



Minutes of the People and Governance Committee held on Monday 3 July 2023 at 5.30pm via Microsoft Teams

Present:	Libby Bush, Independent Governor Ian Looker, Chair of Governors Ann Lees, Independent Governor Janet Dean, Independent Governor Helen Crews, Independent Governor Donald Inglis, Independent Governor Lee Probert, Chief Executive and Principal	
In Attendance:	Carolyn Barker, Director of Governance Ken Merry, Deputy Principal and Deputy Chief Executive: Curriculum & Quality David Hawkins, Vice Principal of Finance & Professional Services Chris Leng, Director of Human Resources Victoria Howarth, Director of Quality of Education	
1.	Apologies for Absence / Declarations of Interest	Action
1.1	No apologies.	
1.2	There were no declarations of interest. The Chair of the meeting was Libby Bush. Notice of the meeting was given at least 7 days in advance. The meeting was quorate. The Chair suggested to members an alternative approach to taking the items on the agenda to allow the Committee to focus on matters requiring decisions ahead of the Governing Body meeting.	
2.	Minutes of Previous Meeting	
2.1	Members considered the minutes from the 1 March 2023. The minutes were accepted as a true and accurate record. <i>The Committee resolved to approve the minutes of 1 March 2023.</i>	
3.	Matters Arising	
3.1	Action Summary The Director of Governance advised members that all apart from three actions had been completed. Firstly, the staff survey report is due in the Autumn term and findings are to be reported to the Committee. Secondly, a recommended action from the external governance review for the Governing Body EDI responsibilities to be included within the College's EDI Strategy remains outstanding. Lastly, there is to be a presentation at the next Quality and Curriculum Committee outlining the responsibilities, requirements and approvals process through the HE academic board.	
3.2	Any other Matters Arising There were no other matters arising.	

4.	Corporate Governance and Assurance	
4.1	<p>Governing Body Membership Review / Skills Audit and Succession Planning The report submitted to Committee was taken as read. The Director of Governance advised members of two items that needed further discussion from the report. These included succession planning and the link governor arrangements. It was noted that the Committee will wish to review membership in the autumn term once the governor 1-2-1 meetings have taken place over the summer period to allow feedback from governors and discussions regarding their terms of office. A review of succession planning is to take place at the next Committee meeting.</p> <p>Staff Governor Appointments The Committee received a summary report on the recent recruitment and selection process for staff governors. The process attracted 6 staff members interested in the roles, resulting in 4 expressions of interest. Informal meetings were held with these staff members. Members were advised that the selection process was straightforward and allowed for constructive conversations with the staff. It was suggested that unsuccessful candidates be provided with development opportunities due to their eagerness to advance their careers.</p> <p>During the decision-making process, diversity on the board was considered, and one of the potential appointments was seen as supporting this goal. The process was conducted informally, without formal interviews. The Committee discussed the staff governor induction process and expressed a desire to bring new members onboard quickly. The induction process, revised in December 2021, was ready for launch once the decision was made.</p> <p>Regarding committee assignments, there was a proposal for the two new staff members to join the Q&C Committee, but concerns were raised about the size and representation of the committee. The Director of Governance was asked to speak with the staff members to explore their experiences further and consider allocating one to the F&GP Committee and the other to Q&C if appropriate. The Committee thanked Ann, Helen, and Carolyn for their input and expressed the intention to determine the staff members' preferences before the next round of meetings in the autumn.</p> <p><i>The Committee resolved to recommend the approval of the appointment of the two staff members noted in the report, to the Governing Body.</i></p> <p>Link Governors The Director of Governance provided an update on the link governor arrangements, highlighting new requirements from the FE Governance Guide. It was recommended to appoint a lead governor for SEN and a designated governor to focus on careers guidance strategically. The Committee discussed exploring one of the Co-opted Governor's involvements in careers and the possibility of allocating roles within the current membership to ensure a balanced committee. The Director of Governance was asked to check with the Director of Student Experience regarding the college's careers standards assessment completed by NYBEP. The Committee agreed that having a governor for SEN and careers was important based on advice and guidance, and discussions would continue over the summer to determine the best</p>	<p>CB</p> <p>CB</p> <p>CB</p>

<p>4.2</p> <p>4.3</p>	<p>approach. Further exploration and implications would be discussed, and the matter would be reconsidered at the September meeting.</p> <p>Governor engagement (training & attendance) The paper was taken as read.</p> <p>Governance QIP Update The paper was taken as read.</p>	<p>CB</p>
<p>5.</p>	<p>Strategic Plan Implementation</p>	
<p>5.1</p>	<p>Strategic Plan KPI Scorecard – Strategic Priority 3 Group (Talented staff team) The Director of Human Resources presented the KPI scorecard report. Members were advised that staff sickness is at 3% and consistent with national trend for reasons related to mental health. Staff utilisation currently at 97.76% and in terms of ethnicity and disability data there has been some progress on ethnicity this year. The profile is now up to 2.4%, an increase from last year which was at 2.1% and is certainly not where we would want it to be long term, but progress is being seen. There is a more positive position regarding disabled staff, with overall now being 5.4% but 10.8% on recruitment year to date. The Committee noted the positive improvement on PDR completions, now at 87% which is a better outturn on last year. Members asked whether training on the new CollegeIP system had been rolled out. It was confirmed that training is taking place during training week and a demonstration of the system could be shared with governors if necessary.</p> <p>Members asked whether levels of staff sickness were unusual for the College and is there any way we can relate those absences to how staff are working to ascertain if the hours are excessive. The Director of Human Resources confirmed the rates are not unusual and when staff are asked to articulate the reasons for absence, they tend to be a combination of work and outside pressures. There has been no evidence to suggest that the workload by itself is a factor in the small increases we have seen in sickness absence.</p> <p>The Chair asked that the absence data be scrutinised at the second meeting of the new academic year.</p> <p><i>The committee resolved to note the report.</i></p>	<p>CL</p>
<p>6.</p>	<p>People</p>	
<p>6.1</p>	<p>[confidential – redacted minute]</p> <p><i>The Committee gave their support to the proposal.</i></p> <p>The Director of Quality of Education joined the meeting at 18.38.</p> <p>Staff CPD report The report was taken as read. The Director of Quality of Education highlighted key points within the report to members. It provided a comprehensive overview of professional development including details on the recent professional development conference. Overall, the event was a success with 200 bookings made and feedback from teams was that they appreciated the investment in</p>	

6.3	<p>their development. Members noted the roll out of the new system, CollegelP, and that it was in early stages of being implemented. Staff would be trained during training week. The director advised members that there had been a positive increase in the number of GEM nominations this year, over 200, with a variety of staff being nominated.</p> <p>The Committee Chair thanked the director for their report, noting the positive response from staff following the conference.</p> <p><i>The Committee resolved to note the report.</i></p> <p>Staff forum The Director of Quality of Education advised the Committee that the staff forum holds three meetings, one each term, and attendance has been consistently good with participation from staff across the college. It was noted that it had been beneficial to witness colleagues who might not have volunteered otherwise, allowing a broader range of voices to be represented. The paper offered an overview of how the forum operates, and valuable lessons being learned during the meetings. Some of the issues discussed at the last meeting, were included and it emphasised the need to improve engagement between leaders, managers, and staff.</p> <p>The Director of Quality of Education left the meeting at 18.52.</p> <p>Agenda item 6.2 was taken covering Subcontracting arrangements.</p> <p>Subcontracting arrangements The Deputy Principal/Deputy Chief Executive, Curriculum and Quality presented a proposal intended to outline the potential benefit to York College of exploring a partnership with the English League Football (EFL) Trust (and related community sports trusts) across the EFL network. The opportunities that are available through this proposal will come into scope over the next three academic years. The Committee was advised that the Strategic Leadership Team, with the support of governors, will be able to carefully select which opportunities the College pursue at a pace and growth that they are comfortable with.</p> <p>The Committee debated the proposal at length asking questions about the delivery method, teams involved, locations and the financial liabilities and risks associated with the partnership.</p> <p>The Committee noted the potential market and opportunities however questioned the alignment with the College's strategic priorities and suggested more information was needed. The Committee did not sign off on the proposal and requested further information and that it is taken to the Board meeting to provide an opportunity to gain assurances and hopefully approval.</p>	
6.4	<p><i>The Committee resolve to note the potential opportunity but asked for further information and assurance.</i></p> <p>Staff Retention The report was taken as read. The Director of Human Resources advised of early consideration being given to setting up a subsidiary company and asked whether governors would support the exploration of any additional measures or</p>	

6.2	<p>options available that might improve staff retention or maintain it at sustainable levels.</p> <p><i>The Committee resolved that the Director of Human Resources is to explore the options available and to report back.</i></p> <p>Equality, Diversity & Inclusion Strategy Update This item was deferred to the next meeting.</p> <p>Minutes of Joint Consultative and Negotiating Committee (JCNC) meetings Members received and noted the minutes of the recent meetings.</p> <p>Union Pay Negotiations/Dispute [confidential – redacted minute]</p>	
7.	Policy and Other Matters	
7.1	<p>Governor Appointment Policy Members were asked to provide any feedback on email to the Director of Governance.</p>	
7.2	<p>Annual Schedule of Governance Meetings Members were asked to provide any feedback on email to the Director of Governance.</p>	
8.	Key Meeting Outcomes and/or Actions	
8.1	<p>Matters for report to the Governing Body (if any)</p> <ul style="list-style-type: none"> • Union pay negotiations/dispute 	
8.2	<p>Matters for report to the Audit Committee (if any)</p> <ul style="list-style-type: none"> • There were no matters to report. 	
9.	Summary Matters	
9.1	<p>Any Other Business No matters were raised.</p>	
9.2	<p>Date of next meeting To be confirmed.</p>	