

THE COLLEGE OF RICHARD COLLYER
MINUTES OF THE MEETING OF THE
GOVERNANCE, SEARCH & REMUNERATION COMMITTEE
HELD ON Friday 21 June 2024 at 14.00

Present: Ann Donoghue, Barbara Hobday, Graham Lawrence (Chair of the Governing Body), Dan Lodge (Principal), Dr Grant Powell (via Teams), Dom Valente (via Teams)

In attendance: Russha Sellings (Director of Governance/GD)

In the Chair: Barbara Hobday

1. Chair's Introductions and Apologies for Absence

The Chair opened the meeting. Apologies were received and accepted from Steve Allen. Dr Grant Powell and Dom Valente joined by Teams. It was noted that it was Grant's last Committee meeting. He would be properly recognised for his efforts at the Governing Body in July, in the meantime, the Committee Chair wished to convey her gratitude for his input to the Committee.

The agenda was split between Part I and Part II confidential updates.

2. Declaration of Interest

None declared with regard to the agenda items other than staff would withdraw from the Part II meeting where their appraisal and pay was to be discussed.

3. Minutes of the meetings held on 3 November 2023 (Remuneration) / 26 February 2024 (G&S)

The minutes of the previous meetings were presented for approved since the merger of the two was agreed. It was noted that the date of the next meeting in the G&S minutes had been adjusted to show the corrected date before prior to being signed by the Chair.

4. Matters Arising

Not already covered on the agenda
Paper: FE Code change

03-11-23

The matters arising were covered in the papers under Part II of the meeting.

26-02-24

Item 1: 1-2-1 discussions with Governors

The Chair of the Governing Body was hoping to formalise arrangements for 1-2-1 discussions with Governors. The purpose was to ensure Governors felt supported in their roles. It was suggested Committee Chairs conduct the discussions with their members (following on from the mentoring arrangement) and the Chair of the Governing Body would undertake Committee Chair conversations with support of the Deputy Chair. The optimal timings would need to be confirmed as some Governors may be content with an annual process whereas others may need more support. **(Action: Chair of GB/GD)**

Item 4: EGR exemption

Following the election, when it would be clearer whether the application would be submitted to the Advisory Board in July or subject to further delays, the Principal suggested he could get back in contact with the ESFA to advise on progress. The Committee supported this approach. **(Action: Principal)**

Item 4: FE Code principle change

Members noted the update to the 'Behaviours' principle that had been incorporated into an updated version of the Code which it was observed was sensible since Staff Governors for example could be impartial but not independent.

5. Governance & Strategy

Papers: Governance QIP, current and proposed SAR questionnaire, Strategy Day feedback, Governance Risk Register

a) Future of working parties

The Committee agreed that the Skills working party had successfully completed its purpose following the review process and finalising of the Accountability Statement at the recent Strategy Day. Members wished to record their thanks to Chair Helen Smith for all her work. Skills would continue to be monitored through Q&C where Helen was the proposed Chair successor and Skills and Progression Link Governor. Governors remarked on the progress presented at the recent Strategy Day on the delivery of a strong careers programme with an increasing number of students taking up in person work experience placements which was very positive.

It was considered important to continue with the Academisation working party for the foreseeable future while an academy order was still to be secured and there was significant organisational change ahead. The GD highlighted that since Grant's term of office was due to end and another member had stepped down, it would be helpful to find another Governor to join the working party. It was discussed whether there needed to be Mercer Governor representation. The Principal said the communication channel would continue directly to the Mercers' Company so this shouldn't present an issue. It was agreed a Governor from the Skills working party with relevant experience would be approached.

The GD took an action to follow up so the arrangements could be endorsed to the Governing Body at their next meeting. **(Actions: GD)**

b) QIP updates 23-24

Members noted the updates across three areas of significant size. The contribution of the Skills working party was essential to achieving the first target.

Members were invited to comment where two of the targets were partially achieved and ongoing. Capacity of governance remained an important objective linked to leadership.

The Chair of the A&R Committee queried whether monitoring of weaker performing subject areas should be included in the Governance QIP. The GD explained this was a curriculum responsibility and it was more appropriate for oversight via the Curriculum aspect of the QIP and termly scrutiny of the Education KPIs.

c) Revised SAR questionnaire

Thanks were recorded to the Deputy Chair and GD for reviewing the questionnaire. The rationale was laid out in the top sheet. The main aim was for the questionnaire to be more succinct but also meaningful; the Deputy Chair added that questions should be actionable. The GD invited feedback on the proposed questions and members made various suggested enhancements which would be incorporated into the final version. In terms of timing, the GD said the survey would be circulated at the end of term so to cover fully all 3 terms and the out-going Student Governors would be invited to respond once the exam period was over. Governors would be provided with a verbal update on what to expect at their next meeting but it wasn't considered necessary to share the full survey at the Governing Body meeting. **(Actions: GD)**

d) *Strategy Day feedback

Noted as a consent item. The feedback was largely very positive, and thanks were recorded to SMT for all the work involved in setting up the event. There were two Director responses that would be discussed via SMT as points of development.

e) *Governance Risk Register

Noted as a consent item. Academisation presented the most risk in terms of uncertainty and it was hoped that following the forthcoming election in early July, progress could continue.

6. Appointments & Succession Planning

Papers: Draft Rules & Byelaws 24-25, Governor application form, skills and EDI audit

a) Updates on recent recruitment

There had been significant succession activity and good progress made.

Agreement to extend the term of the Committee Chair who was Mercer appointed by 1 year from the end of the current term had been received from the Mercer's Company and the confirmation letter from the Court of Assistants was shared at the meeting.

Independent Governor, Steve Allen would move across to fill a Mercer vacancy from 01-08-24 for a new 4 year term and the confirmation letter from the Court of Assistants had been shared with him.

This would leave room for a new independent appointment and the skills need had been assessed. The GD advised that several candidates had been considered for the Safeguarding Governor role and following an interview process which included the Committee Chair and the Chair of the Governing Body, was pleased to recommend an applicant to the Committee. Members noted the skill set including interpersonal skills which would make the candidate a good fit. An induction plan would be essential, and members agreed with the suggestion, if time allowed, for a handover. Grant as current Safeguarding Governor remarked that the safeguarding reporting process was now much clearer and well-structured and corresponded with the Pastoral Role Descriptions. **(Action: GD)**

Recommendations: The Governing Body approve the appointment of new Governor Lauren Smith w.e.f 1 August 2024 as Safeguarding Governor to join the Q&C Committee.

b) Rules & Byelaws 24-25 inc:

i) Appointments/committee membership

The GD informed members that following the role survey, there were no expressions of interest for the Chair or Deputy Chair roles in the next academic year. The current Chair of the Governing Body and the Deputy Chair would be proposed for an extension to their terms by 1 year and continuation in their current roles.

The suggested Committee membership was agreed including the appointment of Barbara Hobday as F&GP Chair, Helen Smith as Q&C Chair and Ann Donoghue to join the Q&C Committee as Deputy Chair and this would be endorsed to the Governing Body at their next meeting.

Recommendations: The Governing Body approve the Chair and Deputy Chair roles and Committee Chair roles and membership for 2024-25.

The GD referred members to the page on membership of Trustees for the Collyer Endowment. Following discussion, the Committee Chair took an action to follow up with the candidate on matters relating to his application. **(Action: Committee Chair)**

ii) Safeguarding Governor successor

Covered in the Item 6a.

c) *Summary report on skills & EDI (*attendance deferred to autumn term*)

There were no further comments.

7. Governor Key Documents

Papers: SoD text, I&A's top sheet, Governor links 24-25

a) Review of Committee ToR (*see Rules & Byelaws Item 6b*)

The ToR had been through the respective Committees with proposed changes where relevant aside from F&GP who were due to meet the following week. There were no further comments

Recommendation: The Governing Body approve the Committee ToR for the following academic year.

Due to overrunning, the Committee agreed to move onto Part II matters. There were no comments on Items 7b-d) or Item 8 which would be endorsed to Governing Body where relevant.

- b) Scheme of Delegation plus annex
- c) Instrument & Articles (top sheet)
- d) Governor links review

Recommendations: The Governing Body approve the updated Scheme of Delegation, I&A's (2019) and Governor Links 24-25.

8. Governor Training & Development

Papers: EGR themes, Pastoral Role Descriptions

- i) Training programme 24-25
- ii) Cyber-security training (whole GB)
- iii) Learnings from college EGRs + [notes](#)
- iv) *Pastoral role descriptions (update)

Recommendations: The Governing Body approve the continuation of the current training programme including a full GB training session on Cyber Security and the updated Pastoral Role Descriptions.

The remainder of the meeting was recorded under Part II business.

Part II minutes: (Criterion a) Personal information related to an individual

9. Performance Management, pay and conditions of:

Papers: Process aide memoire, historical salaries, SMT pay and appraisal, Principal and GD appraisal,

- i) Deputy Principal
- ii) Finance Director
- iii) Vice Principal (Curriculum)
- iv) Vice Principal (Pastoral)
- v) Principal (to withdraw)
- vi) Director of Governance (to withdraw)

Part II minutes: Criterion h): Information considered to be commercially sensitive

10. MAT Executive & Governance structures proposal and Board development

Papers: Confidential reports, HLA proposed operating model, current structure, transition paper, HLA Board development proposal

The meeting overran and Item 10 would be deferred to a later meeting.

11. AOB

Nothing to report.

12. Annual Meeting Assessment

The GD would consider future timings on agendas, especially in light of the merging of committees and additional matters to cover.

13. Date of Next Meeting

The date of the next meeting would be confirmed once Planning Day in the autumn term had been set.

The meeting closed at 16.32

Chair

Date

RRS 02-07-24