



**Minutes of the Meeting of the Governance Committee  
Held on 15 December 2020 at 5.15pm via Zoom/ in Oak 122**

Present	In Attendance
Gideon Schulman (GS) (Chair)	Bob Pattni (BP) (Deputy Principal)
Terry Butland (TB) via Zoom	Naomi Shoffman (NS) (Director of Governance)
Viresh Paul (VP) via Zoom	
Sundeep Bhandari (SB)	
Sarbdip Noonan (SN) (Principal)	

**1. Chair's Opening Remarks and report of any Chairs Action taken since the last meeting**

- I. GS welcomed all to the meeting and confirmed everyone was able to hear each other.
- II. GS confirmed there had been no Chair's action since the last meeting.

**2. Apologies for Absence**

There were no apologies.

**3. Declarations of Interest**

None

**4. Minutes of the Meeting held on 13 October 2020**

The minutes of the meeting held on 13 October 2020 were accepted as a true record. The Committee confirmed that all actions have been completed.

**5. Matters Arising**

None

**6. Succession planning**

**I. Note resignation of C Fox as co-opted member of Resources Committee**

The Committee considered the report. The Committee noted that Colin Fox, co-opted member, has tendered his resignation and attended his last Resources Committee meeting on 1 December. This leaves an immediate vacancy on the Resources Committee for one member. TB advised of his intention to step down as Vice Chair and continue as an ordinary governor for a year. VP also plans to step down at the end of the academic year, which will leave vacancies for both members and Chairs of the Resources Committee and Curriculum and Quality Committee. This will mean a considerable gap in the membership if not filled swiftly to ensure a timely handover, so efforts to recruit are in place now. GS is working closely with NS on this.

**II. Appointment of member to Audit Committee**

The Committee considered and agreed to recommend to the Board approval of the proposal that Simon Radford is appointed to the membership of the Audit Committee. Simon has the relevant skills set and he has confirmed his willingness to join the Audit Committee in addition to his membership of the Curriculum and Quality Committee.

### **III. Appointment of Curriculum & Quality Committee Vice Chair.**

The Committee considered and agreed to recommend to the Board approval of the proposal that Jan Doust be appointed Vice Chair of the Curriculum & Quality Committee.

### **IV. Student Governor appointment**

NS reported that further to the appointment of two student governors in October one of the nominees had withdrawn her nomination which left a vacancy for one student governor.

Caros Ibrahim who is a year 2 student studying level 3 engineering has since been nominated for appointment to the board and membership of the Curriculum and Quality Committee and accordingly the Committee is now asked to note his appointment.

## **RECOMMENDATION**

### **NOTED**

### **ACTIONS AGREED ABOVE**

## **7. Governor Engagement**

### **i. Governance action plan 2020-21 (GAP) progress report and CPD plan**

The Committee considered the progress made with the GAP since the last meeting and noted the majority of the rag ratings were green.

### **ii. Draft Governors CPD plan for 2020-21**

The Committee considered the CPD plan which was produced following the outcome of the skills analysis summary and self-assessment exercise carried out in September 2020. This plan should be considered along with the GAP and is a working document and as such there are gaps where suitable training and development (T&D) events/activities have yet to be identified. Whilst the Board is asked to take ownership of this plan, the Director of Governance will be responsible for identifying suitable T&D events and following up with the relevant Governors requiring the training. All events will be open to all Governors if they believe it will be of benefit to their professional development

The Committee asked that BP ensure there is a budget for this plan. SN said this plan will address each of the Governor's needs to give them the skills to carry out their role effectively. TB reminded the Committee that at the heart of this is the Board's aim to be outstanding and so we need to ensure all governors have the skills to challenge and hold the executive team to account and ask the right questions.

After some discussion it was also agreed that the following should be included in the plan:

- Mentoring for new Governors – this is being done but is not explicit in the plan
- Add in Ofsted training
- Arrange briefing/ Senior staff presentations/ training sessions before each Board meeting if no Committee meetings are being held

### **iii. Governor links activity and visits reports for the autumn term**

The Committee noted that to date very few meetings have actually taken place, however the majority of Governors have been contacted and there are now dates in their diaries for visits next term.

### **iv. Proposed revised allocation of link areas**

NS advised that as the Chair interacts regularly with College staff and students as part of his role his link area, CHE, has been re-allocated The Committee considered and agreed to recommend to the Board approval the revised list of allocations.

#### **v. The Meeting Evaluation, Learning and Reflection form**

NS reminded the Committee that at the strategy day it was agreed that the Board should aim to be a reflective and learning Board and it was agreed to add a standing item at the end of agenda for members to spend some time evaluating the meeting and to feedback on any learning and reflection. It has since been agreed that although it is useful to receive and minute feedback given at the end of each meeting it would be more useful for development purposes to capture any learnings etc. by way of written evidence. Therefore it is proposed to send out an evaluation form with each meeting pack for members to complete within 7 days of the meeting to give them time to reflect on the meetings and any learning outcomes. The Committee agreed the form would be a useful evidential and development tool and that members should be encouraged to complete and return it within a couple of days (rather than a week) of the meeting whilst it is still fresh in their minds.

#### **RECOMMENDATION**

##### **APPROVED FOR ONWARD RECOMMENDATION TO THE GOVERNING BODY**

- **DRAFT GOVERNORS CPD PLAN FOR 2020-21**
- **PROPOSED REVISED ALLOCATION OF LINK AREAS**
- **MEETING EVALUATION, LEARNING AND REFLECTION FORM**

#### **NOTED**

- **PROGRESS MADE WITH THE GOVERNANCE ACTION PLAN (GAP) 2020-21**
- **GOVERNOR LINKS ACTIVITY AND VISITS REPORTS FOR THE AUTUMN TERM**

#### **8. Any Other Business**

**NONE**

#### **9. Date of Next Meeting**

The date of the next meeting will be held on Tuesday 16th March 2021 at 5.15pm

The meeting ended at 6.06pm.

**Signed**

**Chair**

**Date**

## Action Points

Item	Action	Responsibility	Timescale	Completed
6	<p><b>Succession planning</b> Continue the recruitment of new governors process</p>	NS	ongoing	
7	<p><b>Governor Engagement</b> <b>ii. Draft Governors CPD plan for 2020-21</b> The Committee agreed that the following should be included in the plan:</p> <ul style="list-style-type: none"> <li>• Mentoring for new Governors – this is being done but is not explicit in the plan</li> <li>• Add in Ofsted training</li> <li>• Arrange briefing/ Senior staff presentations/ training sessions before each Board meeting if no Committee meetings are being held</li> </ul>	NS	Jan 2021	Completed