

Minutes of the Governance Committee meeting held (by Microsoft Teams) on Friday 25 September 2020 at 11.30am

| Governors Present: | Rob Fisher, Chair Denise Brown, Principal and CEO Jeremy Cartwright | | |
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| In Attendance: | Maxine Bagshaw, Clerk to the Corporation | | |
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| Min. No. | | Action By Whom | Action By When |
| 1 | APOLOGIES FOR ABSENCE | | |
| | Apologies for absence were received from Steve Sawbridge. | | |
| 2 | DECLARATIONS OF INTEREST | | |
| | The Chair reminded those present to declare any interests that they may have on matters to be discussed. Standing declarations were noted. | | |
| 3 | MINUTES OF THE COMMITTEE MEETING HELD ON 15TH MAY 2020 & ANY MATTERS ARISING | | |
| | The minutes were reviewed and agreed that they were an accurate record of discussions. AGREED: to approve the minutes of the meeting held on 15 th May 2020. There were no matters arising. | | |
| 4 | ACTION PROGRESS REVIEW | | |
| | The Clerk introduced this item and the Committee were happy to note the update provided. It was agreed that: <ul style="list-style-type: none"> Line 3 could now be removed. In relation to line 2 the Committee all agreed that it would still be useful to identify opportunities for the Board to meet with Governors. Committee suggested that Governors could be given the opportunity to access virtual/online activities rather than set up a | | |

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| | <p>separate session. Committee agreed that it would be really helpful to drop in on any discussion sessions planned. They asked that the Clerk liaise with the Executive Director Quality of Education to identify any opportunities where this would work.</p> | Clerk | Oct 2020 |
| 5 | BOARD MEMBERSHIP | | |
| | <p>The Clerk introduced her written report and key matters noted were:</p> <ul style="list-style-type: none"> • Currently there are thirteen independent Governors, three student Governor positions (with two vacancies), two staff Governors and the Principal. Standing orders provide for up to fifteen independent Governors and therefore the Board could recruit additional Governors if that was thought to be necessary or helpful. The process to recruit to fill the two student Governor vacancies is well underway and interviews with governors are planned for early October, so that appointment recommendations can be made to the Board at the October 2020 meeting. • There are a number of Governors who complete their first term of office in 2020 or 2021, these are: <ul style="list-style-type: none"> a) Julia Obada – February 2021 b) Steve Sawbridge – May 2021 c) Jeremy Cartwright – September 2021 d) David Boughey – September 2021 <p>In discussion, the Committee agreed that they would wish to recommend to the Board that second terms of office be offered to both Julie Obada and Steve Sawbridge. It was agreed that the Clerk would make contact with both to check that they would be happy to serve for a further four year term, if the Board were minded to accept the Committees recommendation.</p> <p>The Chairman advised that, to date he had only been able to carry out a one to one with Pritpal Singh Nagi and unfortunately, he has been unwell which has impacted on his ability to attend. The Committee all agreed that his absence left a gap on the Board in terms of</p> <ul style="list-style-type: none"> • City knowledge • Commercial city connections • Local networking <p>The Committee were supportive of Pritpal Nagi continuing as on the board but did feel that an additional Governor would be helpful to fill the gap. It was agreed that the Clerk would contact Pritpal Singh Nagi and David Boughey to see if they had any recommendations, either on the basis of their own network or, in David Boughey's case, the Chamber of Commerce.</p> <p>AGREED: to note the content of the update provided.</p> | Clerk | Oct 2020 |
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| 6 | GOVERNOR ATTENDANCE – 2019/20 | | |
| | The Clerk presented this for information purposes only and it was acknowledged that any concerns would be discussed as part of the Chairs one to one conversations with Governors. | | |
| 7 | GOVERNOR TRAINING AND DEVELOPMENT 2020/21 | | |
| | <p>The Clerk advised that two specific opportunities for training have been scheduled this year, the first is on Thursday 14th October 2020 5-7pm via Teams and then Wednesday 3rd March 2021 5-7pm via Teams.</p> <p>The Clerk advised that on the 14th October internal auditors have agreed to provide a short anti-bribery refresher for 30 minutes. This is a mandatory requirement as of the regularity audit. Governors were asked to consider how to best use the other 90 minutes and agree topics that would be helpful.</p> <p>The Committee all agreed that it would be useful to focus on CQ&S matters, with the Board having a reminder of FE terminology, the basics, understanding the college offer, how provision is delivered and how provision is quality assured. The CEO confirmed that she would discuss with the executive team and identify some topics to be presented on, with the expectation that delivery will be by internal members of staff.</p> <p>AGREED: to note the content of the update provided.</p> | CEO | Oct 2020 |
| 8 | SENIOR POSTHOLDER MATTERS | | |
| | It was agreed that these discussions would be recorded on a confidential basis. | | |
| 9 | AOB | | |
| | There were no items of additional business. | | |
| 10 | DATE AND TIME OF NEXT MEETING | | |
| | <p>The Clerk confirmed that the next scheduled meeting was 29th January 2021 at 11.00am.</p> <p>It was agreed that an extra Governance Committee meeting would need to be scheduled in November 2020, with the focus being senior postholder matters, including:</p> <ul style="list-style-type: none"> • CFO 12 month probationary period review • CFO and CEO performance against 2019/20 objectives | | |

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| | <ul style="list-style-type: none">• CFO and CEO proposed targets and objectives for 2020/21 <p>Meeting closed at 12.45pm.</p> | | |
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