

**Minutes of the Governance Committee Meeting held via Teams on
Tuesday 30th June 2020 at 1.00pm**

Present: Christine Bampton (Chair)
Michelle Brabner
Veronica Fell
Rob Firth
Kathy Passant

In Attendance: Caroline Jenkinson – Director of Governance

Action

The Chair welcomed members to the meeting and thanked the Chair of Corporation, Vice Chair of Corporation and Director of Governance for their hard work during the lockdown period. She noted in particular her appreciation for keeping governors well informed throughout.

G.20.44 Item 1: Apologies for absence

Apologies for absence were received from Vickie Hayes.

G.20.45 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.20.46 Item 3: Minutes of the Previous Meeting – 5th February 2020

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

G.20.47 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 5th February 2020.

20.22 Governors had adapted very well to the use of Microsoft Teams. Where governors had encountered difficulties with the use of their own devices the College had loaned laptops.

The Chair of Corporation informed the Committee that she and the Vice Chair had discussed with the Principal the purchase of mid-range devices for governors who required them. It was proposed that these would be available to governors for the start of the new academic year. The Director of Governance to pursue with the Principal and governors.

Dir of G

The Chair of Corporation stated that when meetings were once again held in College governors would bring their devices to the meetings and would no longer receive papers copies, unless for particular necessity.

The governors present recorded their thanks for the loan of College equipment and for the helpful assistance provided by the IT Department.

Governors discussed the storage of electronic papers and requested that the Director of Governance look into an area within Teams, where governors could access papers during a Teams meeting, in addition to the storage of papers in Govshare.

Dir of Gov

The Director of Governance also to contact governors to ascertain their training requirements with regards to working remotely. To be followed up with the IT department regarding a bespoke training session.

Dir of Gov

G.20.48 Item 5: Confidential Business

None.

G.20.49 Item 6: Review of Skills Profile

The Chair confirmed the review in its current format had been put on hold due to Covid-19.

The Chair of Corporation, the Vice Chair and the Principal had discussed the skill requirements of the Board and together with discussions with the ESFA and FEC had agreed that further financial support was required. Looking at the previous skills audit, together with the departure of a governor from the Resources Committee, it was agreed that a governor with this appropriate skills background was required immediately.

It was acknowledged that finding a new governor could prove difficult due to the current situation.

The Chair referred to the AoC national campaign to promote diversity on boards of college governors and suggested Marketing could work with the AoC on this during the governor recruitment process.

Dir of Gov/HoD Mktg

The Chair to raise governor recruitment at the following day's Board meeting.

Chair

Item 7: Membership Issues

G.20.50 Item 7.1: Written Resolutions

The Director of Governance noted the written resolutions approved by the Board since the previous Governance meeting, namely:

- IFMC return to the ESFA – approved 28th February 2020
- Amendments to the I&As and SOs in response to the COVID-19 outbreak – approved 7th April 2020
- COVID-19 Re-opening Plans and Risk Assessment – approved 11th June 2020

The Committee resolved to receive accept the report.

G.20.51 Item 7.2: Chair Vacancies

In line with the Board policy of Chairs having the opportunity to move around every two years there followed a discussion:

Audit Committee – The current Chair of Audit is approaching the end of his two year term of office. The vacancy had been circulated to independent governors with the successful nominee due to be announced at the Board meeting the following day.

Resources Committee – Due to the current situation with regards to Covid-19 and the financial challenges ahead it was agreed that the current temporary Chair be asked to stay on until the end of the first academic term.

Standards Committee - the Chair of Standards will continue with their current term of office being part way through a two year tenure.

The Committee resolved to receive and accept the report and recommend approval by the Board.

G. 20.52 Item 7.3: Governor Recruitment

In line with discussions at Item 6 the Chair noted the recent resignation of Richard Jacklin and the earlier departure of Juliette Cosgrove which reinforced the requirement to recruit new governors.

Governors discussed the issue and acknowledged the difficulty in recruiting suitable candidates who had the time available to fully commit to the role. It was suggested that approaches be made to external organisations and networks the College had connections with, such as those the staff governor had dealings with.

**Staff
Gov**

The Committee resolved to receive and accept the report.

G.20.53 Item 8: Attendance Report 2019/20 YTD

The Director of Governance presented the attendance report year to date. The Chair thanked the Director of Governance for the report and noted there were no issues giving rise for concern. Attendance at both Board and Committee meetings has been at or above the target attendance level of 80%.

The Committee resolved to approve the report.

G.20.54 Item 9: Governor Links

The Director of Governors presented the current governor links schedule for discussion moving forward.

Governors considered the schedule and agreed changes to the title of two 'Themes' as the Principal is minded to ensure that student pastoral support is appropriately recognised through the link scheme. The manager contact details for Estates, Facilities and H&S was also updated.

Governors discussed the link role, particularly in the context of lockdown, and agreed an addendum to the protocol be produced with reference to meeting with members of staff at this time.

**Dir of
Gov**

The Chair suggested that link governors be encouraged to only attend departmental and student focus group meetings for the area that they are linked with and also highlighted the importance of following this up with completion of visit records.

These records should be sent to the D of G for collation.

The Committee resolved to receive and accept the report.

The Chair of Corporation left the meeting at 2.00pm.

G.20.55 Item 10: Instrument & Articles of Government

A review of the Instrument & Articles of Government had been deferred due to the current situation.

G.20.56 Item 11: 1:1s and Chair's Evaluation.

The annual 1:1s and the Chair's Evaluation, usually conducted during May and June in the academic year, have been pushed back to the start of the new academic year due to the Covid situation.

G.20.57 Item 12: Timetable of Meetings

Governors discussed the draft Timetable of Meetings for 2020/21. The Chair requested the Governance meeting scheduled for 8th September be moved forward to 1.00pm.

Dir of Gov

Where the Resources Committee and Board meetings have been scheduled for the same day (September and April) consideration is to be given to whether these could be held on separate days. Director of Governance to follow up with the VP Services.

Dir of Gov

The draft timetable has already been circulated with the Board papers and will need to be recirculated once the changes have been made.

Dir of Gov

The Committee resolved to receive and accept the Timetable of Meetings subject to proposed changes.

G.20.58 Item 13: 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 1st July 2020

Chair

- Governor Recruitment
- Governor Links Schedule and addendum to the Governor Links Protocol.
- Draft timetable to be amended and re-circulated.

G.20.59 Date of Next Meeting

Tuesday 8th September 2020.