

SAT APPOINTMENTS AND GOVERNANCE COMMITTEE



Minutes of the virtual meeting held at 10.45am on 21 October 2020

Present: E D'Souza
D Wildridge
S Howard

S Daley
J Bloomfield

In Attendance: N Savvas, SAT CEO
S Gales, PA to the CEO
T Elkin, Clerk

Apologies:

- Apologies for absence**
There were no apologies.
- Committee Terms of Reference**
These were shared with the committee before the meeting. They were **agreed**, proposed by DWildridge and seconded by SHoward.
- Membership**
Reappointments
Every governor has been re-issued with a re-appointment letter and ensuring that all documents are clear. Term of office will be four years.

Action

Recruitment

There are some inconsistencies. SGales proposed that the limit to the number of Trustees be taken out of the Articles of Association as the Board has exceeded the limit of 9 Trustees. It was agreed that there needs to be a limit as to the number of governors. As part of the governance review, the size of the Board should be considered with a proposal for Members. The committee agreed to submit a recommendation to the Board that it is reviewed.

Committee

NSavvas, advised that the committee needs to note that the Members are the effective Appointments and Governance committee, which is different to the set-up at WSC. SGales noted that there is an overlap in responsibilities, but the committee does not have the 'authority' to implement recommendations, this comes from the Members, but they do not have the overview of the short medium and long term strategy.

JBloomfield as a Member, proposed building into governor arrangements that a Member sits on this committee to advise but is now distanced and can only advise on process and cannot comment on contributions of Trustees.

NS proposed to bring all Members into this committee to avoid having the dialogue twice. This was **approved**.

Recruitment

The proposal was shared with Richard Carter, Chair of Trust Members. RCarter's response was as follows: *My comment is that there needs to be a limit to the term of office of a Chair or Vice Chair before they are required to stand for re-election or otherwise.*

I suspect the draft is based on a change that was made to the West Suffolk College policy some years ago. It may be that three and two years for Chair and Vice Chair is no longer suitable. As long as there is such a clause, I am happy to see the periods altered within reason.

Recommendations

All recommendations have been actioned.

1. Chris Higgins, Elton D'Souza, Julia Wakelam and Sue Daley for reappointment for a further 3-year term.
2. Establish an interview panel to interview prospective independent Trustees.
3. Noted with appointments letters' and terms of office as part of Agenda Item 5.2

4. Board Profile

Skills Audit and Training Needs

SD highlights Abbeygate and One LGB's, there are few skills required on the LGB board, but this will run into the review being done by CHiggins. NSavvas added that there are representative parents but the skill set is not there. Training is being delivered by SDaley and Rob Bamford on 3rd November.

When initially appointing Abbeygate governors there should have been more of a review of the skills required from governors – the governance review needs to start from this base. SGales to draft the same data from the One LGB. SGales noted that the top three skill sets are held by some governors.

S Gales

SGales noted that the Abbeygate LGB is gender unbalanced.

Attendance (Three Year Comparison Report)

Attendance data was accepted.

Equality and Diversity

The report was accepted.

5. Governance

Self-Assessment Report

It was agreed that an external advisor is required to review governance and governance literature. Independent self-assessment was **agreed**. SHoward's board review will be incorporated.

SDaley asked, how does this fit with CHiggins' project? – this is the LGB review and then there will be a WSC Corporation Board and SAT Board assessment. If we do a review of LGB and put a new structure in place, this should only be done once - this was **agreed**.

NSavvas and SGales agreed to scope out the role of an external consultant to manage the project.

N Savvas
S Gales

Governance Review of Scheme of Delegation, Articles of Association, Terms of Reference and LGB role

The elements of the review were **agreed** by the committee.

6. Any Other Business

Committee members responded to the following summary of the meeting:

- More to do in this committee following SGales' work, papers great and clear;
- Done what we've needed to do;
- Good discussion;
- Made some decisions and parked those that need more time; 'a sense of maturity';
- Productive and had good pace;
- Really good session – addresses some issues that have not been drilled down before;
- New chapter in the governance of the group as part of bigger strategic picture, evolution of who we are.

It was agreed to hold a separate meeting re: student engagement – should we open it up more broadly? It was agreed that it was not urgent but can feed into the governance review. Not open it up, keep it with the group who understand the issues. RBamford may want to invite to it a previous student governor to highlight any issues – committee members agreed.

Date of next meeting:

- To Be Confirmed

The meeting closed at 11.38am