



Heart of Yorkshire Education Group

Minutes of the

Search and Governance Committee Meeting

Held on Thursday 17th November 2022 at 4pm

Via MS Teams

Members In attendance: Claire Corneille (CC), Dmitry Fedotov (DF), Andrew McConnell (AM - Chair), Ruth Sacks (RSa), Martyn Shaw (MS), Richard Stiff (RSt)
Sam Wright (SW - Principal and CEO)

Apologies: Partial apologies from DF, needing to leave early.

In attendance: Simon Ward (SWa), Annabelle James (AJ), Wajid Ali (WA), and Simran Jandu (SJ) for item 3, and Antonia Praud (AP - Director of Governance).

Item		Action
1	<p>Welcome The Chair welcomed members to the meeting.</p> <p>There were no additional items of business to add to the agenda. DF noted one declaration of interest, as the proposer, and employer of SJ.</p> <p>Governors noted that the college were generating a good level of interest in the governor vacancies now. The committee recognised their roles as a selection committee, rather than recruiting body.</p> <p>Governors approved the partial apology (needing to leave promptly) from DF, with consent.</p>	
2	<p>Lines of Enquiry Governors considered the applications forms received and after discussion agreed the following lines of enquiry:</p> <ul style="list-style-type: none">• Their understanding of the difference between governance and management.• Their own professional value set.• How do their values shape and drive behaviour.• What interested them in being a governor on the local board. <p>It was agreed all candidates had skills and experience that could benefit the local and group boards. It was agreed to review each candidate against the</p>	

	<p>current skills audit matrix, to ensure a balance of skills and experience on the boards.</p> <p>Specific feedback and questions were also identified for individual candidates- see confidential minutes.</p>	
3	<p>Interviews with the candidates</p> <p>See confidential minutes.</p> <p>Feedback was also received from S Wright, who had met with each candidate before the meeting.</p> <p>It was agreed to recommend candidates to the board as follows:</p> <ul style="list-style-type: none"> • Simon Ward (SWa) to be recommended for the Local College Board Selby, • Annabelle James (AJ) to be recommended for the Local College Board Wakefield, • Simran Jandu (SJ) to be recommended for the Local College Board Wakefield. <p>Governors reflected on the various recruitment processes that had generated the applications (Direct, via Facebook, via job sites and on the website). It was inclusive, and had generated a range of interest – from candidates interviewed in the meeting, and also in the pipeline. They confirmed their support for enabling this, and confirmed their commitment to equality and diversity.</p>	1
4	<p>Draft Minutes of the Meeting on 29th September 2022</p> <p>The committee resolved to approve the minutes and confidential minutes.</p> <p>Matters Arising:</p> <ol style="list-style-type: none"> 1. Simran Jandu was invited to the next meeting. 2. The Board approved the committee’s recommendation to invite Jayne King join the Group Board, and the Finance, People and Resources Committee. 3. The Board approved the committee’s recommendation to invite Jason Brook to join the Audit Committee. 4. The amendment was made to the approved minutes. 5. The board approved the recommendation to invite Jess Smith to continue as the HE Student Governor. 	
5	<p>Student Governor Update</p> <p>Hayley Shillito (HS) has been leading a project to set up Class Reps across the three colleges. There are now 96 students who are class reps (50% from Wakefield and 50% split across Castleford and Wakefield).</p>	

	<p>Ideally it was noted there would be balance across the Local Boards, and two student governors on the group board. One of these will be the student elected as the President of the Student Union, or their representative.</p> <p>HS proposed that the Local Boards will have two students who are elected from the Class Reps.</p> <p>The student governors will be involved in activities, engagement sessions and student voice and therefore ideally suited to feeding back on student matters.</p> <p>Governors questioned if it was possible to have representation from key student groups – eg 16 – 18, Apprenticeships, Adult Learners and HE? Governors were reminded that Jess Smith may be able to represent all HE students within the group, subject to board approval. HS was developing the system to be representative of all students.</p> <p>It was recommended to invite the new Student Union President and Jess Smith to the board meeting on 12th December, to ensure student representation, and the committee looked forward to welcoming new student governors to the meetings in the Spring term.</p> <p>DF left the meeting.</p>	2
6	<p>Governor recruitment and membership</p> <p>The Committee reviewed the report and</p> <ul style="list-style-type: none"> • Noted the latest Register of Members of the Group Board. <p>The Committee acknowledged: Skills that may be useful would include:</p> <ul style="list-style-type: none"> • Digital Skills • Sustainability experience • Audit experience • Employers – especially in key priority skills areas • Adult Learning – as this is a growth area <p>The Committee also noted that the Local Boards in Castleford and Wakefield were keen to recruit new members, including those from local businesses and the community.</p> <p>Governors noted that there were a number of potential applicants in the pipeline.</p>	
7	<p>Director of Governance Update</p>	

	<p>Safeguarding training for governors: the half day session from the West Yorkshire Safeguarding Children's Partnership had been informative, and attendees had both learnt a lot and received food for thought from the session.</p> <p>It was agreed that for the remaining members of the board, a shorter session in house, led by the Designated Safeguarding Lead, Carol Price, would be an effective and useful solution. To give flexibility to governors, Carol will run these online and offer day time and twilight options, in the Spring term.</p> <p>Staff governors: The election process is complete and there is a member of academic and support staff on leach local board. They will join the next meeting.</p>	3
8	<p>Review of Effectiveness of Meeting and Identification of Emerging Risks Governors confirmed the meeting had run efficiently and to time.</p> <p>They were delighted to see the varied recruitment routes were successful.</p> <p>Decisions taken were balanced and fair.</p>	

List of Actions from the meeting:

1	Recommend Simon Ward, Annabelle James and Simran Jandu to the board	AM	December Board Meeting
2	Invite Ellie Halligan and Jess Smith to attend the board meeting in December	AP	ASAP
3	Arrange online safeguarding training with Carol Price	AP	Spring term 2023

List of Actions from the meeting on 29th September:

1	Invite Simran Jandu to attend the next board meeting	AP	Completed
2	Recommend Jayne King join the Group Board, and the Finance, People and Resources Committee	AM	Completed
3	Recommend Jason Brook join the Audit Committee	AM	Completed
4	Amend the Minutes from the last meeting	AP	Completed
5	Recommend Jess Smith continue as the HE Governor on the Local College Board, Selby	AM	Completed

List of Actions from previous meetings:

1	Organise appraisals with YA, CC and AM	Completed
2	Propose membership changes to the board	Completed
3	Consider amendments to the skills matrix for the next meeting	Completed
4	Feedback on visit with CB	Completed
5	Prepare an agenda item on equality and diversity	On the plan

List of Actions from earlier meetings:

1	Fill the vacancies for a representative from the Local Board Castleford and Wakefield to join the Search and Governance Committee	Completed
2	Arrange an external review of Governance	January to March 2023
3	Review the Induction Process	Ongoing
4	Discuss succession to the roles of Chair and Vice Chair in the appraisal meetings	Completed
5	Complete the outstanding appraisal process	Completed
6	Ask all Governors to read Keeping Children Safe in Education as a priority and review safeguarding training for the board	Completed
7	Meet with Clare Allcock and Hayley Shillito and drop into the Student Union session.	Completed
8	Arrange Learning walks in the summer term	Completed
9	Recommend new board members and Chair for the Finance and Resources Committee	Completed
10	The Chairs of the Committees will be asked to feed back on the schedule of business in July 2022	Completed
11	Review activities against the ETF Governance Maturity Matrix	Completed
12	Speak to YA and BP about their staff governor links	Completed
13	Recommend to the board that Julie Craig serve a second term of office	N/A
14	Recommend to the board that Gordon McAlpine becomes the new member of the Curriculum and Quality Committee to represent the Local Board Selby College	Completed
15	Confirm Charlie Lee Wigley is no longer a member of the group board	Completed

16	Recommend to the board that NB join the Group Board and Audit Committee and JH join the Local Board Castleford	Completed
17	Share the skills Audit Summary and report with the Chair and board	Completed