



**Minutes of the Governance and HR Committee Meeting
Monday 13th June 2022 at 4.30pm
in the Boardroom at the College**

Present:

Hamish Cameron Blackie (HCB).	Stuart Hibbert (SH)	Peg Hulse (PH)
Jeremy Pattison (JP)	Nigel Roberts (NR) - Chair	Emma Young, Principal (ELY)

In attendance:

Ken Kehoe, Clerk (KK)

		Action
1	Apologies for Absence	
	There were no apologies.	
2	Declarations of Interest	
	There were no declarations of interest for any items on the agenda.	
3	Minutes of the meeting held on Monday 28th February 2022	
	The minutes of the Governance and HR Committee meeting held on Monday 28 th February 2022 were approved by the Committee as an accurate record.	
4	Matters Arising	
	There were no matters arising.	
5	Governance Membership Matters	
	<p><u>Trustee Terms of Office</u></p> <p>JP updated the Committee on the discussions that he had had with two potential new Trustees; the candidates had been identified using Inspiring Governance.</p> <p>The Committee agreed that the Clerk should approach the Godalming Chamber of Commerce to see whether it would be possible to canvas their members for potential recruits. The Committee agreed that the balance of the Board should have regard to the demographics of the areas served by the College.</p> <p>Action: Clerk to approach Godalming Chamber of Commerce about the possibility of canvassing for new Trustees from their members.</p> <p><u>Committee Membership</u></p> <p>The Committee discussed the need to replace HCB as a member of the Audit Committee. JP said he would be willing to move to Audit, if necessary, and if the Academy Trust Handbook allowed. The Committee also agreed that Trustees should be asked whether they wanted to move Committees at the Board meeting.</p> <p>Action: Clerk to check whether the Chair of the Board may be a member of the Audit Committee.</p>	Clerk

	<p><u>Committee Structure</u></p> <p>The Committee agreed to recommend to the Board that the Chairs' Forum should not be renewed next year.</p>	
6	<p>Governance Training/Skills</p> <p>The Committee discussed Trustee training and agreed that:</p> <ul style="list-style-type: none"> • Trustees should undertake Safeguarding training as often as staff; • Training resources for new Trustees should include the overview that the Principal had used at the Strategy Day and an overview of the various committees; • Trustee training should include not only courses but reading material including good practice guides from the ESFA; • Clerk to draw up an initial list of training resources, including courses and reading material, which Trustees could fill in to show they have completed the training, to review the training or suggest alternatives. <p>Action: Clerk to develop an initial training log of potential courses and reading material, which Trustees could fill in to show they have completed the training, to review the training or suggest alternatives.</p>	Clerk
7	<p>External Review of Governance</p> <p>The Clerk briefed the Committee on the discussions that he had had with regard to three potential providers. The Committee agreed the Clerk should have further discussions with the National Governance Association and the Sixth Form Colleges Association regarding the external review services that they provide, with a view to making recommendations to the next Committee meeting.</p> <p>Action: The Clerk should have further discussions with the National Governance Association and the Sixth Form Colleges Association regarding the external review services that they provide, with a view to making recommendations to the next Committee meeting.</p>	Clerk
8	<p>Strategy Review: Reflections</p> <p>ELY confirmed that the Board's Strategy Training Day had provided sufficient material for the new Strategic Plan. The Committee agreed that the Strategic Plan should be agreed at the July Board meeting.</p> <p>Trustees congratulated ELY on the Strategy Training Day; Trustees had found it excellent.</p>	
9	<p>HR Metrics: Staff Recruitment</p>	

	<p>ELY introduced the HR Metrics report, acknowledging the work of the HR Department in pulling together the data.</p> <p>In discussion, Trustees made the following points:</p> <ul style="list-style-type: none"> • If the College ever needed to proactively recruit from specific groups with protected characteristics, it should seek professional legal advice before beginning; • It would be helpful to see the demographic profiles of departments; • As the College employed c. 200 staff, this was below the 250 threshold that would have required the College to report on any gender pay gap. <p>The Committee thanked ELY and the HR staff for their work in drawing up the HR metrics.</p>	
10.	General Staffing Matters	
	<p>ELY briefed the Committee on staffing developments. There was a vacancy for a Biology teacher and the College would possibly look at recruiting an Early Career Teacher. She confirmed, in response to a Trustee question, that the College had the capacity to supervise an ECT. ELY also briefed the Committee on the recruitment of a Trainee Teacher of Economics. ELY also briefed the Committee on the difficulties in recruiting support staff in the Security Office.</p> <p>Trustees discussed the use of the Internal Appointment process when recruiting Heads of Department. The Committee agreed that there should be no change to the current approach but that consideration should be given to external recruitment in the event of vacancies arising for the Heads of large departments.</p>	
11.	Policies for review	
	<p><u>Flexible Working Policy</u></p> <p>ELY introduced the policy, explaining that the College had always strived to be a flexible employer; this policy grew out the experience of the pandemic. It was expected that most requests for flexible working would come from support staff.</p> <p>The Committee approved the Flexible Working Policy.</p> <p><u>Local Government Pensions Scheme Discretions Policy</u></p> <p>The Committee agreed Local Government Pensions Scheme Discretions Policy.</p>	
12.	Annual Complaints Report	
	<p>ELY advised that there had been two complaints, one relating to Teacher Assessed Grades and the other to Fitness to Study. No complaints had been elevated to the Chair of the Board.</p> <p>ELY also advised, as previously requested by the Committee, that she had received two communications from parents congratulating the College.</p>	
13.	Governance and HR SAR: Review	
	<p>The Committee reviewed its progress against this year's targets. The Committee agreed that:</p> <p><u>Establishment of HR metrics dashboard</u> This had been completed.</p>	

	<p><u>Training Policy for Trustees</u></p> <p>The Committee had identified new Training resources and a new approach to Trustee training.</p> <p><u>Succession plan for Trustees/ Formalise process recruitment of Trustees</u></p> <p>The Committee agreed that it was difficult to put in place a succession plan for External Trustees; ELY promoted the Staff Trustee roles when vacancies arose.</p> <p><u>Review LINK Trustee set-up</u></p> <p>The Committee agreed that this had been completed and a new LINK Trustee arrangement had been put in place.</p> <p><u>External Governance Review</u></p> <p>The Committee noted that this was in hand.</p>	
14.	AOB	
	ELY thanked HCB for his service to the Committee and the College.	
15.	Date of the next meeting	
	To be agreed.	

The meeting closed at 6.30pm.

Signed

Date.....