

NOMINATIONS AND GOVERNANCE COMMITTEE

Minutes of the hybrid meeting held on 14 October 2021 at 9.00am

Present virtually: C Higgins, Vice Chair (part) S Daley
E D'Souza, Chair S Howard, Member
N Savvas

In attendance: S Gales, Governance Professional

Apologies: None

Note: the meeting started slightly later than scheduled at 9.12am

1 Appointment of Chair and Vice Chair

The Committee recognised Elton D'Souza as the Chair and Chris Higgins as the Vice Chair of the Nominations and Governance Committee for 2021/22, as appointed by the Trust Board at their meeting on 8 July 2021

2 Declaration of Interests and Apologies for absence

CHiggins, ED'Souza, NSavvas, SDaley and SHoward declared their role as a Governor of West Suffolk College. No other conflicts of interest in relation to the items of the agenda were declared.

No apologies were received.

3 Minutes of the meeting held on 21 October 2020

The minutes of the meeting held on 21 October 2020 were **agreed** as an accurate record.

4 Matters Arising from meeting on 21 October 2020

The matters arising from the meeting were summarised in the report and all actions reported had been completed.

5 Committee Terms of Reference and Committee Skillset

Trustees received and considered the draft Terms of Reference and Committee Skillset provided.

Trustees **approved** the Terms of Reference and Committee Skillset, subject to the removal of the extra apostrophes.

6 Membership

Trustees received and considered the report provided.

Trustees considered the membership of the Members Board and discussed the vacancies within the Members. Trustees discussed approaching the sponsor to appoint Members pursuant to Article 12c to fill the vacancies. The Chair agreed to speak to each Member to ascertain how much longer they intend to serve, so we can prepare succession planning.

Trustees discussed the membership of the Trustee Board. Trustees noted that there are 6 Trustees whose current term expires at the end of this academic year: Alan Maltpress, Debbie Wildridge, Karen Points, Sarah Healey Pearce, Steve Clarke and Sue Daley. The Chair agreed to speak to each Trustee to ascertain whether they would like to be considered for reappointment.

CHiggins joined the meeting at 9.32am

Trustees discussed the membership of each Committee and noted that each Committee is well populated. Trustees queried the rationale for the size and

Action

SGales
ED'Souza

ED'Souza

membership of the Resources Committee. SGales explained that it supports the fulfilment of the Trustee Lead roles reporting into the Committee structure and is based on Trustee's skillset and requests to join; though this could be reviewed later once the new Committee is established.

Trustees considered the attendance of Trustees at Board and Committee meetings. Trustees discussed the strong attendance during 2020/21 and noted this indicates the positive impact of virtual and hybrid meetings on attendance. Trustees discussed that this supports the Trust's strategy to operate hybrid meetings for all Board and Committee meetings, and a mandatory physical attendance at annual strategic conference.

Trustees agreed that physical attendance has the greatest impact when it used to visit the colleges to meet staff and students, attend performances and meals, and undertake Trustee link work and strategy sessions; to monitor the effectiveness of the strategy and the culture within the organisation.

7 **Equality, Diversity and Inclusion Report**

Trustees received and noted the report provided.

Trustees queried where equality, diversity and inclusion (EDI) is monitored throughout the governance structure. SGales informed that EDI is monitored and proactively promoted at multiple levels; at the EDI executive board which looks at student and staff KPI data, this then reports to the governance committees via the Educational Excellence Committee for student data and at the Resources Committee for staff data. This Committee considers EDI amongst the Trust Board's membership.

Trustees discussed that it is important to balance the skillsets needed by the Trust Board with promoting EDI; the focus is to remove barriers when considering future Trustee recruitment.

8 **Skillset**

Trustees received and considered the report provided which collated the results of the NGA Skills Audit with the data split by Board and Committee.

Trustees noted the value of having the data split by Committee in helping to highlight the appropriate training to support the Committees to fulfil their roles.

Trustees noted that we need to reconsider the generic training modules which Trustees are asked to undertake (i.e. those aligned to the modules staff undertake) to ensure these are appropriate and meaningful for Trustees to fulfil their roles.

ED'Souza
SGales

Trustees discussed the need to also provide individualised training, mentoring and support to new Trustees. SDaley and CHiggins agreed to have a mentor catch up with MWhittingham and RMurray.

SDaley
CHiggins

Trustees discussed the individualised feedback and the actions underway to support the Trustees ambitions. ED'Souza and SGales to discuss individual results and agree additional individualised training, mentoring and support. ED'Souza agreed to have a catch up with SHEaleyPearce about succession planning of the Finance Committee.

ED'Souza
ED'Souza

Trustees discussed the proposal to re-establish first hand weeks and Trustee links to help Trustees and Committee members to become more experienced in the working and culture at the colleges. SGales to draft role descriptions and circulate to the Committee.

SGales

Trustees noted there has been a significant increase in training opportunities and the skills audit results indicates a desire for these whole Board training opportunities to continue. The key areas for further training are curriculum (and the remit of the Educational Excellence Committee), equality diversity and inclusion, strategic

priorities, stakeholder and community engagement and, civic leadership; all of which are being scheduled for 2021/22.

9 **Governance**

Trustees received and considered the report and draft documents provided.

Trustees **approved** the draft Code of Conduct and agreed to recommend it to the Trust Board.

SGales

Trustees discussed and **approved** the role descriptors for Members, Trustees and Educational Excellence Committee and agreed to recommend it to the Trust Board.

SGales

Trustees discussed and **approved** the Trustee Lead role descriptions proposed. Trustees agreed to reconvene this term to agree who should fill these roles and then to recommend their appointment to the Trust Board.

SGales

Trustees discussed and **approved** the role descriptions for Parent and Staff roles, subject to the amendment of “Bord” to read “Board” and removal of word “required” for represent other students/staff.

SGales

Trustees discussed and **approved** the Governance Handbook for 2021/22 and agreed to recommend it to the Trust Board.

SGales

Trustees discussed and **approved** the Standing Orders for 2021/22 and agreed to recommend it to the Trust Board, subject to inclusion of Chair evaluation process, gift and hospitality process, Chair’s action policy and a data usage policy.

SGales

Trustees discussed and **approved** the Appointments and Terms of Office Policy and agreed to recommend it to the Trust Board, subject to inclusion of election process for the Chair and Vice Chairs of the Trust Board.

SGales

SGales to update the documents and convene a Trust Board meeting for the Committee to recommend the governance documents to the Trust Board.

SGales

10 **Any other business**

- **Summary Evaluations for Multi-Academy Trusts**

SGales provided the Committee with an overview of what Summary Evaluations for MATs involve and look like.

The meeting closed at 10.35am