Shipley College

Minutes from the meeting of the Governance, Search and Remuneration Committee
on the 15th October 2024

Present:
    Joanne Beaumont (JB)
    Peter Whittle (PW)
    Kerry Robinson (KR)
    Grace Jeffrey (GJ)
    Diana Bird -Principal (DBi)
In Attendance:
    Danielle Carter - Director of Governance (DC)
Apologies:
    Paul Goodridge (PG)

		Action
1	**Welcome, Apologies for absence and disclosure of financial and/or personal interest** DC welcomed everyone to the meeting. Apologies were noted from PG. There were no financial or personal interests to note.	
1a	**Appoint Chair / Vice Chair** Members approved JB as Chair and GJ as Vice Chair of the committee.	
2	**To agree agenda and order of business as circulated** It was agreed to take 15b after 12 to allow DBi to be included in discussions.	
3	**To approve the minutes of the meetings held on 11 June 2024** The minutes were approved as a true and accurate record of the meeting.	
4	**Matters arising** None	
5	**To review the new joint Committee's Terms of Reference** Two amendments were noted and made. Members agree the terms of reference and recommend to the Corporation.	
6	**Performance Review:** **To consider** a) **the analysis from the 2024 Corporation Performance Review Questionnaire** A discussion took place around comments on the agenda and papers. It was agreed DC would reiterate the way of working with the two mails and start a database to note how many papers are sent in the second mail. It was also noted many members tend to wait until the	

	weekend to read papers so a check of who had accessed documents prior to the second mail would also take place. It was noted the Chair and Vice Chair of the corporation are working on agendas and reports and it may be beneficial to have a page limit established for reports. A key area of the labour market information being shared was discussed, it was noted this is readily available in the Accountability Statement as well as link to other information being included. It was noted it would be beneficial to remind new members of the corporation on where to find this information. It was also discussed that a reminder of key items to be made prior to the forms going out in the Summer term may be beneficial. ***Action***: members asked for the wording of question 10 to be amended next year as it includes a repetition of question 8 which may skew answers. Areas of lower numbers were noted and discussed. One to one meetings were discussed and the culture of having these conversations. b) **the analysis from the 2024 Committee Performance Review Questionnaire** Members noted the Audit membership concerns and agreed the other committees had good feedback.	DC

7	**To consider:**
	   a) the outcome of the Skills Audit
	Members considered the gaps and noted a recent appointment has been made to support the gap in Estates Management.
	A member stated SLT are responsible for the increase in the knowledge base in the skills audit which is a credit to their reporting.
	   b) Mandatory Training Log
	DC reported the KCSIE update has 3 members yet to complete but a reminder has been sent. A member commended the work of DC in timely reminders and ensuring the training is at 100%.	

8	**To consider the 2023/24 Individual Member Attendance Report Attendance Summary** A discussion took place around apologies being received and general reasons behind non attendance. It was agreed the Corporation will keep the attendance target as it is currently. A discussion took place around Student Governor attendance and issues across the sector in increasing this.	
9	**To review the Governance Risks (section 12), mitigation and levels of assurance within the Risk Register** Members discussed item 12f and if this is a risk to the college or something that the Corporation should be monitoring through other documentation as it is an aspiration. It was agreed the committee would suggest at Corporation to remove this item and instead monitor through the new strategic plan. *Post meeting note: Due to the updating of the Risk Register following Governors input from the July training session this action is no longer relevant.*	
10	**Revisit 2024 Governance Review recommendations for progress on implementation** This action plan was created in June. DC reported the areas that have had some movement and the report would be coming back to the committee at each meeting to monitor progress.	
11	**To consider for recommendation to the Corporation the re-appointment of Members**	

	whose term of office expires during the academic year 2024/25 PW left the meeting whilst his term of office was agreed. Members agreed to recommend to corporation to re-appoint PW, SK, PG, and ST.	
12	**To receive, for information, the percentage turnover of members** DC explained the turnover includes members who had reached the end of their maximum terms. It was agreed the context would be included in the report going forward.	
15b	**b)Applicant** Members agreed the recruitment drive for audit members/co opted members was ongoing therefore to delay the interview until the end of the Autumn Term. **Action:** DC to email. *DBi left the meeting at 7.37pm*	DC
Part B	**Confidential:** The next 3 items were confidential therefore were recorded on a separate minute	
16	**Date of next meeting:** Thursday 5th December 2024 - 6pm.	

Meeting closed: 7.49pm

Decision and Action Tracker

Date /Item	**Decision**/*Action*	Person responsible
151024 item 1a	**Members approved JB as Chair and GJ as Vice Chair of the committee.**	
151024 item 3	**The minutes were approved as a true and accurate record of the meeting on the 11th of June 2024.**	
151024 item 5	**Members agree to the terms of reference and recommend to the Corporation.**	
151024 item 6	*Members asked for the wording of question 10 to be amended next year as it includes a repetition of question 8 which may skew answers.*	DC
151024 item 11	**Members agreed to recommend to Corporation to re-appoint PW, SK, PG, and ST.**	
151024 item 15a	*DC to email applicant to explain the recruitment drive is ongoing and interviews will be taking place at the end of Autumn Term for those successful.*	DC