

GREENHEAD COLLEGE CORPORATION

**Minutes of the Search & Governance Committee meeting held virtually using Teams
Monday 6 June 2022, 4.30pm**

Govs present: Alison Jones (Chair); Ian Lavan; Jon Walker; Richard Armstrong; Stuart Irving (from 16:50)

In attendance: Sharon Roper (Clerk)

Apologies: Heather Roebuck; Simon Lett (Principal); Vic Wright

AGENDA ITEM	DISCUSSION	ACTION
1. Welcome, apologies	AJO welcomed participants. Apologies received as above.	
2. Declarations	RAR to excuse himself during committee discussion to consider recommending him as an external governor for a further 4-year period.	
3. Minutes 7/2/22 & matters arising not on agenda	Minutes 7/2/22, previously circulated, agreed by Committee, signed by Chair, returned to Clerk for filing. No matters arising beyond those on the agenda.	Clerk
4. Review Corporation composition	Committee reviewed current Corporation composition document, previously circulated, whilst considering succession & recruitment planning: 1. The committee agreed to recommend RAR to the Corporation as an external governor for a further 4-year period. 2. Clerk to send a note to committee members asking if they would like to become Vice Chair of S&G Committee. 3. Mark O'Connor (Business) will have completed 2 terms as governor and Michelle Lister (LA) will have completed one term as governor by May 2023. Committee to consider at next S&G Meeting (31/10). 4. RAR will ask all governors prior to October's S&G Meeting if they want to change the committees they sit on and highlight that S&G Committee needs another member. 5. Clerk will check if VWR wishes to review her committee membership now she has become an associate governor.	Clerk to add to agenda Clerk Clerk to add to agenda RAR Clerk

<p>5. Potential new Governors</p>	<p>5.1 M Usman has sent in his CV and is interested in becoming a governor, he has a financial and Bank of England background. RAR will contact him and arrange a meeting to discuss an associate governor role and potentially a full governor role next year.</p> <p>5.2 RAR advised that SLE has contacted Local Partner Schools to advise them of our upcoming High School Governor vacancy and has not received any interest to date. SLE will update the committee members of his progress by email.</p>	<p>RAR</p> <p>SLE</p>
<p>6. New Governor Induction Pack</p>	<p>Clerk summarised the changes that have been made to the updated document, previously circulated.</p> <p>1. RAR suggested that the Strategic Plan be added to the Induction Pack and the committee members agreed.</p> <p>2. JWA, as a new governor, has recently received the induction pack, he felt that the document set a good tone and provided the necessary information.</p> <p>3. AJO suggested that a feedback document be sent to the new governors regarding the induction process. Clerk to arrange.</p>	<p>Clerk</p> <p>Clerk</p>
<p>7. Self-Assessment & Skills Matrix planning</p>	<p>Surveys, previously circulated, these will be moved online by the college IT Department.</p> <p>7.1 RAR said that on last year's Self-Assessment Survey , Qu's 22/23 & 24 about how the Corporation Board performs, wasn't very successful. ILA said due to Covid last year it was difficult to comment on the dynamics of the board as all the meetings were virtual. Committee agreed to keep the questions the same this year and review after the responses are received.</p> <p>AJO suggested that the survey could be added into the next Strategy Day and framed around the introduction of these questions.</p> <p>7.2 No changes were made to the Skills Matrix. AJO asked if an anonymised version of the responses would be available for the next committee meeting (31/10/22) so that the committee can consider skills gaps, succession planning and recruitment.</p>	<p>Clerk</p>
<p>8. Diversity Survey</p>	<p>Results not available, to be added to the agenda at the next meeting.</p> <p>AJO suggested a follow up with Clerk to discuss intersectional perspective.</p>	<p>Clerk for agenda</p> <p>AJO</p>

9. Policies to review	<p>1. Whistleblowing Policy 2. Independent Professional Advice 3. Code of Conduct for Governors Policy Above policies approved.</p> <p>RAR said that he has updated the Standing Orders and Scheme of Delegation, and these will be reviewed by all committees prior to going to Corporation.</p>	Clerk for agendas
10. Updated Terms of Reference	<p>TOR, previously circulated, RAR highlighted the only change, which was that the committee can approve existing policies, this was approved by the committee.</p>	
11. Covid & New Build Risks & Mitigation	<p>RAR said that the new build is currently suspended during the exam period due to the noise disruption students were experiencing, SIR asked how the builders reacted to this, RAR replied they had been comfortable with the decision, and they will work out if this will delay the finish date.</p>	
12. AoB	<p>RAR said the annual Strategy Day may be held earlier this year (possibly October), with the main discussion points being academisation and capital plans. JWA asked if there was a scheme regarding a governor waiting list which can be shared with other schools and colleges who are struggling to recruit. AJO and RAR agreed it was a good idea and RAR said he will speak to SLE about it.</p>	RAR
13. Confidentiality	<p>Corporation Composition data.</p>	
14. Date next mtg	<p>S&G Mon 31 Oct 2022, 4.30pm, format via Teams <i>(Subject to Corporation sign off 4/7/22)</i></p>	

Minutes prepared by Sharon Roper (Clerk to the Corporation) on 9/06/22

Approved & signed by Chair, Alison Jones on 31/10/22