

Minutes of the Governance Committee meeting held on Thursday 20th February 2020 at 11.40am

| Governors Present: | Rob Fisher (Chair) Denise Brown Jeremy Cartwright Stephen Sawbridge | | |
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| In Attendance: | Jillian Woolmer, Governance and Executive Support Assistant | | |
| | | | |
| Min. No. | | Action By Whom | Action By When |
| 1 | APOLOGIES FOR ABSENCE | | |
| | Apologies for absence were received from Maxine Bagshaw. | | |
| 2 | DECLARATION OF INTERESTS | | |
| | The Chair reminded Governors to declare any interests that they may have on matters to be discussed. Standing declarations were noted. | | |
| 3 | MINUTES OF THE MEETING HELD ON 29TH NOVEMBER 2019 & 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 29 th November 2019. There were no matters arising. | | |
| 4 | ACTION PROGRESS REPORT | | |
| | The Chair introduced this item and an update was given in relation to line 1, whereby it was agreed that discussions in relation to the CFO Targets and Objectives for 2019/20 would be carried over to the next Committee meeting. All remaining actions were noted by the Committee. AGREED: to note the content of the update provided. | | |

Signed : _____ Chair
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| <p>5</p> | <p>NEW GOVERNOR RECRUITMENT</p> <p>It was agreed that offers to be appointed to the Board would be made to three individuals who were interviewed on Tuesday 11th February 2020 – Andrew McKay, Gemma Kay and Jason Lancaster. From the interviews carried out today, an offer would be made to David Rogers. The Committee confirmed that, following the interviews, David Rogers would also be offered the appointment of Chair of the Audit Committee, whilst Gemma Kay and Jason Lancaster would be appointed to the Curriculum, Quality & Standards Committee and Andy McKay would be appointed to the Transformation, Finance & Resources Committee. The Committee agreed that these recommendations will be taken to the Board meeting on the 25th February 2020 for approval of these appointments. It was noted that Peridot would be getting in touch with the two applicants from today’s interviews to inform them that they were not successful.</p> <p>In general discussion, it was confirmed that the College had originally wanted to recruit 3 additional governors but have managed to recruit 4. The recruitment will strengthen the membership on the Curriculum, Quality & Standards Committee and the Transformation, Finance & Resources Committee, as well as finding an individual for the Audit Committee. It was noted that there was a slight vulnerability on the Transformation, Finance & Resources Committee due to the finance governor being a co-opted member; however, the Committee did feel in a strong position with the recruited governors.</p> <p>The Committee asked whether it needed to be recorded at Board that the number of governors was increasing. In the Clerk’s absence, it was agreed that this would be confirmed by the Clerk before the Board meeting on the 25th February 2020.</p> <p>The Chair suggested arranging a small social event/gathering, just for one hour, for the new governors to get to know the Board. It was agreed that this would be looked into after the FE Commissioner visit.</p> <p>AGREED: to recommend to the Board meeting on the 25th February 2020 the appointment of four new governors – Andrew McKay, Gemma Kay, Jason Lancaster and David Rogers.</p> | <p>Clerk</p> <p>Clerk</p> | <p>25.2.20</p> <p>March 2020</p> |
| <p>6</p> | <p>CFO TARGETS 2019/20</p> | | |
| | <p>It was agreed that this item would be deferred to the next meeting of the Committee</p> | | |

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| 7 | CONFIDENTIAL MINUTES OF MEETING HELD ON 29TH NOVEMBER 2019 | | |
| | <p>The confidential minutes were reviewed and it was agreed that they were an accurate record of discussions.</p> <p>AGREED: to approve the confidential minutes of the meeting held on 29th November 2019</p> | | |
| 8 | ANY OTHER BUSINESS | | |
| | There were no items of additional business | | |
| 9 | DATE AND TIME OF NEXT MEETING | | |
| | <p>The proposed date of the next meeting on the 17th March 2020 was discussed; however, unfortunately, this was not a viable date for all governors. Therefore, a request was made for a new date to be circulated outside of the meeting.</p> <p>Meeting closed at 12.00 noon.</p> | Clerk | February 2020 |

Signed : _____ Chair
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