

Heart of Yorkshire Education Group Corporation ('Corporation')

Board of Governors ('Group Board')

Search and Governance Committee ('Committee')

Minutes of the Meeting held on 9 May 2023 ('Meeting')

Present: Claire Corneille ('CC'), Dmitry Fedotov ('DF'), Andrew McConnell ('Chair'), Martyn Shaw ('MS'), Richard Stiff ('RS') and Sam Wright ('SW')

Interim Clerk to the Corporation ('Clerk')

In attendance: Faye Banks ('FB') at minute 6 only.

Apologies: None

1. Chair, notice and quorum

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. Apologies, declarations of interest and rules of confidentiality

- 2.1. The Chair noted that no apologies had been received.
- 2.2. The Chair stated that he was not aware of any conflicts of interest and asked members to make any necessary declarations. No declarations of interest were made.
- 2.3. The Chair reminded the Committee of the rules of confidentiality.

3. Review and approve the minutes of 7 February 2023

- 3.1. IT WAS RESOLVED THAT the minutes of the meeting of the Committee of 7 February 2023 were approved subject to minor amendments.

- 3.2. The Clerk addressed the outstanding matters arising from the said meeting noting:

- 3.2.1. In relation to matter arising 2, he would inform the Local College Boards that it was the Committee's preference that each have teaching and non-teaching staff members.
- 3.2.2. In relation to matter arising 3, he would report back to the Committee with an update on progress relating to the Equality, Diversity and Inclusion Report, which had been delayed from a previous meeting.
- 3.2.3. In relation to matter arising 4, he would prepare a report on an external governance review in due course.
- 3.2.4. In relation to matter arising 6, he would provide an up-to-date list of Local College Board student members at agenda item 6.
- 3.2.5. In relation to matter arising 7, that work was ongoing in relation to the establishment of the Student Union at Selby College and he would report back on progress at the next regular meeting.
- 3.2.6. In relation to matter arising 8, the Chair was due to speak to David Powell shortly after the Meeting regarding his sabbatical. The Chair confirmed he would update the Committee with David's plans as soon as possible.
- 3.2.7. In relation to agenda items 9 – 13, that he would ask for updates regarding recruitment efforts at agenda item 6.
- 3.2.8. In relation to matter arising 15, appraisals would be discussed at agenda item 11.
- 3.2.9. In relation to matter arising 16, the Senior Independent Director ('SID') job description paper would be brought to a special meeting of the Committee which would take place before the Group Board meeting on 4 July 2023.

4. Feedback on potential candidate from the Principal

- 4.1. The Chair noted that FB would be joining the Committee later in the meeting to be interviewed in relation to a governance position.
- 4.2. SW fed back on her meeting with FB. She noted that this had been positive and explained why she thought she would be a good fit for the College and where in the governance structure she might best sit.
- 4.3. The Chair explained that it was for the Committee to make a recommendation to the Group Board regarding her membership.

4.4. The Chair led a discussion regarding the information the Committee wished to obtain from its conversation with FB and the Committee agreed the questions which FB would be asked.

5. Membership Update

5.1. The Committee reviewed the Group Board's vacancies and the latest skills matrix to determine its membership needs.

5.2. The Chair asked SW for an update relating to recruitment of a governor with teaching and learning ('T&L') experience. He noted that, while the Corporation benefitted from T&L specialist members, this was an area the Committee had agreed to strengthen. SW explained that T&L specialists were hard to recruit, and progress had been slow. She agreed to contact local Principals for recommendations. MS suggested SW make enquiries of those on a career progression path and not just Principals. CC opined that retired T&L experts may be worth exploring so long as regular development is provided to keep knowledge up to date.

5.3. SW noted that Julian Harrison had notified her that he would be stepping down from his positions on the Curriculum and Quality Committee and Castleford Local College Boards at the end of the academic year due to work commitments. However, SW noted that he had made a recommendation for his replacement. SW agreed to provide the Clerk with details of the potential candidate.

5.4. SW noted that she had identified a T&L specialist candidate for the future who had expressed an interest in joining the College. However, this candidate was currently a serving governor at another college and would not be available until February 2024 when her term was due to end. SW agreed to speak to the potential candidate for an update.

5.5. The Committee noted that digital skills was also an area of focus identified by the Committee.

5.6. DF noted that FB appeared to have digital skills based on her completed skills survey and suggested that the Committee bear this in mind during her interview.

5.7. RS noted that his digital skills specialist contact had not materialised due to work commitments.

5.8. The Committee noted the expectation to recruit a SEND link governor under the AoC's FE Governance Guide. The Committee agreed that this should be an area of focus and efforts should be made to find appropriate candidates.

6. Interview with FB

- 6.1. FB entered the Meeting via Teams. The Committee conducted its interview with her and she left the Meeting.
- 6.2. The Committee discussed the interview, its positives and negatives, FB's suitability for a governance position including where in the governance structure she would be best placed, considering the Corporation's identified skills needs.
- 6.3. IT WAS RESOLVED THAT FB be recommended for appointment to the Group Board.
- 6.4. The Chair asked the Clerk to:
 - 6.4.1. Inform FB of its decision.
 - 6.4.2. Invite FB to the Group Board meeting of 4 July 2023.
 - 6.4.3. To arrange for an induction to take place as soon as possible.

7. Membership update (continued)

- 7.1. The Committee considered the current recruitment needs of the Committees.
- 7.2. The Committee noted that the SEND link Governor would also benefit the Curriculum and Quality Committee.
- 7.3. The Clerk noted that the Terms of Reference for many of the Committees required a majority of Group Board members for quoracy. The Committee considered this and agreed that while it would be preferable to bolster the memberships of these Committees it was not immediately pressing.
- 7.4. The Clerk noted that the Committee was required to make a recommendation to the Group Board regarding the appointment of a representative of the Selby Local College Board to the Curriculum and Quality Committee. IT WAS RESOLVED THAT Alex Miles be recommended for appointment to the Curriculum and Quality Committee as a representative of the Selby Local College Board.
- 7.5. The Committee considered the recruitment needs of the Local College Boards and agreed that the membership of the Castleford Local College Board was a

pressing issue which needed to be addressed and that the search for appropriate candidates should continue. The Clerk agreed to carry out a search using a variety of sources identified during his time in the Clerk's post.

- 7.6. SW agreed to make enquiries about Simran Jandu's continuation as a member of the Wakefield Local College Board.
- 7.7. The Clerk gave an up-to-date list of Local College Board student members.
- 7.8. The Clerk noted that the Local College Director for Wakefield had recommended that, due to difficulties in recruiting student members and to ensure strong student feedback at each meeting, there be no fixed student membership for each Local College Board but that at least two students from each campus should be invited to each meeting. The Committee noted the value of the suggestion but felt that each Local College Board should have at least one student member (who should also be a member of the Group Board) and not more than two and that such students as necessary to ensure at least two students attend each meeting should be invited. The Clerk agreed to communicate this to the Local College Boards and to recommend the necessary changes to the Local College Board Terms of Reference.
- 7.9. The Committee considered Lead Governor roles for the coming year. No changes were recommended but it was agreed that thought would be given to the need for an equality focus. It was noted that there had been a plan to split this between DF and CC in the past. It was agreed that this would be re-explored to be discussed at the next regular meeting.

8. Governor development

- 8.1. The Clerk noted that he had been unable to find a record of governor development for the year 2022/23. The Committee asked that he re-review the papers within which they thought training records had been provided.
- 8.2. The Clerk explained that he understood it was a priority of the Committee that all Group Board and Local College Board members had undertaken the Safeguarding Education Advisor at Wakefield Council's governor specific safeguarding training, or a similar course delivered by the College's Designated Safeguarding Lead. The Committee considered the progress made and the Clerk agreed to oversee its completion with a review to reporting back to the next meeting.

9. I&A Standing Orders and Scheme of Delegation

The Clerk noted that, as an interim, he was not in a position to recommend changes to these documents and asked the Committee for any amendments it considered necessary. The Committee considered the documents and decided against the need for recommendations.

10. Annual Review of the Committee Terms of Reference

No changes to the Committee Terms of Reference were recommended.

11. Committee Self-Assessment

The Committee agreed that it would be better placed to carry out a self-assessment following the end of the academic year in the autumn. The Clerk agreed to facilitate this.

12. Appraisals

- 12.1. The Clerk outlined the plans for appraisals and agreed to circulate updated versions of the forms used the previous year as soon as possible.
- 12.2. The Chair noted that he would discuss the SID role with governors during their appraisals.
- 12.3. The Committee discussed the way in which Local College Board appraisals would take place. It was agreed that no forms would be required and that the Chairs of each should think of questions for members to reflect on. The Clerk agreed to liaise with the Chairs to facilitate the appraisals.

13. Review of governor attendance

Governors asked that the attendance form be redrafted to make it clearer to read and agreed to revisit the matter at their next regular meeting.

14. Review of effectiveness of the meeting and emerging risks

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

15. Any other Business

The Committee noted the importance of learning walks. It was agreed that student engagement sessions would be arranged at each campus prior to the upcoming Local College Board meetings. The Clerk agreed to arrange these.

The Chair noted that the next meeting of the Committee was to take place prior to the Group Board meeting of 4 July 2023 and would be schedule by the Clerk in due course and the Meeting was closed.



Signed Date 21/06/2023

Actions

| No. | Minute | Details | Deadline | Responsibility |
|-----|--------|--|--------------------------------|----------------|
| 1. | 3.2.2 | Report back to the Committee with an update on progress relating to the Equality, Diversity and Inclusion Report, which had been delayed from a previous meeting | Next regular Committee meeting | Clerk |
| 2. | 3.2.3 | Prepare a report on an external governance review | Next Committee meeting | Clerk |
| 3. | 3.2.5 | Report back on the establishment of the Student Union at Selby College | Next regular Committee meeting | Clerk |
| 4. | 5.2 | Contact local Principals for recommendations of T&L specialist candidates | Next regular Committee meeting | SW |
| 5. | 5.3 | Provide the Clerk with details of the potential candidate to replace Julian Harrison | Next regular Committee meeting | SW |
| 6. | 5.4 | Speak to the potential future | Next regular Committee | SW |

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| | | T&L specialist candidate for an update | meeting | |
| 7. | 5.8 | SEND should be an area of focus and efforts should be made to find appropriate candidates | Next regular Committee meeting | All |
| 8. | 6.4 | Multiple actions relating to the recommendation of FB | Group Board meeting 4 July 2023 | Clerk |
| 9. | 7.5 | Conduct a search for Castleford Local College Board members | Next regular Committee meeting | Clerk |
| 10. | 7.6 | Make enquiries about Simran Jandu's continuation as a member of the Wakefield Local College Board | Next regular Committee meeting | SW |
| 11. | 7.8 | Recommend the necessary changes to the Local College Board Terms of Reference regarding student membership | Next Local College Board meetings | Clerk |
| 12. | 7.9 | Re-explore Equality Lead Governor role. | Next regular Committee meeting | Clerk |

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| 13. | 8.1 | Re-review past Committee papers for training records | Next regular Committee meeting | Clerk |
| 14. | 8.2 | Oversee completion of safeguarding training | Next regular Committee meeting | Clerk |
| 15. | 11 | Carry out a self-assessment following the end of the academic year in the autumn | Next regular Committee meeting | Clerk |
| 16. | 12.1 | circulate updated versions of appraisal forms used the previous year | In advance of scheduled appraisal meetings | Clerk |
| 17. | 12.3 | Liaise with the Chairs to facilitate Local College Board member appraisals | Next regular Committee meeting | Clerk |
| 18. | 13 | Redraft attendance form | Next regular Committee meeting | Clerk |
| 19. | 15 | Arrange Learning Walks | Local College Board meetings | Clerk |