

**Minutes of the Governance and HR Committee
Virtual Meeting
Monday 16th November 2020 at 4.30pm**

Present:

Hamish Cameron Blackie (HCB)	Elizabeth Graham (EG)	Douglas Jack, Chair (DJ)
Nigel Roberts (NR)	Hannah Radwanski (HR)	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 15th June 2020	
	The minutes of the Governance and HR Committee meeting held on Monday, 15th June 2020 were approved by the Committee as an accurate record. Action: Noted from the minutes, SH to add INSET to the list of acronyms for Trustees.	SH
4	Matters Arising	
	<ul style="list-style-type: none"> – Item 5 – SH and HCB reported that work on redrafting the Trustee Misconduct Procedures and the Removal of a Trustee Policy has been delayed. SH and HCB aim to bring the revised drafts of both of these documents to the next meeting of the GHR Committee for consideration. – Item 7 – SH reported that there were no requests for training received from individual Trustees. SH will continue to canvass the Board for training requests. 	SH / HCB
5	COVID-19 Update	
	<p>ELY provided the Committee with an overview of the implementation of the College’s blended learning approach and COVID mitigation measures in place since the start of the academic year. ELY reported, that following a 4 week review period, it was decided that the blended learning approach should continue. The review included feedback from students and staff as well as the parental perspective. The ESFA were contacted again for their view. The local and national sector context was also taken into account. ELY further explained that the decision to continue with the blended learning approach was made given the current status of the pandemic, the need to continue to prioritise safety, especially give the constraints of the social space available on campus and the need to provide continuity of teaching and learning for students in any scenario. The decision to continue with this approach has subsequently been further vindicated by the 2nd national lockdown.</p> <p>ELY formally acknowledged the continued resilience and determination of College staff in the face of very challenging circumstances. Students are coping admirably too and are settling in well overall. Students have been sent several reminders about the COVID checklist via e-mail and the Student Bulletin. Staff have been issued with a COVID reminders document too.</p>	

	<p>ELY reported that the College had recorded 12 cases of COVID so far since the start of term. 1 member of staff and 48 students in total have had to self-isolate from the 12 cases (average of 4.3 per case) which in terms of minimising the impact on teaching and learning really does vindicate the College's approach.</p> <p>At the request of the Committee, ELY explained the procedures the College follows if and when a confirmed case of COVID arises within the College community. ELY confirmed the College continues to follow Government guidance.</p>	
6	Governance Membership Matters	
	<p><u>Board of Trustees membership</u> The Committee noted that both Elizabeth Graham (Chair of the Board of Trustees) and Douglas Jack (Chair of the GHR Committee) will reach the end of their term of office in April 2021. The Committee agreed that the recruitment process to fill the arising vacancies on the Board of Trustees should begin in January 2021.</p> <p>The Committee discussed succession planning for the Chair to the Board of Trustees role. SH reported that the nomination period for the role is currently open with a closing date of Thursday 26th November. The Board will vote on the appointment of a new Chair at the Full Board meeting on 7th December.</p> <p>The Committee discussed the appointment of a new Chair of the Governance and HR Committee. SH and DJ requested that any member of the Committee interested in the role should contact them directly.</p> <p>The Committee agreed it would be helpful for the Board Membership list to indicate whether Trustees are in their first or second term.</p> <p>Action: SH to update the Board of Trustees Membership list to specify whether Trustees are in their first or second term.</p> <p><u>Committee Membership</u> The Committee noted there has been no change to committee membership this term.</p>	SH
7	Governance Training/Skills	
	<p><u>Skills Audit</u> The Committee reviewed the responses to the Board of Trustees Skills Audit. The Committee noted it had not received a full set of responses from Trustees. SH agreed to follow up with Trustees who had not yet submitted their responses to the Skills Audit Questionnaire. The Committee noted that overall there was a good range of skills across the Board and no obvious skills gap. The Committee agreed these responses are pertinent when planning training/presentations and when recruiting new Trustees.</p> <p>The committee agreed that it would be helpful to have a brief profile for each Trustee including their working background and skills overview.</p> <p>Action: NR and SH to produce a profile template for Trustees to complete.</p> <p><u>Self-Assessment Review</u> The Committee reviewed the responses to the Board of Trustees Self-Assessment questionnaire. The Committee again noted it had not received a full set of responses from Trustees. SH agreed to follow up with Trustees who had not yet submitted their responses to the Self-Assessment Questionnaire. The Committee noted that overall the Board had scored highly across all areas and received very positive feedback in the comments. The</p>	NR/SH

	<p>Board agreed SH to follow up with individual Trustees who recorded a lower score in some areas.</p> <p>Action: SH to follow up on responses to the Self-Assessment questionnaire.</p> <p><u>Governance SAR and Development Plan</u> The Committee reviewed the draft format of the Governance SAR and Development Plan for 2020/21.</p>	SH
8	General Staffing Matters	
	<p><u>Staff Recruitment</u> ELY updated the Committee on staff recruitment. ELY reported that the newly appointed staff who joined the College at the start of the academic year are all settling in well. ELY confirmed that Lesson observations of new teaching staff have been conducted by Heads of Department as part of probationary review procedures, all of which went well. ELY further explained that a member of the Senior Management would also carry out lesson observations of new staff members this half term.</p> <p>ELY reported that recruitment is underway for a full time member of the teaching staff following a resignation due to take effect at the end of this term.</p> <p><u>Staff Pay</u> ELY reported that staff pay negotiations are still ongoing.</p> <p><u>INSET</u> ELY updated the Committee on plans for INSET. ELY reported that due to the government's announcement of the revised exam dates in the summer term, the timing of summer INSET is under review.</p> <p>ELY reported that the focus of staff development is currently on supporting staff in delivering blended learning and managing the challenges brought about by the COVID pandemic.</p> <p>The Committee discussed the increased staff workload brought about by the adaptations to working necessitated by the COVID pandemic and agree staff workload should be kept under review and pared back where possible.</p>	
9	GHR Committee Terms of Reference	
	<p>The Committee reviewed its Terms of Reference. The Committee noted there had been a minor update to the wording under point 2.1 in relation to the timing of the Board Self-Assessment and Skills Audit.</p> <p>The Committee approved the Governance and HR Committee Terms of Reference for recommendation to the Full Board for approval.</p>	
10	AOB	
	<p>The Committee discussed the publication of the GHR Committee minutes on the College website and agreed that these minutes should be published alongside the other committee minutes.</p>	
11	Dates of future meetings	
	<p>Monday, 22nd March 2021 Monday, 14th June 2021</p>	

The meeting closed at 5.40pm.

Signed

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