



**Minutes of the Governance and HR Committee Meeting  
Monday 12<sup>th</sup> June 2023 at 4.30pm  
in the Boardroom at the College**

Present:

Lee Henderson (LH)	Stuart Hibbert (SH)	Peg Hulse (PH)
Jeremy Pattison (JP)	Nigel Roberts (NR) - Chair	Emma Young, Principal (ELY)

In attendance:

Ken Kehoe, Clerk (KK)	Emma King, HR manager (EK)
-----------------------	----------------------------

		Action
<b>1</b>	<b>Apologies for Absence</b>	
	There were no apologies.	
<b>2</b>	<b>Declarations of Interest</b>	
	JP declared that he was now an employee of AQA exam board.	
<b>3</b>	<b>Minutes of the meeting held on Monday 27<sup>th</sup> February 2023</b>	
	The minutes of the Governance and HR Committee meeting held on Monday 27 <sup>th</sup> February 2023 were approved by the Committee as an accurate record.	
<b>4</b>	<b>Matters Arising</b>	
	The Committee considered several outstanding matters arising and agreed that:  <b>Action:</b> ELY should present a comparison between the College's student population and the ethnic composition data for Waverly Council area at the Autumn term meeting;  <b>Action:</b> ELY and EK should report at the next Committee meeting on what the College spends on training, how it is spent and what the impact of the training is.  <b>Action:</b> NR to discuss with the EDI Officer the appropriate EDI objective for the Governance and HR Committee SAR.  <b>Action:</b> KK to provide NR with the email address for the EDI Officer, Ben Francis.	<b>ELY</b>  <b>ELY/ EK</b>  <b>NR</b>  <b>KK</b>
<b>5</b>	<b>HR Update</b>	

	<p>EK introduced the HR Data Report, noting that the Report upon recruitment was being taken in the Autumn term to allow the report to capture a full-year's data. The data on sickness absence was for the Spring Term. The sickness absence rate was trending down at 3.3%, including 3 long term sickness. The return-to-work interviews are having an effect. Trustees asked about the scope for year-on-year comparisons; EK noted that it would be possible to make comparisons for teaching and non-teaching staff from September. The Committee asked that the data on the UMT and the SMT should be amalgamated.</p> <p><b>Action:</b> EK to amalgamate the UMT and SMT sickness absence data.</p> <p>EL reported that there had been no staff grievance procedures, 1 staff disciplinary procedure, 2 probation extensions and 1 ill-health dismissal.</p>	<p><b>EK</b></p>
<p><b>6</b></p>	<p><b>Policies</b></p>	
	<p><u>Redundancy Policy</u></p> <p>EK introduced the draft Redundancy Policy. noting that it refreshed the external reference and provided further detail on the appeals timetable and notice of redundancies. Trustees raised the following points:</p> <ul style="list-style-type: none"> <li>• The policy should make clear that the Chair should only be involved in the decision about the Principal's redundancy, but not lower levels of the SMT. This would allow the Chair to be involved in any appeals for the lower SMT.</li> <li>• The College should not operate a "last in, first out" policy but rather should look for the best skills for the job.</li> <li>• Add "delegated alternative" to the section on appeals to allow for others apart from ELY to hear appeals.</li> <li>• Add "within 40 days" to the penultimate paragraph of page 3 to make consistent with the text on page 4.</li> </ul> <p>The Committee approved the policy, as amended, for ratification by the Board.</p> <p><b>Action:</b> EK to amend draft policy.</p> <p><u>Sabbatical Policy</u></p> <p>EK introduced the draft Sabbatical Policy., noting that it was not used much. The key change was to reduce the qualifying period from 10 years to 7 years. Trustees made the following points in discussion:</p> <ul style="list-style-type: none"> <li>• The period of sabbatical should count for continuity of service, but it should not count for the accrual of benefits;</li> <li>• The College should only use best endeavours to accommodate a request to curtail the sabbatical;</li> <li>• The College should not provide mobile phones or laptops during periods of sabbatical; and</li> <li>• Any extension of a sabbatical period should be by mutual agreement.</li> </ul> <p>The Committee approved the policy, as amended, for ratification by the Board.</p> <p><b>Action:</b> EK to amend draft policy, as necessary, considering Committee comments.</p>	<p><b>EK</b></p> <p><b>EK</b></p>

<b>7</b>	<b>Governance Membership Matters</b>	
	<p><u>External Trustee Recruitment:</u> The Committee agreed that NR, ELY and PH should form the recruitment panel to interview potential external Trustees.</p> <p><u>Staff Trustee:</u> The Clerk advised that there had been 4 nominations for the post. The Committee agreed that a ballot to select the staff trustee should be carried out among staff.</p> <p><u>Committee Membership:</u> JP said that he wished to step down from the Finance and Estates Committee next year. LH would wish to step back from the Audit Committee, but he would stay on if required. The Committee agreed that each Committee should have a Chair and Vice-Chair.</p> <p><u>Membership of the Trust:</u> The Committee agreed to recommend the Special Resolution proposing the appointment of Shirley Price as a Member of the Trust to the Board.</p>	
<b>8</b>	<b>Governance Training/Skills</b>	
	<p><u>Skills Audit:</u> The Committee agreed to the new Skills Audit questionnaire, subject to removing the reference to charity law and the section on training. The new training log should record Trustee training.</p> <p><b>Action:</b> Clerk to check training log for LH's entry.</p> <p><u>Training:</u> Trustees noted that there were a range of online courses that the any new starter Trustees should complete. They may also be useful for existing Trustees. JP would send the Clerk details of the free online training.</p> <p><b>Action:</b> JP to share free online training resources with the Clerk.</p>	<p><b>Clerk</b></p> <p><b>JP</b></p>
<b>9</b>	<b>Governance and HR SAR</b>	
	<p>The Committee considered its performance against its targets for the year:</p> <p>Target 1: This would need to be rolled over into next year;</p> <p>Target 2: The training log had been started but it was not yet embedded.</p> <p>Target 3: The Committee has made a start at looking at EDI as it affected student and staff recruitment. But this was ongoing and should also include financial barriers to learning.</p> <p>Target 4: Diversifying recruitment to the Board was important. Although new channels for potential recruitment had been used, it remained difficult to secure applications from under-represented groups.</p> <p>Looking ahead to next year's SAR, the Committee agreed that it should roll-over Targets 1 and 3 to next year and add another target to expand the use of SharePoint to include all College Policies.</p>	
<b>10</b>	<b>Governance Self-Assessment</b>	
	<p>The Committee considered the draft Governance Self-Assessment Questionnaire and agreed that the Clerk should send the Questionnaire to the Board for completion.</p> <p><b>Action:</b> Clerk to distribute Governance Self-Assessment Questionnaire to the Board of Trustees.</p>	<b>Clerk</b>

<b>11</b>	<b>Annual Complaints Report</b>	
	<p>ELY briefed the Committee on the 3 formal complaints received this year, relating to the publication of non-examination assessment results, claims of discrimination in an exclusion case and a Stage 3 Complaint about the content of a drama performance. She outlined the lessons that had been learned from the complaints such as ensuring there were follow-up emails following the publication of NEA results and making the safe space procedure in drama more widely available e.g., on the parent portal.</p> <p>The Committee thanked the Principal and noted that 3 formal complaints with a 2000 strong student body was an excellent performance. They also asked that ELY include in her annual report any written communications from parents or other stakeholders congratulating the College.</p> <p><b>Action:</b> ELY to include a section on written notes of congratulations from parents or other stakeholders.</p>	<b>ELY</b>
<b>12</b>	<b>Policies</b>	
	<p>ELY introduced an updated Complaints Policy and Procedures. It was amended due to an SFCA Webinar on complaints and the DfE Guidance. ELY had had to seek legal clarification of whether the DfE's requirements for the Complaints process, in particular that the Stage 3 Panel should include an independent member, were applicable to Godalming College, given that it was a 16-18 Single Academy Trust and therefore an educational institution rather than a school. The final advice from the SFCA was that the requirements did not apply but that it would be beneficial to include an independent panelist if possible. The draft Policy reflected that advice.</p> <p>Trustees in discussion of the draft noted that:</p> <ul style="list-style-type: none"> <li>• Bullet point 5 of the section on the conduct of the investigation needed to be clarified.</li> <li>• Safeguarding concerns would be addressed under different procedures; and</li> <li>• The ESFA would not rule on individual complaints, but they would note if a Trust's Complaints procedure were inadequate.</li> </ul> <p>The Committee agreed to recommend the Policy to the Board, subject to the clarification of bullet point 5 of the investigation section.</p>	
<b>13</b>	<b>Annual Declaration of Interests</b>	
	JP introduced his proposed amended Declaration of Interests. The Committee agreed the Declaration of Interests, subject to the addition of a provision that in the event of a dispute between the Clerk and a Trustee on whether an interest should be declared, the Accounting Officer's judgement would be sought, and it would be binding.	
<b>14</b>	<b>AOB</b>	
	There was no other business.	
<b>15</b>	<b>Date of the next meeting</b>	
	To be confirmed	

The meeting closed at 6.40pm.

Signed .....

Date.....