PRESENT: R Davies (CG and Chair), A Coleman Cooke (CG), A Malcolm (CG), Z Lewis (Principal), S Shepherd (EM) and Z Foster (Clerk)

KEY: CG – College Governor, EM – External Member

1. Apologies for Absence – I Wright

2. Minutes of Meeting of 27.09.2018 – accepted and signed as a correct record

3. Matters Arising – outstanding actions would be addressed via item 4 and 5.1 of the meeting

4. Skills and Competency Framework Update
   4.1 Revision of Skills and Competency Framework – Z Lewis/A Coleman Cooke
   A Coleman-Cooke gave the Committee an overview of work which had been done with reviewing the framework. Z Lewis had devised a simplified framework based on key skills and competencies agreed by the working party (A Coleman Cooke, S Shepherd, S Wilson and Z Lewis) and this had been pre-populated based on current information held.

   Z Lewis went through the draft document and key discussion points included:
   - The welcome addition of community based experiences
   - That the simplified matrix was very helpful (particularly being on one page) as were the linked graphs
   - Consideration and agreement that the length of terms of office with maximum of eight years with two terms was still appropriate and reflected good governance practice
   - Chair and Vice Chair succession planning generally and for Chairs of Committee – with the main mechanisms for eliciting interest being through 1:1 meetings and interview/induction with governors

   The Committee agreed the following amendments:
   - Prioritise Professional Experience and Community Involvement in terms of greatest need first
   - Add a ‘Teesside base’ in some capacity
   - Determine a minimum number of governors with certain professional experiences to inform future sourcing of candidates to the Governing Body by this Committee (where appropriate)
   - To add terms of office to overall matrix to enable succession planning for key skills and competencies
   - To further split role type into current and previous to give greater clarity
   - To develop a one sheet template for governors and external members to fill in which encapsulated all of the above.

   The Committee also agreed to have a more detailed version to aid succession planning thereby ensuring that that professional skills and experiences were appropriately represented in sufficient numbers.

   Action by Z Lewis and Z Foster – to amend the matrix into a one-page proforma ready for governors at the Governing Body meeting of 21 March 2019. This would also be sent to External Members.

5. Composition and Membership
   Governing Body Vacancies – Z Lewis/Committee
   Z Lewis gave an overview of the two prospective candidates (HA and RA) and the Committee discussed their relevant skills and experiences. It was agreed that interviews should be arranged with a first preference of 18th
February from 12pm. S Shepherd was unable to attend. Action by Z Foster – to arrange the process. It was agreed that the candidates should be given the revised skills proforma to bring in with them for interview.

Action by Z Lewis/Z Foster – to revise and distribute questions for Committee consideration ahead of interviews.

Z Lewis updated the Committee on her progress with regards a Headteacher governor. Governors discussed the two possibilities and welcomed updates and progress as they came.

Additionally, T Parkinson has suggested another local business person who may be interested.

It was agreed that interest from any/all of the above should be considered thereby possibly recommending expansion of the Governing Body beyond its current 20 (as provided for within the Instrument and Articles).

External Member Term of Office – R Davies declared an interest in this item. After consideration it was agreed that the term of office for S Wilson would be extended accordingly and this would be a recommendation for the Governing Body meeting of 21 March 2019.

Staff Governor Term of Office – A Waller-Amos’s term would be complete as of 13 December 2019. This would be up for election in the new academic year in order to enable new members of staff to vote.

6. Chair and Vice Chair of Governing Body and Committees

6.1 Chair/Vice Chair Nomination Planning
The Committee discussed possible options for both positions, particularly in light of the current wishes of the governing body members (i.e. no real interested candidates) and the likelihood that successors may be found via new governors. The Committee confirmed the plan to have a Chair and Vice Chair designate in place next year to allow for a smooth and supportive transition period.

6.2 Chair and Vice Chair of Sub Committees process was also discussed

It was agreed to recommend to the Governing Body at its meeting of 21 March 2019 that:
- R Davies and A Coleman-Cooke stand for a further term with the proviso of seeking a Chair and Vice Chair designate by March 2020
- That if any other governor chose to stand for office they be considered as per the process
- That the process be brought forward to start the date of the Governing Body meeting
- That the election of the Chair and Vice Chair of Committees be brought to the attention of the Governing Body ahead of final approval at the July meeting

It was also agreed to keep succession planning under constant review as appropriate.

Action by Z Foster to revise the nomination dates process for the Governing Body meeting on 21 March.

7. Governance Performance Indicators Update – Z Foster
i) Z Foster presented the final Performance Indicator document from 2017-2018. As the only indicators not achieved the attendance targets (both overall and individual) were discussed by the Committee. The detail of the document would be amalgamated into the 2017-2018 Corporate Governance report.

ii) Performance Indicators 2018-2019 draft was presented and discussed. In light of the discussion with regards attendance above it was agreed that further research in terms of sector expectations or targets be sought and going forward either there be no defined target or some blended target suitable for the differing availability and commitment of governors and external members depending upon their
The Committee discussed this particularly in relation to how impact and progress was measured. Some minor additions were suggested to progress so far. **ACTION by Z Foster – to amend the update accordingly.**

9. Governor Training Update – Z Foster
9.1 Planning for May Strategic Planning Day - this date would have to be moved as a number of governors could not attend on Saturday 18th May. Agreed to take this to the Development session this afternoon – offering either Saturday 11th May or Friday 17th May 2019.

Z Lewis reminded the Committee that this would consider a quality update, financial information and best and worst performing areas to inform the strategy going forward.

10. Date of Next Meeting
- Monday 20th May 2019 at 12.30pm.
A Malcolm gave his apologies in advance

11. Any other Urgent Business – R Davies
None taken.

The meeting closed at 2.45pm

**ACTIONS TO BE COMPLETED**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ACTION</th>
<th>BY WHOM</th>
<th>DEADLINE</th>
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<tbody>
<tr>
<td>4</td>
<td>Amend the matrix into a one-page proforma for governor interviews and all governors at the Governing Body meeting of 21 March 2019. Also, send to External Members.</td>
<td>Z Lewis and Z Foster</td>
<td>For Interviews (w.c. 18.02.19)</td>
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<tr>
<td>5</td>
<td>Arrange interview process for two new governors</td>
<td>Z Foster</td>
<td>asap</td>
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<td>6</td>
<td>Revise questions for interview process and distribute to Committee for comment ahead of interviews</td>
<td>Z Lewis then Z Foster</td>
<td>14.02.19</td>
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<tr>
<td>7</td>
<td>Revise the nomination dates process (for Chair and Vice Chair of GB) for meeting on 21 March (for Search and Governance Recommendations and Governance Reports)</td>
<td>Z Foster</td>
<td>21.03.19</td>
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<tr>
<td>8</td>
<td>Amend and add to Areas for Improvement – ongoing basis</td>
<td>Z Foster</td>
<td>End of academic year</td>
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<tr>
<td>9</td>
<td>Change the date of the Strategic Planning event</td>
<td>R Davies</td>
<td>At meeting of 04.02.19</td>
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(11.03.19) minutes of S&G 07.02.2019