



Heart of Yorkshire Education Group

Minutes of the

Search and Governance Committee Meeting

Held on Tuesday 7th February 2023 at 2pm

In the Executive Meeting Room, Wakefield College

Members In attendance: Andrew McConnell (AM - Chair), Richard Stiff (RSt), Sam Wright (SW - Principal and CEO)

Apologies: Claire Corneille (CC), Dmitry Fedotov (DF), Martyn Shaw (MS)

In attendance: Antonia Praud (AP - Director of Governance).

Item		Action		
1	<p>Welcome</p> <p>The Chair welcomed members to the meeting.</p> <p>There were no additional items of business to add to the agenda and no declarations of interest declared.</p> <p>Governors approved the apologies from Claire Corneille, Dmitry Fedotov and Martyn Shaw, with consent.</p> <p>Governors noted that the college was generating a good level of interest in the governor vacancies now. The committee recognised their roles as a selection committee, rather than a recruiting body.</p>			
2	<p>Draft Minutes of the Meeting on 17th November 2022</p> <p>The committee resolved to approve the minutes and confidential minutes, subject to two amendments:</p> <ul style="list-style-type: none">• Page 4 – Item 5 – should read 50% Local boards Castleford and Selby, not Castleford and Wakefield.• Item 7 – note Local Boards of Castleford and Wakefield. <p>Governors agreed to add to the model of governance, the preference to have a teaching and non-teaching staff representative on each local board.</p> <p>Matters Arising from the meeting:</p> <table border="1"><tr><td>1</td><td>Simon Ward, Annabelle James and Simran Jandu were approved by the board at the December board meeting.</td></tr></table>	1	Simon Ward, Annabelle James and Simran Jandu were approved by the board at the December board meeting.	<p>1</p> <p>2</p>
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	<p>At Wakefield, Ellie Halligan has one of the two student positions on the local board. There are 3 students who are interested in attending:</p> <ul style="list-style-type: none"> •Nathan Fane an A-level student •Marc Anderson – A L1 Public Services student. Governors acknowledged it would be good to have representation from the lower level courses on a local board. •Josh Akester – An HE student (also the vice president of the Student Union). <p>Governors noted that there would be no harm in having additional student representation on the local boards, especially in the early period of establishing the student governor role, and a number of advantages of additional student representation confirmed.</p> <p>Governors also confirmed the benefit of a range of representation (FE, HE, Apprenticeships etc) on local boards, and agreed this should be encouraged. It was therefore suggested that Marc and Nathan be approached, as Ellie is already attending as a Student Union representative and confirmed that the other local boards could be supernumerary too, for this initial year.</p> <p>At Selby College, staffing challenges (capacity), had delayed activities, and apologies noted that the class rep system, and request for expressions of interest, were not completed in time for the meeting. Attention would be given to developing the engagement activities in the coming weeks.</p> <p>Governors noted that there had been a fairly active Student Union in the past, which hinged on the enthusiasm and organisation of a member of staff. The student union had dwindled in more recent times and the pandemic had impacted plans to establish other student led mechanisms. As there had not been an active group to build upon, it was acknowledged that it could take time to re-establish a student union. The local board would be keen for student participation as soon as practicable.</p> <p>It was acknowledged that ideally this needed to be in the remit of a staff member on site at Selby. It was proposed that Leigh Allsopp and Glenn Miller could support this activity and SW confirmed she would speak to them and add this to their brief.</p> <p>Jess Smith continues as HE Governor on the Local Board, and it is hoped to have an additional student governor before the final meeting of this academic year.</p>	7
4	<p>Governor recruitment and membership</p> <p>The Committee reviewed the report and noted the latest Register of Members of the Group Board.</p>	

	<p>Retirements and Sabbaticals: Since the last meeting of the Committee, two governors confirmed their intention to step down:</p> <p>Ruth Sacks with immediate effect (on 21 November 2022).</p> <p>Janet Waggott from the end of March 2023.</p> <p>David Powell had also requested a 3 month sabbatical in December 2022 and the Chair confirmed they had spoken again on 6th February, where as Chair of the Board, he approved an extension for a further 3 months. AM confirmed they had agreed he would have a further one to one meeting in May. Committee members passed on their best wishes to David and his family.</p> <p>Governor membership: The committee recommended that Dmitry Fedotov should continue as the Interim Chair of the Curriculum and Quality Committee in the interim period.</p> <p>Governors reviewed the results of the latest skills matrix, and the latest vacancies, and impact on the composition of the board, from March.</p> <p>Governors also confirmed that at the recent Ofsted training session from Pauline Hagen, it had been emphasised that it is extremely useful to have FE or Teaching and Learning experience on the group board (excluding staff members). The Committee confirmed their support to recruit to one of the vacancies with this in mind.</p> <p>Other areas identified for the group board included:</p> <ul style="list-style-type: none"> • Digital Skills (specifically a governor with a strategic perspective to support the digital strategy) • Sustainability (It was noted that the college needs a multi-disciplinary approach, looking at the future skills needed in the workforce, the changing build environment, technology, transport and energy. It was agreed it would be good to look for a partner in the region with green credibility – noting examples of the wind power and solar company near Goole, Siemens or an offshoot, or Drax) • Cyber security and IT <p>Local Board membership: Governors considered links to the Local Authorities and LEP's and the great loss to the board that Janet Waggott retiring will bring. It was acknowledged that the group's geographical spread meant it worked with multiple LEP's and Local Authorities. The Committee suggested links with more than one</p>	<p>8</p> <p>9</p> <p>9</p> <p>9</p>
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	<p>could be encouraged through local board membership. The team managed by Lorraine Cross can review their contacts for prospective candidates.</p> <p>Links with Education partners: The committee also noted the benefit of Julian Harrison on the Castleford Local Board and agreed that having representation from feeder schools (Heads or Deputy Heads) on the Selby and Wakefield Local boards would be beneficial. SW confirmed she would follow up on this at the next Head’s meeting and would ask James Pennington to garner interest on his engagement activities.</p> <p>Community roles: It was noted that at Castleford College, the team had received some interest from a Community Officer. Having reviewed if this route was relevant for each college, it was noted that there is a very close and active partnership in Castleford, and this application should be progressed.</p> <p>RS also proposed a contact, or member of his team from the West Yorkshire Health Trust, and agreed to make contact with him before the next meeting.</p> <p>It was also acknowledged that the area that is under-represented on the Selby Local Board is someone from the business community. Following review, it was confirmed that business representation would benefit each of the local college boards.</p> <p>Committee membership: Whilst noting it would be good to bolster and strengthen numbers and skills on each of the committees, it was agreed it would be good to recruit an additional member onto the Finance, People and Resources Committee with HR skills.</p> <p>Having reviewed the balance and skills on the local committees, Governors agreed to recommend the following appointments to the board:</p> <ul style="list-style-type: none"> • Jayne King to the Remuneration Committee • Annabelle James to the Curriculum and Quality Committee 	<p>9</p> <p>10</p> <p>11</p> <p>12</p> <p>9</p> <p>13</p> <p>14</p>
7	<p>Director of Governance Update</p> <p>Safeguarding training for governors: Governors are being offered online sessions with Carol Price on:</p> <ul style="list-style-type: none"> • Wednesday 19th April at 10am • Monday 24th April at 5pm • Wednesday 10th May at 5pm • Tuesday 6th June at 5pm 	

	<p>All governors must have attended this or the in person session with Vicky Maybin.</p> <p>Governors noted the additional training update in the board pack.</p> <p>Appraisals: Appraisals will be held in the summer term and will be held before the final board meeting of the year, so that feedback can be considered as part of the review of the first year of governance for the group.</p> <p>The appraisal process will also include a 360 feedback review of the Chair and the Director of Governance.</p> <p>Senior Independent Director (SID): Governors asked if the group might consider appointing a Senior Independent Director (SID). This is more unusual in the FE sector but is seen as a tool for good governance. The role could co-ordinate the 360 feedback, be a sounding board between the Chair and the rest of the board, and the role could be built into the whistleblowing policy.</p> <p>Governors asked AP to research the sector, a job description and prepare a proposal.</p> <p>Governors challenged if this was seen as an additional role, and it was confirmed the appointment could be from existing members. Governors could be asked to make an expression of interest for the role.</p> <p>Succession Planning: Two governors have noted interest in becoming Chair/ Vice Chair in the future. One governor is currently completing the Chairs of the Future programme, a new leadership development course delivered by the Institute of Directors and the Education and Training Foundation.</p> <p>Board Development Event: It is proposed to have the next board development event on 3rd May. The session will focus on the infrastructure and estates policy, and an update on the development of the new sustainability strategy.</p> <p>External Review of Governance: AP will review availability for a review in the autumn term, so it can reflect on the first full year of the new governance structure.</p>	<p>15</p> <p>16</p> <p>17</p>
8	<p>Review of Effectiveness of Meeting and Identification of Emerging Risks</p> <p>Governors confirmed the meeting had run efficiently but noted concern about attendance at this meeting.</p> <p>They questioned if the timing of the meeting (early afternoon) or location (in person) was a contributing factor.</p>	

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List of Actions from the meeting:

1	Amend the minutes as directed	AP	ASAP
2	Update the governance model guidance	AP	Next meeting
3	Share EDI report at the next meeting	AP	9 May 2023
4	Share report on the External review of governance at the next meeting	AP	9 May 2023
5	Invite Jess Smith to the board meetings	AP	ASAP
6	Confirm the student representation to the committee before the next meeting	Hayley Shillito	9 May 2023
7	Request that Leigh Allsopp and Glenn Miller support the establishment of the Student Union at Selby College, being led by Hayley Shillito and team.	Sam Wright	ASAP
8	Meet with David Powell to discuss future intentions and support	Andrew McConnell	May 2023
9	Continue to actively promote opportunities on the group and local boards, paying particular attention to skills and expertise.	AP and Executive Team	Ongoing
10	Encourage applications from Local feeder schools for Local board members	Sam Wright and James Pennington	Ongoing
11	Share details of candidate and progress application	Executive Team	9 May 2023
12	Have conversation with prospective candidate and report back to the committee	Richard Stiff	9 May 2023
13	Consider new recruit to the Finance, People and Resources Committee	Committee	ASAP
14	Make membership recommendations to the Group Board	Andrew McConnell	14 th March 2023
15	Complete appraisals in the Summer term	Andrew McConnell	June 2023
16	Prepare a proposal on a SID role	AP	9 May 2023
17	Review options for the first external review of governance for the group board	AP	9 May 2023

List of Actions from the previous meeting:

1	Recommend Simon Ward, Annabelle James and Simran Jandu to the board	AM	Completed
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2	Invite Ellie Halligan and Jess Smith to attend the board meeting in December	AP	Completed
3	Arrange online safeguarding training with Carol Price	AP	Completed and invitations have been circulated for dates in April and May.

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