

NOTRE DAME SIXTH FORM CATHOLIC COLLEGE

Minutes of the **Human Resources/Search and Governance Committee** meeting held via Teams on:

TUESDAY 23 MAY 2023 AT 4.00PM

PRESENT John Barnes (Chair) Principal
 David Wright Graeme Brown

IN ATTENDANCE: Susan Francis – Governance Professional

1.00	APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS	ACTION
1.01	All Committee members were present.	
2.00	DECLARATION OF INTERESTS	
2.01	There were no declarations of interest.	
3.00	MINUTES OF THE LAST MEETING	
3.01	The minutes from the meeting on 31 January and 17 April 2023 were agreed as a true record.	
4.00	REVIEW ACTIONS AND MATTERS ARISING	
4.01	From 31/01/23 <u>Minute 4.11– Membership</u> Completed: This had been actioned.	
4.02	<u>Minute 4.13– Skills Audit</u> Completed: This had been done and results shared.	
4.03	Clarification was sought on the title of this committee. Governance Professional confirmed the terms of reference for the HR/Search and Governance committee had been approved at the Full Corporation meeting on the 13th of December 2022. Discussion was held regarding the terms of reference for this committee. Further amends were suggested and agreed. Chair confirmed the Terms of Reference and amends were agreed at 4 th October 2022 meeting. Committee agreed to adopt the amends. The Terms of reference would be updated and circulated. Action: Governance Professional to amend and circulate new terms of reference.	Gov Prof
4.04	<u>Minute 7.01 – 7.10– Multiple Actions</u> Completed - Skills audit Ongoing - SharePoint Ongoing - Newsletter Ongoing - Link Governors Ongoing - Gov attendance Ongoing - Skills and training Under AOB – Governor Strategic Away Day	

	Completed - Governor Induction policy	
4.05	<p>Search and Governance Committee 17/04/23</p> <p>This was a one item agenda – Link Governors. All documentation from this meeting was shared with the Principal and Deputy Principal 18th April 2023</p>	
5.00 5.01	<p>FEEDBACK FROM INTERNAL AUDIT FROM TIAA (GOVERNANCE)</p> <p>The Governance Professional gave verbal feedback from the recent internal audit on strategic control (governance). The overall finding was reasonable. This would have been “substantial” but for one outstanding declarations of interest form.</p> <p>Elements of good practice were highlighted and commended by the auditor, these included the mitigating controls on the risk register, the induction process that had recently been written and implemented and the introduction of Associate Members as a form of succession planning.</p>	
6.00 6.01 6.02	<p>LINK GOVERNORS</p> <p>The minutes from the single item agenda held on the 17th of April of the HR/Search and Governance committee had been shared in advance of the meeting. Information about Link Governors had also been shared with the Full Corporation. The rationale for the change to existing practice had been circulated by the Governance Professional and documented at the HR & Search Committee meeting on the 31st of January 2023. There followed a robust discussion over the proposed changes in link governance, and the communication of these changes.</p> <p>In line with good working practices, it was agreed that a phone call be made to the Chair of the Curriculum and Standards committee in anticipation of the meeting being held on the 25th May suggesting a meeting with all interested parties to build on existing practice of link governors</p> <p>UPDATE: The Governance Professional left a voicemail for the C&S committee Chair immediately after the close of this meeting.</p>	
7.00 7.01	<p>STAFF WELLBEING</p> <p>The Principal referred to the document from the Dept for Education (DfE) and the national issue around workload in education. This was an area highlighted from the recent staff wellbeing survey.</p> <p>Further details about improvements being made to the survey in terms of clarity of question and opportunity to do a paper-based version were given.</p> <p>The committee Chair stated the importance that this committee regularly review staff well-being.</p> <p><i>Graeme Brown left the meeting at 5:15pm.</i></p>	

8.00	RISK REGISTER	
8.01	The recent internal audit commented on how positive it was to see mitigating controls in place for all risks on the Governance element of the risk register.	
9.00	ACTIONS FROM THE SKILLS AUDIT	
9.01	The collated results from the governor skills audit which had recently been carried out were shared at the Full Corporation meeting on April 25, 2023. It was agreed that these results would inform governor training, sessions for which could be delivered 30 minutes before Board meetings. The Governance Professional will provide a training schedule for the next academic year.	
10.00	STAFFING AND REMUNERATION	
10.01	The committee were notified of a settlement agreement which had been agreed using Chair's action.	
11.00	POLICY REVIEW	
11.01	The Flexible Working Policy had been shared in advance of the meeting. Governors approved it as per the scheme of delegation. Resolved: That the Flexible Working Policy be adopted.	
11.02	The Following new policies were reviewed by the committee who suggested some changes. All three polices were deferred to the next meeting Deferred <ul style="list-style-type: none"> • Governor Recruitment Policy • Virtual Meetings Policy • Governor Expenses Policy 	Next meeting
12.00	AOB - Governor Strategic Away Day	
12.01	The committee briefly discussed the forthcoming Governor strategic away Day 29 th June. The Principal and Chair of Corporation had met to draft an agenda. This was talked through and would be circulated to Full Corporation shortly.	
13.00	DATE AND TIME OF NEXT MEETING	
13.01	A draft calendar of dates had been circulated.	

The meeting closed at 6.35pm.