

GOVERNING BODY OF GODALMING COLLEGE

Minutes of the Godalming College Governance and HR Committee

Virtual meeting

Monday 15th June 2020 at 4.30pm

Present:

Elizabeth Graham (EG)	Douglas Jack, Chair (DJ)	Hannah Radwanski (HR)
Emma Young, Principal (ELY)		

In attendance:

Sharon Harmon, Clerk to the Trustees (SH)	
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	The Committee welcomed a new member, Hannah Radwanski (HR), to the meeting.	Action
1	Apologies for Absence	
	Apologies for absence were received from Hamish Cameron Blackie (HCB).	
2	Declarations of Interest	
	There were no declarations of interest for items on the agenda.	
3	COVID-19 Update	
	<p>ELY reported that the College had partially reopened for a small group of targeted students today. The day had gone well and it was good to see students back on campus. ELY confirmed that a thorough health and safety risk assessment had been conducted and appropriate adaptations had been made to the College campus in line with social distancing guidance. The College will continue to monitor the situation and look to expand onsite provision. In the meantime, the College continues to support students with a comprehensive remote learning provision. The focus also remains on planning for the delivery of provision for the autumn term and planning for a blended learning environment. The expectation is that some form of social distancing measures will still be in place. The College is examining a number of timetable models. The Committee discussed various possible scenarios which may be in place in September.</p> <p>ELY reported that the College will be running two virtual taster days for applicants on 25th and 26th June 2020. In addition, a wide range of information and resources for applicants is available on the College website.</p>	
4	Minutes of the meeting held on Monday 4th May 2020	
	The minutes of the Governance and HR Committee meeting held on Monday, 4 th May 2020 were approved by the Committee as an accurate record.	

5	Matters Arising	
	<ul style="list-style-type: none"> – The Committee noted that work on redrafting of the Trustee Misconduct Procedures and the Removal of a Trustee Policy was ongoing. – SH confirmed that Geoff Howes had been coopted by the Full Board at the meeting on 11th May 2020 and that he had also accepted the Chair of Audit Committee appointment. – SH reported that the review of the Trustee induction and training programme was ongoing. – ELY confirmed that the Personnel Manager had contacted the SFCA with the concerns raised in relation to the Grievance Procedure and the Disciplinary Procedure. The SFCA are looking into the matter but have not yet replied in full to the points raised. The Committee agreed to approve the Procedures via email once a full response had been received from the SFCA. 	
6	Governance Membership Matters	
	<p><u>Board of Trustees membership</u> The Committee noted that there are no terms of office coming to an end this term or this academic year.</p> <p>The Committee noted the current Chair’s term of office comes to an end in April 2021. The Committee discussed succession planning for the Chair to the Board of Trustees role. It was agreed that SH would remind the Full Board at the next Full Board of Trustees meeting on 6th July 2020 that nominations for the role will open in September. The successful candidate will be appointed at the Full Board of Trustees meeting December 2020, allowing the Spring Term 2021 for a handover period.</p> <p>Action: SH to advise the Full Board of Trustees of the timeline for the appointment of a new Chair and circulate the nomination forms accordingly.</p> <p><u>External Trustee Recruitment</u> The Chair reported that interviews for the external Trustees vacancies will be conducted on Monday 22nd June. The interview panel will be EG, ELY and Shirley Price. The panel will be interviewing three candidates. The Committee agreed that if all three candidates are suitable all three should be proposed for appointment to the Board of Trustees.</p> <p><u>Committee Membership</u> The Committee reviewed the membership and structure of the committees of the Board of Trustees. The Committee noted the following updates to Committee Membership:</p> <ul style="list-style-type: none"> – Anne Wakefield has join the Audit Committee – Rachel Gray has joined the Curriculum and Quality Committee 	
7	Governance Training/Skills	
	<p>The Committee discussed options for the Trustee training programme for 2020/21. The Committee agreed that the staff presentations at committees had been well received, however, it had been noted that often these presentation are of interest to all Trustees. SH agreed to explore ways to capture these presentations to share with the Full Board. The Committee agreed to canvas the Full Board for training requests for the Trustee annual conference in December. The Committee further discussed ways to deliver training remotely i.e. webinars. The Committee discussed the new Trustee Induction programme and agreed this could be enhanced with a live induction checklist for the first year in post. SH agreed to draw up a first year induction checklist to be considered by the committee.</p> <p>Action: SH to canvass the Board of Trustees for training requests. SH to explore online training content. SH to draw up a first year induction checklist.</p>	SH

8	General Staffing Matters	
	<p><u>Staff Pay</u> ELY updated the Committee on staff pay negotiations. ELY reported that a Teachers' pay agreement has now been reached.</p> <p><u>Staff Recruitment</u> ELY reported that appointments had been made to the majority of vacancies and all teachers vacancies should be filled by the end of this week.</p> <p><u>INSET</u> ELY reported that as INSET could not be delivered as planned this term, departments have been given some time for planning and training, and peer observation has been offered online via Teams.</p> <p>ELY recorded her thanks to College staff for all their ongoing hard work to keep the College running and supporting students.</p>	
9	College Development Plan 2019-2020	
	The Committee noted that the Development Plan had not been updated since the Full Board Meeting on 11 th May. Where possible updates will be provided to the Full Board meeting in July. The Committee discussed how the Development Plan for 2020/21 might evolve in light of the COVID-19 pandemic.	
10	Risk Register	
	<p>The Committee noted that the Risk Register had not been updated since the Full Board Meeting on 11th May. However, as discussed above, a thorough health and safety risk assessment had been conducted across the College and had been shared with the Full Board.</p> <p>The Committee further discussed the ongoing impact of the COVID-19 pandemic and planning for this both logistically and from a Mental Health prospective.</p>	
11	AOB	
	None.	
12	Dates of future meetings	
	TBC	

The meeting closed at 5.40pm.

Signed

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