

Minutes of the Governance Committee meeting held (by Microsoft Teams) on Friday 15th May 2020 at 12.30pm

Governors Present:	Rob Fisher, Chair Denise Brown, Principal and CEO Jeremy Cartwright Stephen Sawbridge		
In Attendance:	Maxine Bagshaw, Clerk to the Corporation		
Min. No.		Action By Whom	Action By When
1	APOLOGIES FOR ABSENCE		
	There were no apologies for absence with all Committee members present.		
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 20TH FEBRUARY 2020 AND ANY MATTERS ARISING		
	The minutes were reviewed and it was agreed that they were an accurate record of discussions. AGREED: to approve the minutes of the meeting held on 20 th February 2020. There were no matters arising.		
4	ACTION PROGRESS REPORT		
	It was noted/agreed: <ul style="list-style-type: none"> • Line 1 – this is on the agenda for today • Line 2 – this can now be removed • Line 3 – this is an action to be reconsidered in the 2021 year, as unable to proceed with this during lockdown • Line 4 – completed 		

Signed : _____ Chair
Stoke Governance Committee Minutes 15th May 2020
Page 1 of 4

Date:

	<ul style="list-style-type: none"> Line 5 – an action to rollover in to the next academic year Line 6 - completed. 		
5	BOARD MEMBERSHIP		
	<p>The Clerk introduced her written report and drew Governors' attention to the schedule of Board membership. It was noted that there are currently thirteen Independent Governors, three Student Governors, two Staff Governors (with one vacancy) and the Principal. The Standing Orders provide for up to fifteen independent members and therefore there is an opportunity to recruit two further Governors to reach maximum capacity currently stipulated. The Committee agreed to review the position again in the new academic year, when activity resumes to some level of normality. The Principal advised that the new FE White Paper expected in the Autumn may also identify new skills needed on the Board.</p> <p>In terms of the current terms of office, the Clerk explained that the three student Governors all complete their terms of office on 31st July 2020. Other Governors/Co-optees to consider in 2020/21 are:</p> <ul style="list-style-type: none"> Julie Obada who completes her term of office in February 2021 (first term of office and therefore eligible for a further term) Steve Sawbridge completes his term of office in May 2021 (first term of office and therefore eligible for a further term). Amanda Anthony, External Co-optee to the Audit Committee, concludes her second term of office in July 2021 Jeremy Cartwright, Chair of the Board, concludes his term of office in September 2021 (first term of office and therefore eligible for a further term). David Boughey, Vice Chair of the Board, concludes his term of office in September 2021 (first term and therefore eligible for a second term of office). <p>The Committee agreed to review the position in relation to Julie Obada and Steve Sawbridge in the Autumn term.</p> <p>AGREED: to note the content of the update provided.</p>		
6	GOVERNOR ATTENDANCE – 2019/20 TO DATE		
	<p>The Clerk presented the attendance statistics for Board and Committee meetings to date. The Chair of the Board of Governors confirmed that attendance is an aspect that he will pick up as part of his annual 1:1's over the summer and therefore it was agreed to revisit the attendance position at the next meeting.</p>	Chair	October 2021

Signed : _____ Chair
Stoke Governance Committee Minutes 15th May 2020
Page 2 of 4

Date:

	<p>The Committee felt that it would be useful to add in an additional column, so that any meeting dates during the pandemic period are clearly identified, as this is highly likely to have had an impact upon Governors ability to join meetings.</p> <p>AGREED: to note the content of the update provided.</p>		
7	GOVERNOR TRAINING AND DEVELOPMENT UNDERTAKEN IN 2019/20		
	<p>The Clerk presented her report which summarises training, development and engagement activities. It was agreed that the Chair, in his 1:1's, would look to establish individual development plans for each Governor. It was agreed to continue to record training and development in the current manner but the Committee felt there may be a better way to capture Governor engagement.</p> <p>AGREED: to note the content of the update provided.</p>		
8	SUMMARY OF GOVERNOR INTERESTS DECLARED		
	<p>The Committee were happy to note the content of the information provided.</p>		
9	STUDENT GOVERNOR RECRUITMENT FOR 2020/21		
	<p>The Clerk introduced this item and confirmed that enquiries had been made with current Student Governors to try and ascertain whether they are continuing for a second year of study in 2020/21. To date, enquiries would seem to suggest that none of the Student Governors are continuing and therefore new Student Governors will need to be recruited in the autumn term. The Committee were happy to support this position.</p> <p>AGREED: to note the content of the update provided.</p>		
9	STAFF GOVERNOR VACANCY (ACADEMIC)		
	<p>The Clerk introduced this item and confirmed that the College has struggled somewhat to recruit to this targeted group of staff. In discussion, the Principal advised that not all staff actually neatly fall into the two categories that currently exist, which are 'business support' and 'academic'. The Committee discussed the Instrument and Articles and put forward the proposal that the distinction be removed, with a recommendation to the Board that the Instrument and Articles be amended to give more flexibility.</p>		

Signed : _____ Chair
Stoke Governance Committee Minutes 15th May 2020
Page 3 of 4

Date:

	<p>The Committee asked the Clerk to approach Donna Hazledine and ascertain whether she would wish to be considered for a Staff Governor position, rather than Student Governor, once her term of office expires this year.</p> <p>AGREED:</p> <ul style="list-style-type: none"> a) To note the content of the update provided b) To recommend to the Board that the Instrument and Articles be amended, so as to remove the distinction/categorisation of Staff Governors c) To request that the Clerk speak to Donna Hazledine to ascertain if she would be interested in being considered for a Staff Governor role, once the Instrument and Articles are amended. 		
10	CONFIDENTIAL ITEMS		
	<p>It was agreed that confidential items would be recorded on a separate basis.</p>		
11	AOB		
	<p>There were no matters of additional business raised.</p> <p>Date and time of the next meeting is to be agreed by the Board at its July 2020 meeting.</p>		