporation for their time and efforts in achieving the new appointments.

Governors discussed ongoing recruitment activity and the aim of promoting diversity on the Board. It was suggested, in light of the forthcoming Pennington Building refurbishment project, it would be beneficial to have a governor with estates/project management experience on the Board. As a result it was agreed to arrange for a further press release to be issued, specifically targeting this skillset. Discussion regarding ideas for potential new governors would also be undertaken with the new Principal.

**Dir of G**

*Vickie Hayes joined the meeting at 9.45am.*

Governors discussed the format of the current skills form and felt it contained too much information. The Director of Governance offered an alternative proforma which, with a slight change, could be used for the next audit.

The Chair of Corporation noted the importance of developing the skills of the current Board and with this in mind it was agreed to add "What would you like further training in?" to the bottom of the proforma.

The Chair concluded that the new updated proforma should be sent out for completion by all governors and this could be used as a base to look at the current and desired profile of the board for the Committee to consider at the next meeting. Director of Governance to issue skills audit.

**Dir of G**

***The Committee resolved to accept the new skills analysis proforma.***

**G.20.35 Item 7: Attendance YTD**

The Director of Governance presented a report showing governor attendance statistics for 2019/20 to date.

The Committee discussed governor attendance in general and the low attendance by one governor in particular, due to personal circumstances. The Chair of Corporation suggested a leave of absence be given to this governor and the issue followed up at the end of year appraisal.

***The Committee resolved to accept the report.***

## **Item 8: Membership Issues**

### **G. 20.36 Item 8.1: Written Resolutions**

The Director of Governance outlined the written resolutions obtained since the previous meeting on 11<sup>th</sup> November:

- Katy Robinson, independent governor
- Reconstitution of the Governance Committee
- Jonathan Lea, parent governor

***The Committee resolved to accept the written resolutions.***

### **G.20.37 Item 8.2: Governor Applications**

The Director of Governance presented the applications received in response to the press advertisement for new governors. This had culminated in three applicants invited for interview on 23<sup>rd</sup> January 2020.

The Chair thanked the Chair and Vice Chair of Corporation for meeting with the prospective governors and ascertaining their skillsets which had culminated in the following recommendations:

- Margaret Boneham – independent governor, serving on the Resources Committee
- Martin Bradley – associate governor, serving on the Standards Committee
- [REDACTED] no offer at the current time.

***The Committee resolved to accept the report and recommend the governor appointments to the Board.***

### **G.20.38 Item 8.3: Appointment of Student Governors**

The Director of Governors presented the names of two student governors who had been successful following an interview with the Chair and the Director of Teaching & Learning and Sixth Form Studies (Dir T&L&SF):

- Dyese Bruce
- Kasraa Mohammadi

The Chair noted her thanks to the Director of T&L&SF and the staff governor for arranging and participating in the interviews and follow-up interaction with the students. The staff governor acting as mentor for the students.

***The Committee resolved to recommend the student governor appointments to the Board.***

### **G.20.39 Item 9: Governor Links**

Following the appointment of a number of new governors to the Board the schedule of governor links for the remainder of the academic year would need updating and proposals were presented by the Director of Governance. To reflect staff changes the Governor Links Protocol had also been updated accordingly.

The Chair requested that once the new links had been approved governors be issued with dates of departmental meetings and student focus group meetings to give governors the opportunity to attend. Director of Governance to follow up.

**Dir of G**

***The Committee resolved to recommend the updated Governor Links Schedule for approval by the Board.***

**G.20.40 Item 10: Instrument & Articles of Government**

Item discussed at paragraph 20:32 Matters Arising.

**G.20.41 Item 11: New Principal Appointment**

The Chair of Corporation confirmed herself and the Vice Chair had met with the new Principal on a number of occasions. Runshaw College were progressing the recruitment of two new Vice Principals with interviews scheduled for the end of February. The new Principal had visited the College and been in discussions regarding the revised recruitment targets and had also been appraised of the ESFA notification letter.

The Chair of Corporation gave her vote of thanks to the staff governor and her team for all their work in achieving the Rainbow Award.

**G.20.42 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 25<sup>th</sup> February 2020

**Chair**

- Governor Appointments – independent, associate and student governors
- Governor Links Schedule – recommended for approval by the Board

**G.20.43 Date of Next Meeting**

Wednesday 1<sup>st</sup> July 2020.