

Heart of Yorkshire Education Group Corporation

Board of Governors ('Board')

Search and Governance Committee ('Committee')

Minutes of the Meeting held on 6 February 2024 ('Meeting')

Present: Claire Corneille (via Teams), Dmitry Fedotov, Andrew McConnell ('Chair') and Sam Wright ('Principal')

In attendance: Head of Governance and Legal Services ('Clerk') and Louise Elkington ('Candidate') (via Teams (minute 6 only))

Apologies: Martyn Shaw

1. Welcome and apologies for absence

The Chair reported that due notice of the Meeting had been given and that a quorum was present. Accordingly, the Chair declared the Meeting open.

2. Declarations of interest

The Chair asked for declarations of interest from Committee members. None were made.

3. Review and approve the minutes of 6 December 2023

IT WAS RESOLVED THAT the minutes of the meeting of the Committee of 6 December 2023 were approved.

4. Matters Arising

- 4.1. The Clerk addressed the outstanding matters arising from the previous meeting as follows:
 - 4.1.1. On matter arising one, the Candidate with SEND expertise would be interviewing for a place on the Board during the Meeting.
 - 4.1.2. On matter arising two, the Clerk asked the Chair for an update. The Chair confirmed that the relevant Board member had been away and that he would contact her on her return.
 - 4.1.3. On matters arising four and five, training would be discussed at agenda item eight.

5. Feedback on potential candidate from the Principal

The Principal noted that she had met with the Candidate who would be interviewing for a place on the Board later in the Meeting. She explained that she appeared to be a good applicant and outlined her relevant experience and skills, particularly relating to SEND. However, she noted a lack of governance experience, although she was confident this could be overcome with support and time.

6. Interview with potential candidate

- 6.1. Committee members planned their approach to interviewing the Candidate.
- 6.2. The Candidate joined the Meeting and the interview commenced.
- 6.3. Committee members asked questions about the Candidate's background, particularly relating to SEND, her motivations for wanting to join the Board, her skills, experience and personal attributes and how these would enhance the Board, her personal values and how she felt these aligned with those of the College, her understanding of governance and how it differed from management and the gaps in her knowledge and how these might be addressed. The Candidate answered each of these questions.
- 6.4. The Candidate asked about the time commitment which would be required of her as a Board member and for an overview of the Committee members' personal experiences of the role, which were given.

- 6.5. The Candidate left the Meeting and Committee members discussed the interview. It was agreed that the Candidate's performance had been impressive and that her experience, in particular relating to SEND, would compliment the Board well. It was agreed that her lack of governance experience could be overcome with support and training.
- 6.6. Members discussed the Candidate's potential committee membership but agreed that she should be given time to acclimatise to her Board role in the short term.
- 6.7. Members were reminded of the DFE's recommendation regarding the appointment of a SEND Lead Governor. Members noted that the Candidate had been identified due, in part, to her SEND expertise and it was agreed that she would perform this role very well.

7. Membership Issues

- 7.1. The Committee considered the Membership Issues paper.
- 7.2. The Clerk noted:
 - 7.2.1. That the main issue related to the single external member vacancy on the Board. He noted that the Committee would be required to make a recommendation to the Board regarding this role and the appointment of a SEND Lead Governor.
 - 7.2.2. Attendance issues relating to a staff member and a student member. He reported that he had spoken to each and that they had both confirmed their desire to step down from the Board with immediate effect. He outlined the processes for the appointment of their replacements which, he noted, were not responsibilities of the Committee.
 - 7.2.3. The Committee's responsibility to keep the composition of the Board and its committees under review and ensure that the necessary skills and experience were present for each to operate effectively.
- 7.3. Members:
 - 7.3.1. Asked that the Clerk report back to the Committee in relation to the appointment of the new staff and student governors at the earliest available opportunity.

7.3.2. Noted that they were confident that the Board and its committees had memberships with the necessary skills and experience to ensure that they were able to operate effectively.

7.4. IT WAS RESOLVED THAT the Candidate be recommended for appointment to the Board for a period of four years, with a one-year probationary period, and that she be appointed as the SEND Lead Governor.

8. Governor Development

The Clerk gave an overview of member training which had taken place since the last meeting of the Committee. He also named those members who had yet to complete their mandatory safeguarding training. The Chair agreed to speak to those members to stress the importance of completing this training. The Clerk also outlined other issues relating to member attendance and other mandatory activities. The Chair agreed to follow up on these as well.

9. Governance Self-Assessment Annual Report and Governance Improvement Action Plan Update

9.1. The Clerk outlined the progress made on the Governance Action Plan.

9.2. Members were satisfied with the progress made and asked the Clerk to update them again at the next Committee meeting.

10. Review of Effectiveness of Meeting and Identification of Emerging Risks

The Committee agreed that the Meeting had been effective and emerging risks had been considered during its course and the Meeting was closed.



Signed..... Date 07.05.2024

Actions

No.	Minute	Details	Deadline	Responsibility
1	4.1.2	The Chair agreed to contact the relevant Board member to establish her plans going forwards.	The next Committee meeting	The Chair
2	7.3.1	Members asked that the Clerk report back to the Committee in relation to the appointment of the new staff and student governors at the earliest available opportunity.	The next Committee meeting	The Clerk
3	7.4	IT WAS RESOLVED THAT the Candidate be recommended for appointment to the Board for a period of four years, with a one-year probationary period, and that she be appointed as the SEND Lead Governor.	The next Board meeting	The Clerk

4	8.1	The Chair agreed to speak to those members who had yet to complete their mandatory safeguarding training and other members regarding other matters including attendance.	The next Committee meeting	The Chair
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