

**Minutes of the Governance and HR Committee
Virtual Meeting
Monday 22nd March 2021 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)	Carol Horlock (CXH) for Item 3
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		Action
1	Apologies for Absence	
	None.	
2	Declarations of Interest	
	There were no declarations of interest for any items on the agenda.	
3	Equality, Diversity and Inclusion Policy	
	<p>The Committee reviewed the updates to the Equality, Diversity and Inclusion Policy. CXH provided the Committee with an explanation of the updates to the policy. The Committee noted the revisions were mostly updates to terminology.</p> <p>The Committee suggested an update to the policy top sheet to expand on the strategic link to the College Strategy.</p> <p>The Committee noted the review date at the top of the policy should be amended to April 2021.</p> <p>Action: CXH to update review dates on the policy summary.</p> <p>The Committee had no further comments on the updates to the policy.</p> <p>The Committee approved the Equality, Diversity and Inclusion Policy for recommendation to the Full Board for approval.</p> <p>Noted: CXH left the meeting.</p>	CXH
4	Minutes of the meeting held on Monday 16th November 2020	
	The minutes of the Governance and HR Committee meeting held on Monday, 16th November 2020 were approved by the Committee as an accurate record.	
5	Matters Arising	
	<p>Item 3 - SH confirmed 'INSET' is included in the list of acronyms for Trustees.</p> <p>Item 6 - SH confirmed the Board of Trustees Membership list had been updated to indicate whether Trustees are in their first or second term.</p> <p>Item 7 - SH confirmed a profile pro forma had been drawn up and circulated to Trustees to complete.</p> <p>Item 7 - SH confirmed the majority of Trustees had returned their responses to the Self-Assessment questionnaire.</p>	

6	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 explained that following the introduction of the national lockdown in January 2021 the College moved from blended learning to fully remote learning. Subsequently with the easing of lockdown for schools and Colleges from 8th March the College has reverted to the blended learning approach in order to manage the testing process as well as continuing to minimise the risk of transmission. ELY confirmed that the College would continue with this approach until the end of this term with an aim to have all students returning to full time face-to-face teaching at the start of the summer term. ELY explained that this approach was in line with the approach taken by other large 16-19 education providers.</p> <p>ELY explained to the Committee the College's COVID-19 testing process and the cohort system. ELY reported that testing was going very well. Over 80% of those invited to test are taking part. To date there have been no positive cases since onsite teaching resumed on 8th March 2021.</p> <p>The Committee discussed the parameters for a return of all students to face-to-face teaching. The Committee agreed that the position should be kept under review in line with government guidance and that ensuring the safety of staff and students was paramount.</p> <p>ELY provided an update on the cancellation of the 2021 exams and the process for teacher assessed grades.</p>	
7	Governance Membership Matters	
	<p><u>Board of Trustees membership</u></p> <p>The Committee noted that both Elizabeth Graham (Chair of the Board of Trustees and Link Trustee for Safeguarding) and Douglas Jack (Chair of the GHR Committee) will reach the end of their term of office this term.</p> <p>The Committee noted there were no other Trustees whose term of office ended this year.</p> <p>The Committee discussed succession planning for the Vice Chair to the Board of Trustees role. SH reported that to date no nominations had been received for this role.</p> <p>The Committee discussed the Link Trustee for Safeguarding role. SH reported that to date no nominations had been received for this role.</p> <p>The Committee agreed to discuss these vacancies with the Full Board at the meeting on 29th March 2021.</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><u>Committee Membership</u></p> <p>The Committee noted that from the summer term 2021 Nigel Roberts would become a member of the Finance and Estates Committee.</p> <p>The Committee noted that from the summer term 2021 Jeremy Pattison would become a member of the Governance and HR Committee.</p> <p>The Committee noted that there will still be an additional vacancy to fill on the Governance and HR Committee from the start of the summer term following the</p>	

	<p>departure of both DJ and EG from the Committee. The Committee agree to discuss this vacancy with the Full Board at the meeting on 29th March 2021.</p> <p>The Committee discussed recruiting external trustees and agreed to open applications for external trustees at the start of the summer term.</p>	
8	Governance Training/Skills	
	<p><u>Trustees Annual Conference</u></p> <p>The Committee discussed a schedule for the Trustees Annual conference at the end of the summer term. ELY proposed a date of Wednesday 30th June 2021. The Committee agreed this would be appropriate date and that an afternoon conference would be preferable.</p> <p>The Committee discussed possible activities and presentations for the conference programme. The Committee made a number of suggestions as follows:</p> <ul style="list-style-type: none"> - Learning Walks - Focus Groups with students - Tour of the College - Presentations from departments - Strategic Planning - Board Self Assessment and Development Plan - Invite external speakers to discuss developments in the sector <p>The Committee agreed to canvass the Board to see what training activities they would find useful. The Committee agreed to take this discussion to the Full Board meeting on 29th March 2021.</p> <p>Action: ELY agreed to put together a draft programme for the conference.</p> <p>The Committee agreed that alongside the Trustees Annual Conference it would be a good idea to provide the Trustees with additional opportunities to visit and engage with the College community.</p>	ELY / SH
9	Documents for Approval	
	<p><u>Admissions Policy</u></p> <p>The Committee reviewed the updates to the Admissions Policy. ELY provided the Committee with an explanation of the updates to the policy.</p> <p>Following discussion the Committee agreed the following revisions:</p> <ul style="list-style-type: none"> - page 2, revise wording of the policy relating to applicants over the age of 19 to read 'those aged 19 years old and above will not be considered' - page 2, revise the wording relating to the entry requirement for the Level 2 Access programme to make it clear what this programme is. - Page 3, replace the guidance relating to the National Academic Recognition Centre (NARIC) with the UK National Information Centre for the recognition and evaluation of international qualifications and skills (ENIC). - Page 4, further clarify the ballot process. <p>The Committee had no further comments on the Admissions Policy.</p> <p>The Committee approved the Admissions Policy for recommendation to the Full Board for approval pending the agreed updates.</p>	

	<p><u>Board Meetings Etiquette Policy</u> The Committee reviewed the Board Meetings Etiquette Policy. SH provided the Committee with a background to the policy and explained it was a template provided by the SFCA.</p> <p>The Committee had a brief discussion about the circulation of meetings minutes.</p> <p>The Committee agreed the policy was a useful set of guidelines. The Committee agreed to change the name of the policy to the Trustees Meetings Etiquette Policy.</p> <p>The Committee approved the Trustees Meetings Etiquette Policy for recommendation to the Full Board for approval.</p> <p><u>Removal of a Trustee Policy</u> The Committee reviewed the Removal of a Trustee Policy. SH provided the Committee with a background to the policy and explained the policy followed the procedures set out in the Articles of Association.</p> <p>The Committee discussed in detail the process for the removal of a Trustee set out in the policy and agree it was appropriate.</p> <p>The Committee approved the Removal of a Trustee Policy for recommendation to the Full Board for approval.</p>	
10	General Staffing Matters	
	<p>ELY conveyed to the Committee the continued hard work and resilience of staff in coping with the ongoing challenges of the COVID-19 pandemic.</p> <p><u>Staff Recruitment</u> ELY updated the Committee on staff recruitment. ELY reported that as a result of planned changes in working hours and roles the College will be recruiting for a number of teaching staff roles for the start of the next academic year. ELY reported that Hannah Radwanski has been appointed as the new Head of Psychology. ELY reported on restructures within the support staff departments.</p> <p><u>Staff Pay</u> ELY reported that the teaching staff pay award had been agreed in January. ELY reported there had been a minor adjustment to the support staff pay award to bring it into line with the agreed teaching staff award.</p>	
11	AOB	
	<p>The Committee noted that this was DJ and EG last meeting with the Committee. The Committee thanked DJ and EG for all their support and contributions and wished them well in their future endeavours.</p>	
12	Date of the next meeting	
	Monday, 14 th June 2021	

The meeting closed at 6.15pm.

Signed

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