



Confirmed Minutes

Present

Ms M Boryslawskij (Chair), Mr A Nelson, Ms L Summers, Mr J Dawson and Ms A Williams (100%)

Clerk

Mrs C Coupland

1. Apologies for Absence/ Declaration of Interest

There were no apologies received.

There were no declarations of interest.

2. Minutes from Meeting held on 8th November 2019

Members asked for the minutes to clarify that it was at committee meetings only where attendance had slightly dropped below the 80% target.

- **That the minutes be received as a true record, subject to the small amendment.**

3. Matters arising

The Committee had noted from the Membership Determination and Vacancies report (agenda item 5) that the requested reports on succession planning and committee structures were to be presented to the Committee at its next meeting.

4. Governance SAR 2018/19 & QIP 2019/20

The Clerk confirmed that between July 2019 and September 2019, Governors were asked to complete a SAR questionnaire on the key areas of governance – a full summary of the responses were presented to the committee at its last meeting. To support the Governance SAR process, all Committees, in July 2019, had also agreed impact statements on their work undertaken with the last 12 months. Furthermore, in March 2019, the Chair met independently with all individual governors as an opportunity to consider and reflect upon governance as a whole at HNC and their thoughts on their own role and contribution.

Taking all this into account, it was agreed to continue to rate governance as outstanding. The Committee agreed that the summary and strengths of Governance as captured within the SAR fully supports the grade judgement reached.

Governance performance remains subject to continuous reviews; key areas for improvement and other development priorities were therefore considered by members to determine the Quality Improvement plan for this academic year in light of:

- Governors' responses to the governance self-assessment and the competency assessment ,

- the continuing challenges and opportunities in the external environment (National, Regional and Local).
- The need to now fully embed the stakeholder engagement strategy by continuing to create opportunities for Governors to meet with internal and external stakeholder groups to inform strategic decisions.

Members asked for the SAR to make clearer how the vision of Governance is intrinsically linked to the college's overall strategic aims and for each planned improvement and / or development activity to be assigned a timeline.

Time was also taken to discuss the merits of seeking external contributions to the validation process of the board's SAR and QIP. The Clerk is to give thought to the possible options available to the committee to include critical friends for next year's SAR process.

Resolved:

- **That the Governance SAR 2018/19 and the Governance Quality Improvement Plan 2019/20, subject to the agreed amendments, be recommended to the corporation for approval.**

5. Membership Determination & Vacancies

Corporation Membership:

The Clerk advised the Committee that at present the Corporation comprises of 15 Governors. One external governor vacancy remains.

The Clerk informed members that she, Ms Summers and Ms Williams had met yesterday with an individual who had asked to meet in order to discuss and hear more about the board vacancy. The committee tasked the Clerk with asking the individual to submit a formal application should they be interested in pursuing the opportunity. Alternative members of the committee were assigned to meet with the individual, post application, to satisfy procedural requirements of the Selection of Governor Policy.

Committee Membership:

The Clerk advised the Committee that she has recently received an application for the co-opted role. A suitable date and time is to be agreed for the individual to attend college for an interview.

Parent Governor:

Ms Richards' term of office is to expire at the end of this term. Ms Richards is eligible to apply for a further term of office as her youngest child has enrolled at the college this September 2019. The opportunity to serve as a parent governor has however been advertised to parents; The Clerk confirmed that Ms Richards understands the process should it become a contested position and a parent vote is required.

Equality and diversity monitoring information – governors & co-opted members

The Committee noted that the Board continues to recruit the best candidate(s) for the vacant position(s) with relevant professional and personal skill sets but would welcome the opportunity to work towards extending diversity amongst its governors and co-opted members. Expressions of interest and applications from individuals identifying themselves from other

ethnicity groups would be very welcomed in an effort for the Boards profile to become more representative of the local community.

The Committee asked the Clerk to ensure that the equality and diversity monitoring information collated is for all of the protected characteristics covered by the Equality Act. Members asked for future submissions of the EDI data to not include separate data on co-opted governors given that the group is small and individuals may therefore be identified by responses.

Resolved:

- **That the report be received.**

6. BAF Risk Assurance Review: Lack of Effective Governance, including lack of effective challenge and support for SLT.

The Committee remained confident in the different levels of assurances identified within the BAF for this specific risk. An overall green assurance level was therefore assigned to this particular risk.

Resolved:

- **To assign Green overall assurance to the risk**
- **For the Clerk to update the Master BAF**

7. Any other Business.

There was no other business.

8. Learner Impact Reflection

The impact of discussions and scrutiny of the Committee's work in improving the outcomes and experience for all learners was considered and the following agreed.

Resolved:

- **By reviewing membership and agreeing succession planning strategies, the committee ensures that the Corporation continues to have the required mix of skill sets to effectively undertake its business in improving the quality of teaching, learning and assessment,**
- **Critical review of annual performance ensures that the Board has fulfilled its statutory and delegated responsibilities.**
- **Maintaining high performance amongst Governors enables the Corporation to continue to provide strategic leadership and accountability**
- **A high performing corporation is able to support the college to achieve its aims and objectives and secure positive outcomes for students**
- **The Committee is committed to ensuring that every governor develops the skills they need to be effective and to make an active and valuable contribution to the work of the Corporation**
- **This self-critical approach enables the corporation to provide a strong level of assurance to all stakeholders of the Corporations high standards and continued commitment to conduct its business in the best interest of its students and stakeholders of the governing body.**

- **To continue to ensure that the college publishes accurate and honest information about its activities and processes - this is particularly important in relation to information for prospective students, parents and employers.**

9. Determination of confidentiality

The Equality and diversity monitoring information (agenda item 5) for co-opted Governors is to remain confidential. Supporting papers for agenda item 6 is also deemed confidential as it refers to the Board Assurance Framework.

10. Date of next meeting: Tuesday 11th February 2020