

GOVERNING BODY OF GODALMING COLLEGE

Minutes of the Godalming College Governance and HR Committee virtual meeting Monday 4th May 2020 at 4.30pm

Present:

Hamish Cameron Blackie (HCB)	Adam Duce (AD)	Elizabeth Graham, Chair (EG)
Douglas Jack (DJ)	Emma Young (ELY)	

In attendance:

Sharon Harmon, Clerk to the Trustees (SH)	
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		Action
1	Apologies for Absence	
	There were no apologies for absence received.	
2	Declarations of Interest	
	There were no declarations of interest for items on the agenda.	
3	COVID-19 Update	
	The Committee agreed to defer the update on COVID-19 to be covered under Item 12 Risk Register.	
4	Minutes of the meeting held on 25th November 2019	
	The minutes of the Governance and HR Committee meeting held on 25 th November 2019 were approved by the Committee as an accurate record.	
5	Matters Arising	
	<ul style="list-style-type: none"> – The Committee noted that the agreed amendments and checks had been made to Family Friendly Policies and the updated policies had subsequently been approved by the Full Board. – The Committee noted that work on redrafting of the Trustee Misconduct Procedures and the Removal of a Trustee Policy was ongoing and these documents will be brought back to the GHR Committee at a later meeting. 	
6	Governance Membership Matters	
	<p><u>Board of Trustees membership</u></p> <p>The Committee noted that there are no terms of office coming to an end this term or this academic year.</p> <p>The Committee discussed succession planning for the Chair to the Board of Trustees role. The Committee noted the current Chair's term of office comes to an end in April 2021. The Committee agreed the timeline for the appointment of a new Chair to the Board of Trustees. It was agreed that the Chair would advise the Full Board at the next Full Board meeting and nominations for the role will open in September with a view to appointing a new Chair at the December 2020 Full Board meeting.</p>	

	<p>The Committee noted the appointment to the Board of Trustees of two new Parent Trustees, Anne Wakefield and Rachel Gray.</p> <p>The Committee agreed the appointment of outgoing Parent Trustee, Geoff Howes, to the Board of Trustees as a Board appointed Trustee be recommended to the Full Board for approval.</p> <p>The Committee noted Hannah Radwanski had been elected as the new Staff Trustee.</p> <p><u>Committee Membership</u> The Committee reviewed the membership and structure of the committees of the Board of Trustees. The Committee agreed the following adjustments to Committee Membership to be recommended to the Full Board:</p> <ul style="list-style-type: none"> – Doug Jack would move back to Chair the GHR Committee. – Peter Aitken will replace Doug Jack as Chair of the F&E Committee. – Hannah Radwanski will join the GHR Committee. – Adam Duce will move over to the C&Q Committee. – The Chair of the Audit Committee is to be agreed. <p><u>External Trustee Recruitment</u> The committee noted that three applications have been received for the External Trustee vacancy. An interview panel will be established and virtual interviews scheduled in the coming weeks.</p>	
6	Governance Training/Skills	
	<p>The Committee reviewed and discussed the outcomes of the Trustee Skills Audit and the Board of Trustees Self Assessment. The Committee noted that overall there is a good skills base across the Board. The Committee agreed to review the areas that scored lower in order to deliver targeted training.</p> <p>Action: Clerk and Chair to examine areas with lower scores with a view to inform induction programme and targeted training.</p>	SH/EG
8	Admissions Policy	
	<p>The Committee reviewed the College’s Admission Policy. The Committee noted an update to the wording of the policy to clarify the College’s position on the admission of students aged 18 and above. No queries were raised by the Committee.</p> <p>The Committee approved the Admissions Policy for recommendation to the Full Board for approval.</p>	
9	General Staffing Matters	
	<p>The Principal updated the Committee on general staffing matters. The Principal noted the excellent work being carried out by staff in supporting students with remote learning. Work is being delivered to students via Microsoft Teams. It was noted there is some complexity in managing a wide range of remote working situations and experience.</p> <p><u>Staff Pay</u> The Principal updated the Committee on staff pay negotiations. The Principal reported that Teachers’ pay negotiations are still ongoing though a Support Staff pay agreement has been reached.</p>	

	<p><u>Staff Recruitment</u> The Principal reported that there are a number of teaching staff vacancies at the moment. An appointment has been made to the Health and Social Care teaching vacancy. Interviews and appointments are being conducted via Teams. The Principal noted there is an ongoing difficulty in recruiting teachers across the sector.</p> <p><u>INSET</u> The Principal reported that INSET cannot be delivered as planned this term but departments will be given some time for planning. Speakers that had been scheduled to present at INSET will be rebooked for next year.</p>	
10	Documents for Approval	
	<p>The Committee reviewed and discussed the updates to the College’s employment procedures.</p> <p><u>Grievance Procedure</u> The Committee asked whether the procedure had been agreed by the relevant Unions. The Principal confirmed that it had. The Committee discussed the process set out under Appendix 1 outlining Grievance Hearings proceedings. After some discussion the Committee agreed it would like further reassurance from the SFCA that the process is agreed by its members and is compatible with ACAS guidance.</p> <p>The committee also noted the following minor amendments:</p> <ul style="list-style-type: none"> – under point 4.1 line 4 remove the word ‘be’. – ensure all references to ‘employee’s’ (singular) include an apostrophe across all four procedures. <p><u>Disciplinary Procedure</u> The committee discussed the Disciplinary Procedure and agreed, in line with the Grievance Procedure, it would also like further reassurance around the process set out under Appendix 1 outlining Disciplinary Hearing proceedings.</p> <p><u>Capability Procedure</u> The Committee discussed the circumstance in which the procedure would be enacted. The Committee agreed it was satisfied the procedure was appropriate.</p> <p>The Committee approved the Capability Procedure for recommendation to the Full Board for approval pending final proof reading.</p> <p><u>Redundancy Procedure</u> The Committee reviewed the Redundancy Procedure. The Committee discussed the SFCA guidance notes and noted these were just guidelines to be considered. The Committee had no further queries.</p> <p>The Committee approved the Redundancy Procedure for recommendation to the Full Board for approval pending final proof reading.</p> <p>Action: ELY in liaison with the Personnel Team to clarify the points raised under the Grievance Procedure and Disciplinary Procedure with the SFCA and bring back both procedures to the next meeting of the GHR Committee for approval. All four procedures to be given final proof read and agreed amendments to be made before taking to Full Board for final approval.</p>	<p>ELY</p>

11	College Development Plan 2019-2020	
	The Committee reviewed the relevant sections of College Development Plan and noted that, given the current situation with the COVID-19 pandemic, progress under many of the targets has been suspended. The Committee noted under targets 1-6 that it has been confirmed by the DfE that there will be no performance data published for the academic year 2019/20.	
12	Risk Register	
	The Committee reviewed the updates to relevant sections of the Risk Register. In particular the Committee noted the updates relating to the impact of the COVID-19 pandemic. The Committee agreed the updates were appropriate. The Committee further discussed planning for reopening the College as and when that may be appropriate.	
13	AOB	
	The Committee recorded its appreciation to the Principal and the College staff for their commitment and hard work in supporting the College through these difficult times.	
14	Dates of future meetings	
	Monday, 15 th June 2020 at 4.30pm	

The meeting closed at 6.00pm.

Signed

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