

NOMINATIONS AND GOVERNANCE COMMITTEE

Minutes of the hybrid meeting held on 7 December 2021 at 11.30am

Present physically: N Savvas

Present virtually: C Higgins, Vice Chair S Daley
E D'Souza, Chair

In attendance: S Gales, Governance Professional

Apologies: S Howard, Member

Action

1 **Declaration of Interests and Apologies for absence**

CHiggins, ED'Souza, NSavvas, and SDaley 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.

Apologies were received from SHoward.

3 **Minutes of the meeting held on 15 November 2021**

The minutes of the meeting held on 15 November 2021 were **agreed** as an accurate record.

4 **Matters Arising from meetings on 14 October and 15 November 2021**

The Committee noted that only a few weeks had passed since the last meetings and that many of the actions were in progress and SGales provided a summary update on the progress of matters arising from the previous meeting.

5 **Recruitment Process for Finance Committee Chair**

ED'Souza informed that Steve Clarke (Chair of Finance Committee) has informed us that he would like to resign earlier than his current term end date, and that we have agreed an end date of end of March 2022.

ED'Souza outlined that, as a progression of our common strategy between WSC and SAT, it remains our intention to maintain a common Chair appointment across both the Finance Committees of both WSC and SAT.

The Committee discussed the benefit of appointing someone from within the Trustee Board, and backfilling the appointment, as they already have a sound understanding of the way the Trust works and its strategic objectives. ED'Souza to approach CRidgeon, MWhittingham, RMurray and SHEaleyPearce to assess their appetite, availability, and skillset to fill the role.

ED'Souza outlined that we will also need to advertise the vacancy:

- Using specialist governance recruitment agencies
- On social networks including Facebook and LinkedIn
- To the community including in adverts local papers and to employer
- As well as approaching people in our networks with the skills/experience

The Committee discussed that due to the time to recruit, reference check and appoint; then train and induct, the likelihood is that the appointment will be after the March 2022. As such, the Committee **agreed** that as a back-up plan, to temporarily appoint CHiggins as Chair of the Finance Committee until a suitable Chair candidate could be appointed.

6 **Update on appointments and elections**

SGales informed that the interview panel had met the applicants for the Parent (Educational Excellence) Committee member roles and that ASFC parents were

currently voting on the ASFC Parent role and references were underway for the Tom Miller, OSFC Parent Committee member.

SGales informed that she had readvertised the Staff (Educational Excellence) Committee member role to OSFC staff.

7 **Any other business**

- **Meeting Papers**

The Committee discussed there is a need to further consider the papers presented to Committees to lessen the size of paper packs for Trustees and the time taken for the Executive to prepare the papers.

NSavvas proposed that we create a template for reports to create a ½ page Executive Summary, attached to a short exception report which is 1-2 pages with additional information hyperlinked if required.

- **Update on relations with the DfE and ESFA**

ED'Souza updated the Committee about the Trusts relations with the DfE and ESFA following the haysmcintyre review. ED'Souza informed the Committee that he has applied to become a National Leader for Governance in the Academies sector and as part of the due diligence it has become clear the DfE and ESFA would like to see the outcome of the external governance review as final assurance before endorsing his appointment.

The Committee noted that as the external governance review report has been delayed and many changes have been implemented in the meantime it would be helpful to collate a summary of the governance arrangements changes made over the past 24 months (including a summary of the actions taken as part of haysmcintyre review, to achieve a majority independence of Trustees, and action as part of best practice) to be provided, along with the external governance review outcome, to the DfE and ESFA, after it has been approved by the Trust Board and endorsed by Members.

The meeting closed at 12.18pm

SGales