

**Minutes of the Governance and HR Committee Meeting
Monday 15th November 2021 at 4.30pm
in the Boardroom at the College**

Present:

Peg Hulse (PH)	Jeremy Pattison (JP)	Nigel Roberts (NR)
Emma Young, Principal (ELY)		

In attendance:

Ken Kehoe, Clerk (KK)	
-----------------------	--

		Action
	Confirmation of Chair	
	The Committee confirmed Nigel Roberts as Chair for the Academic Year 2021/22	
1	Apologies for Absence	
	There were apologies from Hamish Cameron Blackie (HCB).	
2	Declarations of Interest	
	There were no declarations of interest for any items on the agenda.	
3	Minutes of the meeting held on Monday 14th June 2021	
	The minutes of the Governance and HR Committee meeting held on Monday 14 th June 2021 were approved by the Committee as an accurate record.	
4	Matters Arising	
	Item 7 – Clerk to check with previous Clerk whether she had canvassed Trustees’ views on last year’s SFCA Webinar Programme. Action: The Clerk to liaise with the previous Clerk.	Clerk
	Item 10 - Clerk to liaise with IT Department to ensure that Trustees have College emails and access to SharePoint for the next cycle of meetings in the Spring Term. Action: The Clerk to liaise with the IT Department with regard to the provision of Trustee emails and access to SharePoint.	Clerk
5	Governance Membership Matters	
	<u>Trustee Terms of Office</u> The committee confirmed that the term of office for a Parent Trustee was 4 years, according to the Articles of Association, and that the term of office of the current Parent Trustee should reflect this. Action: Clerk to amend records and databases as necessary.	
	<u>Board of Trustees membership</u> The Committee noted that Stuart Hibbert and Ed Sylvester had been elected as Staff Trustees.	

	<p>The Clerk informed the committee that there had originally been 10 nominations for the Parent Trustee position but that a number of potential candidates had withdrawn when they had been informed that there would be a contested election.</p> <p><u>Committee Membership</u></p> <p>The Committee noted that Helen Warren had informed the Chair of the Board of Trustees that she was content to serve on Audit Committee. The committee agreed that the new Parent Trustee should also serve on Audit Committee. The committee also noted that ELY should be shown as, in attendance, at the Audit committee.</p> <p>Action: Clerk to amend Audit committee membership to add Helen Warren and the new Parent Trustee, when elected. Clerk to add ELY as being, in attendance.</p> <p>The committee discussed the committee memberships of the two new staff trustees and suggested the Curriculum and Quality, and Governance and HR, committees.</p> <p>Action: ELY to discuss with the two new Staff Trustees.</p>	<p>ELY</p>
<p>6</p>	<p>Governance Training/Skills</p>	
	<p><u>Skills Audit and Training</u></p> <p>The committee discussed the skills audit and noted that the scores this year were higher than last across the board, possibly reflecting the addition of a new experienced Trustee and another year's experience for the current Trustees. The committee noted that Charity Law was an area for development and commissioned the Clerk to identify training materials and to add the topic to the Annual Conference..</p> <p>Action: Clerk to identify training materials on Charity Law and add the topic to the Annual Conference agenda.</p> <p>Turning to other training, the committee commissioned the Clerk to sign up to the SFCA Webinar Programme. They also agreed that the Chair would consider possible training options and costs and, with ELY, would consider whether an explicit training budget for Trustees was required.</p> <p>Action: Clerk to sign up to the SFCA Webinar programme and to circulate details to Trustees.</p> <p>Action: JP to investigate training options and costs for Trustees.</p> <p>Action: JP/ELY to consider whether an explicit training budget for Trustees was required.</p> <p><u>Governance SAR and Committee Objectives</u></p> <p>The committee discussed its objectives for the coming years. The committee agreed that it should:</p> <ul style="list-style-type: none"> • Oversee the development of a HR dashboard for regular review by the committee. • Develop the training available for Trustees. • Refresh the recruitment process for Trustees to ensure that it reflected the skills requirements of the Board and the need to ensure that Board reflected the wider community. • Oversee a Governance Review. 	<p>Clerk</p> <p>Clerk</p> <p>JP</p> <p>JP/ELY</p>

	<p>Action: NR to draw up draft objectives for the Governance SAR, reflecting the committees discussions, for circulation and comment.</p> <p>The committee also agreed to consider an updated Staff Code of Conduct at its next meeting. The Principal confirmed that HR are looking at developing a flexible working policy. It was also agreed that the College should consider a menopause policy.</p> <p>Action: Clerk to add Staff Code of Conduct to agenda for next meeting.</p> <p>Action: Principal to bring flexible working policy and menopause policies to future meetings as appropriate.</p>	<p>NR</p> <p>Clerk</p> <p>ELY</p>
7	LINK Trustees	
	<p>The committee discussed the JP's paper on Link Trustees.</p> <p>The committee agreed to JP's proposal that there should only be a Safeguarding LINK Trustee, subject to committees reflecting on the results of Trustee involvement in the SAR process and that issues such as Equality, Diversity and Inclusion Link should be standing items on the relevant committee. The committee agreed that there should be an annual work programmes for each committee to ensure key issues were covered.</p> <p>Action: Clerk to add Link Trustees to the next Board meeting.</p> <p>Action: Clerk to draw up Annual Work Programmes for committees for discussion.</p>	<p>Clerk</p> <p>Clerk</p>
8	Strategy Update: Way Forward	
	<p>The committee discussed the ongoing strategy review process. They agreed that the process needed to identify the 3 or 4 key issues facing the college but Trustees also need to be clear about the vision and values of the College. How the College responded to developments, such as the possible loss of BTECs, would be driven by the College's values. The committee agreed that a short paper on vision and values should be prepared for the Board as part of its review of strategy.</p> <p>Action: JP/NR and ELY to agree a document to send out ahead of the Full Board meeting in December to prompt further discussion and thinking around the Strategic Plan review.</p>	<p>JP/NR/ ELY</p>
9	Complaints Procedure	
	<p>ELY updated the committee on the number of complaints that she had received this year (there had been 2 so far) compared to the total number of complaints last year, 4.</p> <p>The committee agreed that they would only look at the Complaints Report annually, but asked that the Principal update the committee before then if there was a sudden increase or a developing pattern. The committee also asked that the Principal report any positive feedback that she received.</p> <p>Action: Clerk to add Complaints Report as an agenda item once a year.</p> <p>Action: ELY to advise the committee, before the annual Complaints Report, if there is a spike in complaints.</p> <p>Action: ELY to report positive feedback that she received to the committee.</p>	<p>Clerk</p> <p>ELY</p> <p>ELY</p>

10	General Staffing Matters	
	<p>ELY updated the committee on staffing matters. She made the following points:</p> <ul style="list-style-type: none"> • Since the start of term, there had been more than 11 COVID cases among staff this year, compared with none in the same period last year. • There were 11 student COVID cases, as of the morning of the meeting, with 4 awaiting PCR results and 1 self-isolating. The students had benefited from being vaccinated over the summer. • Teachers would get a 1% pay increase on all pay points, except for those on points 6,7 and 8, who would get 1.5%. • The College had 7 trainee teachers; the training was delivered via Reigate College. • There was a vacancy for a Learning Support Manager as the current incumbent was moving to another 6th Form College. The college was advertising but a contingency plan would be necessary because of notice periods. There was also a vacancy for an Assistant Exams Officer and the Art Technician had resigned. • There were 22 new members of teaching staff, including the trainees, this term. They were doing well. There were also 10 new support staff. The recruitment of catering staff had been difficult. <p>The committee thanked ELY for her briefing.</p>	
11	GHR Terms of Reference	
	<p>The committee agreed to the addition of the following items to its TOR:</p> <ul style="list-style-type: none"> • Overview of complaints data • Oversight of HR and governance data <p>Action: Clerk to amend Terms of Reference.</p>	Clerk
12	AOB	
	<p>ELY advised that she proposed to bring a student behavior policy to the committee. The committee agreed.</p> <p>Action: ELY to submit a student behavior policy to the committee before the end of the academic year.</p>	ELY
13	Date of the next meeting	
	Monday 28 th February 2022.	

The meeting closed at 6.20pm.

Signed

Date.....