

Heart of Yorkshire Education Group Corporation

Search and Governance Committee ('Committee')

Minutes of the Meeting held on 4 December 2024 ('Meeting') at Wakefield College, Executive Meeting Room (WR312)

Present:

- Andrew McConnell (Chair)
- Claire Corneille
- Dmitry Fedotov
- Sam Wright (Principal)
- Sam Cremore (Head of Governance and Legal Services)
- Tim Welton - minute 7 only

Apologies:

- Martyn Shaw

1. Appointment of Chair and Vice Chair 2024/25

- 1.1. The Committee discussed the appointment of Martyn Shaw as Chair and Andrew McConnell as Vice Chair for the 2024/25 academic year.
- 1.2. **IT WAS RESOLVED THAT** Martyn Shaw and Andrew McConnell would serve as Chair and Vice Chair, respectively, during 2024/25.
- 1.3. The Committee agreed to appoint Andrew McConnell as Chair for the Meeting in Martyn Shaw's absence.

2. Welcome and Apologies

The Chair welcomed attendees to the meeting. Apologies were noted from Martyn Shaw.

3. Declarations of Interest

No declarations of interest were made.

4. Minutes of the Meeting Held on 7 May 2024

- 4.1. The minutes of the previous meeting were reviewed and it was agreed that they were an accurate record.
- 4.2. **IT WAS RESOLVED TO** approve the minutes of the meeting held on 7 May 2024.

5. Matters Arising

The Committee noted that all actions from the previous meeting had been completed or were addressed in the agenda.

6. Feedback on Potential Candidate from the Principal

The Principal provided feedback on a candidate for board membership, emphasising their strong Group and community ties and potential to fill existing skill gaps. The Committee discussed their qualifications and agreed to proceed with an interview.

7. Interview

- 7.1. The candidate, Tim Welton, joined the meeting virtually for an interview.
Key discussion points included:
 - Skills, experience and perceived strengths and weaknesses.
 - Alignment with the Group's values and mission.
 - Prior governance experience including his previous experience on the Group's Wakefield College Local Board.
 - Understanding of challenges in further education, particularly regarding skills and student well-being.
- 7.2. The Committee noted areas where the candidate demonstrated strong alignment with the Group's values but identified potential training needs.
- 7.3. The Head of Governance and Legal Services agreed to liaise with the HR Team to improve the governor application form.

8. Search and Governance Committee Annual Report

- 8.1. The Committee reviewed the Annual Report.
- 8.2. **IT WAS RESOLVED THAT** the Annual Report be approved.

9. AoC Code of Good Governance

- 9.1. The Committee discussed updates to the AoC Code, including the emphasis on Equality, Diversity, and Inclusion (EDI) and sustainability.
- 9.2. **IT WAS RESOLVED THAT** the Committee would recommend the updated AoC Code to the Board for approval.

10. Membership Update

- 10.1. The Committee reviewed the current membership and noted:
 - A vacancy on the Board and in the Finance, People, and Resources Committee (FP&R).
 - The departure of Michael Clarke due to alignment issues.
 - The need for an Equality, Diversity and Inclusion Lead Governor.
 - There had been no expressions of interest in the Vice Chair role during appraisals.
- 10.2. **IT WAS RESOLVED TO** recommend Tim Welton for appointment to the Board for a period of four years, with a twelve-month probationary period, and as a member of FP&R, subject to a tailored induction programme to address identified gaps.
- 10.3. The Committee discussed ensuring representation from each of the areas served by the Group and agreed to conduct a membership review in early 2025 which the Head of Governance and Legal Services agreed to facilitate.
- 10.4. The Head of Governance and Legal Services agreed to write to Michael Clarke to thank him for his service.
- 10.5. The Head of Governance and Legal Services agreed to provide Stuart Brenton, who had expressed an interest in the EDI Lead Governor role, with a job description.
- 10.6. Andrew McConnell agreed to ask again for interest in the Vice Chair role during the next round of appraisals.

11. SID KPIs

- 11.1. The Committee reviewed the SID KPIs which had been recommended by the AoC as part of its review of governance.
- 11.2. **IT WAS RESOLVED TO** approve the SID KPIs.
- 11.3. The Head of Governance and Legal Services agreed to send the SID KPIs to the SID. The Committee asked that these be reviewed with the SID after her next appraisal.

12. Governor Training and Development

- 12.1. The Committee reviewed the Governor Training and Development Plan.
- 12.2. The Committee emphasised the need for mandatory training on safeguarding and EDI.
- 12.3. **IT WAS RESOLVED TO** approve the Governor Training and Development Plan for 2024/25.
- 12.4. The Head of Governance and Legal Services was asked to provide the Committee with an amended skills audit to be circulated to members as soon as possible.
- 12.5. The Head of Governance and Legal Services agreed to email Claire Corneille regarding the training she had completed as her record was inaccurate.
- 12.6. The Head of Governance and Legal Services agreed to ask Wakefield Council Local Authority Designated Officer (LADO) and WSCP Safeguarding Advisor for Education, Vicki Maybin to include e-safeguarding in her upcoming training session.

13. Appraisals Report

- 13.1. The Committee reviewed the appraisal outcomes and noted that all Governors were meeting expectations, with no major concerns raised. However, it was noted that not all governors completed the Chair of Governors appraisal. The Head of Governance and Legal Services agreed to contact the SID to ask her to reach out to governors for an explanation.
- 13.2. **IT WAS RESOLVED TO** recommend the Appraisal Report to the Board.

14. Governance Improvement Action Plan Update

Progress on the Governance Improvement Plan was noted, with significant strides made in the use of technology to facilitate access to and sharing of governance information following the introduction of the governor portal.

15. Governance Professional Independence

15.1. The Committee reaffirmed the independence of the Governance Professional having reviewed the associated policy document recommended by the AoC as part of its review of governance.

15.2. **IT WAS RESOLVED TO** approve the Governance Professional Independence Report.

16. Review of Effectiveness of Meeting and Identification of Emerging Risks

The Committee evaluated the Meeting's effectiveness, noting the comprehensive discussions on membership and governance priorities and ensuring alignment with updated governance codes.

17. Date and Time of Next Meeting

The next meeting was confirmed for Tuesday, 4 February 2025.

Matters Arising

No	Minute	Details	Responsibility	Deadline
1	7.3	The Head of Governance and Legal Services agreed to liaise with the HR Team to improve the governor application form.	Head of Governance	4 February 2025
2	10.3	The Committee discussed ensuring representation from each of the areas served by the Group and agreed to conduct a membership review in early 2025 which the Head of Governance and Legal Services agreed to facilitate.	Head of Governance	4 February 2025
3	10.4	The Head of Governance and Legal Services agreed to write to Michael Clarke to thank him for his service.	Head of Governance	4 February 2025
4	10.5	The Head of Governance and Legal Services agreed to provide Stuart Brenton, who had expressed an interest in the EDI Lead Governor role, with a job description.	Head of Governance	4 February 2025
5	10.6	Andrew McConnell agreed to ask again for interest in the Vice Chair role during the next round of appraisals.	Chair of Governors	October 2025
6	11.3	The Head of Governance and Legal Services agreed to send the SID KPIs to the SID. The	Head of Governance	4 February 2025

		Committee asked that these be reviewed with the SID after her next appraisal.		
7	12.4	The Head of Governance and Legal Services was asked to provide the Committee with an amended skills audit to be circulated to members as soon as possible.	Head of Governance	4 February 2025
8	12.5	The Head of Governance and Legal Services agreed to email Claire Corneille regarding the training she had completed as her record was inaccurate.	Head of Governance	4 February 2025
9	12.6	The Head of Governance and Legal Services agreed to ask Wakefield Council Local Authority Designated Officer (LADO) and WSCP Safeguarding Advisor for Education, Vicki Maybin to include e-safeguarding in her upcoming training session.	Head of Governance	4 February 2025
10	13.1	It was noted that not all governors completed the Chair of Governors appraisal. The Head of Governance and Legal Services agreed to contact the SID to ask her to reach out to governors for an explanation.	Head of Governance	4 February 2025

Approval

The minutes were approved as an accurate record of the meeting.

Chair



Date 29.01.2025