

**Minutes of the Governance and HR Committee Meeting
Monday 14th June 2021 at 4.30pm
in the Boardroom at the College**

Present:

Hamish Cameron Blackie (HCB)	Jeremy Pattison (JP)	Hannah Radwanski (HR)
Nigel Roberts (NR)	Helen Warren (HW) (remotely)	Emma Young, Principal (ELY)

In attendance:

Sharon Harmon, Clerk (SH)

		Action
1	Apologies for Absence	
	None.	
2	Declarations of Interest	
	There were no declarations of interest for any items on the agenda.	
3	Minutes of the meeting held on Monday 22nd March 2021	
	The minutes of the Governance and HR Committee meeting held on Monday 22 nd March 2021 were approved by the Committee as an accurate record.	
4	Matters Arising	
	Item 3 – SNH confirmed the agreed amendments had been made to the Equality, Diversity and Inclusion Policy and the policy had subsequently been approved by the Full Board at the meeting on 29 th March 2021. Item 8 – ELY confirmed the programme for the Trustees Annual Conference had been agreed and circulated to the Full Board of Trustees. The Committee discussed the format of the day. Action: The Clerk agreed to follow up with Trustees to confirm participation in tours/learning walks/focus group.	Clerk
5	COVID-19 Update	
	<p>ELY provided the Committee with an overview of the measures the College has implemented in response to the changing position with the COVID-19 pandemic. ELY confirmed the full return of students to face to face teaching since the start of the Summer term. ELY noted that onsite COVID-19 mass testing finished at the end of the Spring term and that testing is now conducted by staff and students at home. Both staff and students are provided with home testing kits. Participation in testing is still strong but slowly on the decline. ELY reported that this was in line with the national picture.</p> <p>The Committee asked if the College had any confirmed cases of COVID-19 since the last meeting. ELY reported that the College had the first confirmed case today but fortunately the circumstances of the case meant there was no requirement for anyone else at the College to isolate as a result.</p> <p>ELY confirmed a communication updating students and parents would be circulated following the release updated guidance from the government due to be issued later today.</p> <p>ELY reported that given the ongoing position the college had made the difficult decision to cancel the planned summer open evening.</p>	

	<p>ELY reported that the applicant taster days scheduled at the end of term would be going ahead face to face.</p> <p>ELY provided the committee with an overview of the discussion at the recent upper management planning meeting and outlined plans for July Inset.</p> <p>The Committee discussed planning for summer working given the change in results days this year. ELY confirmed that the College was conscientious of protecting staff wellbeing as much as possible but some staff would be required to return early in order to support during the results period.</p>	
6	<p>Governance Membership Matters</p>	
	<p><u>Board of Trustees membership</u></p> <p>The Committee noted that both Adam Duce (staff Trustee) and Anne Wakefield (Parent Trustee) would both reach the end of their terms of office at the end of this academic year. The Clerk confirmed that Staff Trustee and Parent Trustee elections would be held at the start of the next academic year to fill these vacancies.</p> <p>The Committee noted that Dawn Reves has been appointed as Link Trustee for Safeguarding.</p> <p>The Committee noted that following the application process for External Trustees, one applicant would be invited to interview.</p> <p><u>Committee Membership</u></p> <p>The Committee noted that there were no changes to the Committee membership this term and agreed that the Audit Committee membership should be expanded with the appointment of new Trustees.</p> <p><u>Succession Planning</u></p> <p>The Committee noted that the Clerk to the Board of Trustees had resigned from the post to take effect from 31st August 2021. The Committee discussed succession planning for the Clerk to the Board of Trustees role. The Committee reviewed the proposed Job Description and person specification for the vacancy. The Committee agreed that both were appropriate. The Committee requested that the vacancy advertisement provide detail on the timing of meetings. The Committee agreed to contact the Principal by the end of the day on 15th June 2021 with any other comments.</p> <p>The Committee agreed a time frame for recruitment and agreed the interview panel should comprise the Principal, the Chair of the Board of Trustees and one other Trustee.</p> <p>The Committee discussed where the vacancy would be advertised and agreed, in addition to the recruitment sites, it would be a good idea to share with the vacancy with the Full Board to circulate to appropriate professional networking platforms and forums.</p> <p>Action: The Principal and the Chair of Trustees to conduct recruitment for a new Clerk as agreed.</p> <p>Action: The Clerk to share the link to the Clerk vacancy with the Board of Trustees to circulate professional networking platforms and forums as appropriate.</p>	<p>ELY/JP</p> <p>Clerk</p>

7	Governance Training/Skills	
	<p>The Committee discussed the skills audit and noted that it was up to date and that there were appropriate skills across the Board. The Clerk confirmed the results of the last skills audit would be shared with Trustees at the Trustee Annual Conference under the Governance Self-Assessment Report and Development Plan item.</p> <p>The Committee discussed the role and the remit of the Link Trustees. The Committee noted that currently the Board had a Safeguarding Link Trustee and an Equality, Diversity and Inclusion Link Trustee. The Committee agreed the role of Link Trustees Should be discussed further with the Full Board at the Trustees Annual Conference. The Committee further agreed to consider the appointment of a Careers Link Trustee in the next academic year.</p> <p>Action: The Chair of the Board of Trustees to lead discussion on the role of Link Trustees at the Trustee Annual Conference.</p> <p>The Committee discussed how Trustee training was recorded and tracked. The Clerk confirm a training log was kept for Trustees. The Clerk reported that feedback from the SFCA Webinar programme would be logged. The Clerk confirmed that future training would be discussed at the Trustee Annual Conference under the Governance Self-Assessment Report and Development Plan item.</p> <p>Action: The Clerk to canvass the Board of Trustees for feedback on the SFCA webinar programme.</p>	<p>JP</p> <p>Clerk</p>
8	Complaints Procedure	
	<p>The Committee reviewed the updates to the College’s Complaints Procedures. ELY provided the Committee with an explanation of the updates to the procedures.</p> <p>Following discussion the Committee agreed the updates to the procedures were appropriate.</p> <p>Action: The Principal to ensure direction that complaints against the Principal be reported to the Chair of the Board of Trustees remain in the procedures.</p> <p>The Committee discussed the recording and monitoring of complaints and were reassured that the College had an appropriate recording and tracking system in place. The Committee agreed to establish a standing agenda item at the GHR Committee meetings on report to Committee on any complaints.</p> <p>Action: The Clerk to include a ‘Complaints Report’ standing item on future GHR Committee meetings agendas.</p> <p>The Committee had no further comments on the Complaints Procedures.</p> <p>The Committee approved the Complaints Procedures for recommendation to the Full Board for approval.</p>	<p>ELY</p> <p>Clerk</p>

9	General Staffing Matters	
	<p>ELY updated the Committee on staff recruitment. ELY reported that there had been more movement than usual amongst staff. This is reflected across the sector and is believed to be driven by the circumstances of the COVID-19 pandemic and staff reevaluating work/Life balance. ELY reported that there had been a restructure and additional resource allocated to both the IT and Marketing areas, this reflects the evolution of the ways working and the greater demands being placed on these areas. ELY further reported that the TUPE process for the catering staff had been completed.</p> <p>The Committee discussed recruitment challenges. ELY confirmed it was a competitive process but to date all vacancies had been successfully filled.</p> <p>The Committee asked if the College had an exit feedback process. ELY confirmed staff who leave the College are asked to complete an exit questionnaire and offer an exit interview.</p> <p>ELY reported she would be joining the SFCA the National Joint Council as the employers representative on the pay negotiations.</p>	
10	AOB	
	<p>The Committee discussed Trustee use of College email and the College's Governance portal. The Committee agreed that Trustees should be encouraged to use their College email account and that sharing of documents should be done via the Governance portal.</p> <p>Action: The Full Board to be included in discussion of the use of College email and reminded of Governance portal log in details.</p>	Clerk / JP
11	Date of the next meeting	
	To be confirmed.	

The meeting closed at 6.15pm.

Signed

Date.....