Heart of Yorkshire Education Group Corporation

Board of Governors ('Board')
Search and Governance Committee ('Committee')

Minutes of the Meeting held on 7 May 2024 ('Meeting')

Present: Claire Corneille, Dmitry Fedotov, Andrew McConnell ('Chair'), Martyn Shaw and Sam Wright ('Principal')

In attendance: Head of Governance and Legal Services ('Clerk')

Apologies: None

1. Welcome and apologies for absence

The Chair reported that due notice of the Meeting had been given and that a quorum was present. Accordingly, the Chair declared the Meeting open.

2. Declarations of interest

The Chair asked for declarations of interest from Committee members. None were made.

3. Review and approve the minutes of 6 February 2024

IT WAS RESOLVED THAT the minutes of the meeting of the Committee of 6 February 2024 were approved.

4. Matters Arising

4.1. The Clerk addressed the outstanding matters arising from the previous meeting as follows:

4.1.1. On matter arising 1, the Chair confirmed Vijay Teeluck had expressed a desire to continue as a Governor at least until the end of the academic year in 2027.

4.1.2. On matter arising 2, it was noted that a new Selby Student Governor had been confirmed but no new Castleford Student Governor had been found yet. It was agreed to defer appointment until the next year due to the limited time remaining in the academic year. The Clerk noted he was still seeking a new staff member for Castleford. It was agreed the Clerk would ask for nominations.

5. Membership Issues

5.1. The Committee considered the Membership Issues paper and the Clerk noted:

5.1.1. That Faye Banks had not attended any meetings since December 2023 and had not responded to multiple contact attempts.

5.1.2. That the Articles allow for her removal after six months of inactivity and that the six-month period would be completed by July.

5.2. Members discussed concern for Faye's well-being, considering her previous engagement and professionalism. No indicators of unwellness had been found on social media or industry networks.

5.3. IT WAS RESOLVED THAT a recommendation would be made for Faye Banks to be removed at the next Board meeting, by which time the six-month non-attendance period would be complete.

5.4. Alternative approaches for removal were discussed but the approach in minute 5.3 was considered the most fair and transparent.

5.5. The Committee acknowledged that the Audit committee would be below the minimum membership requirement after Faye's removal.

5.6. IT WAS RESOLVED THAT a recommendation would be made for Jayne King to be removed from the Finance, People and Resources Committee and appointed to the Audit Committee, subject to her agreement. The Clerk would then circulate a written resolution of the Board to finalise the appointment.

5.7. It was noted that the role of SID (Senior Independent Director) would need filling following Faye's removal, ideally before appraisals in the Autumn. It was agreed to seek nominations from members.

5.8. The Committee considered recruitment to replace Faye. The need for someone with a leadership role in business was emphasised.

5.9. The Chair requested that officers make suggestions from among their contacts. The Clerk noted he would search various databases for candidates. It was agreed that a new member should be in post for the first Board meeting of the next academic year.

5.10. IT WAS RESOLVED THAT a recommendation would be made for Louise Elkington to be appointed to Curriculum and Quality Committee immediately through a written resolution which the Clerk agreed to circulate.

6. Governor Development

6.1. The Clerk noted that there was a need to ensure everyone had read and confirmed the latest Safeguarding Policy and Keeping Children Safe in Education.

6.2. The Committee noted concerns regarding one member due to repeated non-compliance with the required reading despite multiple reminders. It was agreed that the Clerk would set a deadline for completion.

6.3. The Committee noted that a co-opted member had not provided their DBS certificate, despite repeated efforts to obtain the same.

6.4. It was decided to follow up with HR to determine whether their online record would suffice to verify their certificate, as they had suggested.

6.5. The Clerk referred to individual training records reminding members that recommendations had been made based on skills audits, appraisals and other comments. Dimitry Fedotov was commended for his ongoing efforts with his courses and the Clerk noted his hope for all to complete their training by Autumn. He noted some members had not responded to his suggestions. Reminders would be sent to finalise agreements on training needs. The Clerk noted that the goal was to align training records with appraisals to ensure comprehensive coverage of skills and development needs.

6.6. The Clerk agreed to seek assistance to improve the skills assessment process in accordance with the recommendations of the recent external governance review.

7. External Governance Review (inc. plan for recommendations)

7.1. The Committee noted that the results of the external governance review had been very positive and discussed the limited number of recommendations made.

7.2. The Clerk introduced the action plan designed to address the recommendations. Discussions were had regarding a strategy to ensure the make up of the Board reflected the community which the Group served and the implementation of a Board portal. The Clerk noted he had arranged a meeting between members and a portal provider. The Committee emphasised the preference was towards a cost-effective tool that meets the Board's needs.

7.3. IT WAS RECOMMENDED THAT:

7.3.1. The action plan be recommended for approval by the Board.

7.3.2. The Group’s website would include the executive summary in bold from the external governance review.

8. Governance Self-Assessment Annual Report and Governance Improvement Action Plan Update

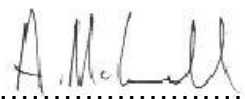
8.1. The Committee discussed progress made on the Governance Improvement Plan.

8.2. The Committee discussed the distinction between learning walks and student engagement sessions. It was agreed that the Governance Improvement Plan would note that learning walks should be carried out by members of the Curriculum and Quality Committee but that the Board would continue to complete student engagement sessions to ensure the student voice would be heard.

8.3. The Committee raised concerns about the accuracy and timeliness of calendar invitations. It was agreed that calendar invites would be managed more effectively to avoid confusion and ensure that all members are aware of the correct schedule.

9. Review of Effectiveness of Meeting and Identification of Emerging Risks

The Committee agreed that the Meeting had been effective and emerging risks had been considered during its course and the Meeting was closed.

Signed…… Date 04/12/2024

Actions

No.	Minute	Details	Deadline	Responsibility
1	5.3	IT WAS RESOLVED THAT a recommendation would be made for Faye Banks to be removed at the next Board meeting	The next Board meeting	The Clerk
2	5.6	IT WAS RESOLVED THAT a recommendation would be made for Jayne King to be removed from the Finance, People and Resources Committee and appointed to the Audit Committee, subject to her agreement. The Clerk would then circulate a written resolution of the Board to finalise the appointment.	Immediately	The Clerk
3	5.7	It was noted that the role of SID (Senior	Immediately	The Clerk

		Independent Director) would need filling following Faye's removal, ideally before appraisals in the Autumn. It was agreed to seek nominations from members.		
4	5.9	The Chair requested that officers make suggestions from among their contacts [to fill the Board vacancy]. The Clerk noted he would search various databases for candidates.	Immediately	Officers
5	5.10	IT WAS RESOLVED THAT a recommendation would be made for Louise Elkington to be appointed to Curriculum and Quality immediately through a written resolution which	Immediately	The Clerk

		the Clerk agreed to circulate.		
6	6.2	The Committee noted concerns regarding one member due to repeated non-compliance despite multiple reminders. It was agreed that the Clerk would set a deadline for completion.	Immediately	The Clerk
7	7.3	IT WAS RECOMMENDED THAT: The action plan be recommended for approval by the Board. The Group's website would include the executive summary in bold from the external governance review.	The next Board meeting	The Clerk
8	8.2	It was agreed that the Governance Improvement Plan would note that learning walks should be	Immediately	The Clerk

		carried out by members of the Curriculum and Quality Committee but that the Board would continue to complete student engagement sessions to ensure the student voice would be heard.		