

**NOTRE DAME SIXTH FORM CATHOLIC COLLEGE**

Minutes of the **Human Resources/Search Committee** meeting held via Teams on:  
**TUESDAY 31 JANUARY 2023 AT 4.00PM**

<b>PRESENT</b>	John Barnes (Chair)	Principal
	David Wright	Graeme Brown

**IN ATTENDANCE:** Susan Francis – Governance Professional  
Christine Bosch – Foundation Governor  
Jo Lawton – Associate Member  
Ann Marie Mealey– Foundation Governor

*The agenda was taken slightly out of sequence from item 5.*

	<b>ACTION</b>
<b>1.00 APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS</b>	
1.01 All Committee members were present. The new Governors were welcomed to the meeting as observers.	
<b>2.00 DECLARATION OF INTERESTS</b>	
2.01 There were no declarations of interest.	
<b>3.00 MINUTES OF THE LAST MEETING</b>	
3.01 The minutes from the meeting on 4 October and 22 November 2022 were agreed as a true record and the Chair was authorised to sign them.	
<b>4.00 REVIEW ACTIONS AND MATTERS ARISING</b>	
4.01 <b>From 4/10/22</b> <u>Minute 4.01– Membership</u> <b>Completed:</b> Following a successful recruitment drive, new Governors had been appointed by the Full Corporation in December 2022. Two Foundation Governors subject to appointment by the Diocese and an Associate member.	
4.02 <u>Minute 7.06– Cost and use of supply staff</u> <b>Completed:</b> The HR Manager had provided some detail on this which was given verbally by the Principal under item 5.	
4.03 <u>Minute 7.08 – Exit Interviews/Wellbeing survey collaboration</u> <b>Completed:</b> The HR Manager had provided some detail on this which was given verbally by the Principal under item 5.	
4.04 <u>Minute 9.01– Governor Away Day</u> <b>Completed:</b> The Strategic away day was booked for 29 June 2023 at Weetwood Hall.	
4.05 <u>Minute 9.02– Extra Search Committee</u> <b>Completed:</b> A further meeting of the Search Committee had taken place on 22 November 2022.	

- 4.06 **Search Committee**  
**22/11/22**  
Minute 1.02– Membership  
**Completed:** Following a successful recruitment drive, three new Governors had been appointed by the Full Corporation in December 2022.
- 4.08 Minute 3.01 - Standing Orders  
**Completed:** The updated Standing Orders had been approved by the Full Corporation in December 2022.
- 4.09 Minute 3.01/3– Governor training  
**Ongoing:** All Governors had now been booked onto online Safeguarding training. Smart Log training was in process of being set up.
- 4.10 Minute 3.04– Link Governors  
**Ongoing:** As this was a large piece of work, it was agreed to put it as an agenda item for the next Search meeting on Monday 17 April at 1.30pm.
- 4.11 Minute 3.05 - Remuneration Committee  
**Completed:** The Remuneration Committee would be part of the HR Committee and the Terms of Reference changed to reflect this.
- 4.12 Minute 3.01 - Greener Governance  
**Ongoing:** That since January 2022, paper copies of documents were no longer produced and sent to Governors. More work was being done to move forwards with greener governance. It was suggested that the Gov Prof speak with a member of staff who was working with the West Yorkshire Group on Sustainability. **Gov Prof**
- 4.13 Minute 4.04 - Skills Audit  
**Ongoing:** Given the range of other systems and processes that were still being put in place by the Gov Prof, a draft skills audit had been developed and would be sent out in due course. **Gov Prof**
- 4.14 Minute 4.05 - Governance/College SAR  
**Ongoing:** During a meeting with the Principal, it had been suggested that the Chair of Corporation develop a Governance SAR to dovetail with the College mission and ethos. **DW**  
A copy of Board Effectiveness had been sent to the Gov Prof following the meeting.
- 4.15 Minute 4.06 - Probationary period for Clerk/Principal remuneration.  
**Completed:** The successful passing of the 12-month probationary period for the Governance Professional and the remuneration of the Principal had been approved by the Full Corporation in December 2022.

## 5.00 HR REPORT

- 5.01 The cost and use of supply was explained by the Principal.
- That the use of supply staff was avoided, when possible, by moving existing staff around to cover effectively for absent colleagues or restructuring of teaching groups
  - For long term absence or medical reasons, then supply would be used.
  - All supply staff were interviewed, qualifications checked, and other due diligence took place before they were engaged to work in the College.
  - Recruitment issues were a nationwide problem.
  - Staff percentage to income cost was very close to the ESFA (Education and Skills Funding Agency) benchmark of 70%.
- 5.02 The Committee commended the College on this approach to the use of supply and sympathised with the challenges of recruiting suitably qualified teachers for certain subject areas.
- 5.03 In response to a question about how the recent teacher strikes had impacted College, the Principal remarked that College had remained open and there had been minimal impact to the education of the students.

## 7.00 SEARCH AND GOVERNANCE

- SF gave an update on the following items:
- 7.01 Annual Review of Governance/Self -evaluation – an ongoing piece of work. **Gov Prof**
- 7.02 A skills/competency audit was shared on the screen and would be sent out to Governors during February half term. **Gov Prof**
- 7.03 Set up a workable and user-friendly system of sharing and commenting on papers – have looked at “Decision Time” but it was expensive and not suitable. Meetings had been held with the IT Manager to look at using Google drive/Share point moving forward. This was ongoing as College migrated to SharePoint. **Gov Prof**
- 7.04 It was hope that a bi-annual newsletter to help raise the profile of governance across College would be in place by the end of the academic year. The photos and pen portraits of governors were almost ready to go up in Reception and the staff room. Thanks were given to the Marketing dept for their help with this. **Gov Prof**
- 7.05 Link Governors needed to be in line with other Sixth Form Colleges. It was agreed that Link Governors would be assigned in Full Corporation and not delegated to one specific committee. The Search group, guided by SF, would look at implementing a new and consistent system shortly. SF had introduced a new signing in book for Governors at Reception so that there was an audit trail of when governors visited, with whom and for what purpose as currently, SF currently was not notified about any visits. **Search/ Gov Prof**

7.06	<u>Governor attendance</u> review, SF was investigating a more streamline approach to recording of attendance.	Gov Prof
7.07	In terms of <u>skills training and development</u> needs, all Governors had now been sent a link to online training. Online training (smart log) for GDPR/cyber security/e-safety/equality, diversity and inclusion, health and safety and prevent was being set up and would be shared by the end of February. The mandatory and optional training elements would be made clear.	Gov Prof
7.08	The Governors' Conference 2022/23 had been booked and a deposit paid. The Gov Prof, Chair of Corp and Principal would meet to develop a plan for the afternoon.	Gov Prof/DW /Principal
7.09	<p>Feedback from the Governance Professional SFCA Conference in London on 25 January was given, with the following points highlighted:</p> <ul style="list-style-type: none"> <li>• T Level funding and defunding of some courses</li> <li>• 23.6% population growth of 16 – 19-year-olds</li> <li>• ONS reclassification – Application of Rules/impact on current and future borrowing/transaction approvals/surpluses and Surplus assets /employment and pensions/compensation payments, debt write off and indemnities and guarantees Insurance and banking</li> <li>• KCSIE – update. IT Risk. Safer recruitment = check framework for online due diligence of prospective candidates – ensure have a low-level concern policy in place. Data protection – responsibility of Full Corporation to ensure compliance with Data protection</li> <li>• EDI – actively promote not just ensure no discrimination</li> <li>• Freedom of Speech policy</li> <li>• Link Governors – learning walks, show challenge, finance, people, culture.</li> </ul>	
7.10	<u>Governor Induction Policy</u> was shared on the screen. As the Induction Policy and programme was new, the Committee agreed that it be sent out to new governors and feedback sought as they went through the process to look at ways to improve in the future.	Gov Prof
7.11	<p><u>A Governor Privacy</u> notice had been written by SF following the SFCA conference the previous week, this had been done in conjunction with HR and the DPO.</p> <p><b>Resolved:</b> That the Governor Privacy Notice be approved by the Committee.</p>	
8.00	<p><b>POLICY REVIEW</b></p> <p><i>The policies had been reviewed by SLT (Senior Leadership Team) and were included in the meeting bundle.</i></p> <p><i>Highlighted changes were as follows:</i></p> <p><i>Green = additions, Yellow = to delete.</i></p>	

- 8.01 The Managing Staff Sickness Absence Procedure had been shared in advance of the meeting. Governors approved it as per the scheme of delegation.  
**Resolved:** That the Managing Staff Sickness Absence Procedure be adopted.
- 8.02 The Bereavement Response Plan had been shared in advance of the meeting. Governors approved it as per the scheme of delegation.  
**Resolved:** That the Bereavement Response Plan be adopted.
- 8.03 The DBS Statement of Practice had been shared in advance of the meeting. Governors approved it as per the scheme of delegation.  
**Resolved:** That the DBS Statement of Practice be adopted.
- 8.04 The Guidance - Support Staff: Holiday Leave, Time off in Lieu (TOIL) and Averaging Hours had been shared in advance of the meeting. Governors approved it as per the scheme of delegation.  
**Resolved:** That the Guidance - Support Staff: Holiday Leave, Time off in Lieu (TOIL) and Averaging Hours be adopted.

*Invited Governors were thanked for attending and left the meeting at 5.30pm.*

## **6.00 STAFFING**

Review the job description/title and contracted hours of the Clerk to Corporation.

- 6.01 As SF had been in post for 12 months, a review of the job title and allocated hours had been requested given the amount of work that was needed to get systems and processes in place, in addition to the day to day running of governance in College. To this end, the Committee had asked for a time and motion study, which was shared on the screen. After some discussion all agreed that no two weeks were alike and there was still plenty to do in order to bring things up to date. To that end, a temporary increase from 0.4 FTE to 0.6 FTE for a period of 12 months to be reviewed on 31 January 2024.  
**Resolved:** That the role would be temporarily increased from 0.4 FTE to 0.6 FTE for a period of 12 months to be reviewed on 31 January 2024. This would be shared with the Full Corporation.
- 6.02 Given the increased profile of governance over recent years, the fact that the National Governance Association, Chartered Institute of Governance and the Department of Education no longer referred to the job as “Clerk to Corporation”, a request to change the job title to better reflect what the role actually entailed had been made.  
There followed a lengthy discussion and details of the job titles that other FE Colleges used were shared. After much deliberation, it was agreed that “Governance Professional” would be used on the understanding that this be passed through HR and the SFCA to ensure it did not impact on the terms and conditions of the role.

**Resolved:** That the role would be re-titled as Governance Professional subject to approval from HR/SFCA.  
This would be shared with the Full Corporation.

UPDATE: SFCA reply received -  
*The DfE has switched to calling Clerks Governance Professionals. I think the idea being that Governance Professional has more gravitas than Clerk.*

**9.00 DATE AND TIME OF NEXT MEETING**

- 9.01
- Search Committee on Monday 17 April at 1.30pm via Teams.
  - The HR/Search and Governance Committee would meet on Tuesday 23 May 2023 at 4.00pm.

The meeting closed at 6.35pm.