



Minutes of the People and Governance Committee held on 22 November 2021 at 5.30pm via Microsoft Teams

Present:	Ian Looker, Chair of Governors Helen Crews, Vice Chair of Governors and Chair of Remuneration Owen Trotter, Independent Governor Ann Lees, Independent Governor Libby Bush, Independent Governor	
In Attendance:	Catherine Duro, Director of Governance Lee Probert, Chief Executive and Principal Chris Leng, Director of Human Resources	
	1. Apologies for Absence / Declarations of Interest	Action
	Apologies were received from Kevin Moss There were no declarations of interest.	
	2. Minutes of Previous Meeting	
	The minutes of 16 June 2021 were accepted as a true and accurate record. <i>The People and Governance Committee resolved to approve the minutes of 31 August 2021.</i>	
	3. Matters Arising	
	3.1 Action Summary	
	There were no new matters arising.	
	4. Strategy Implementation	
	4.1 Strategy Implementation – Pillar 3 (People) The update paper was received and presented as a working document which required time specific targets. A governor asked what income/staff cost ratio the college would be happy to achieve. It was explained that this needed to be understood in greater detail and whilst a useful indicator, it could also become a challenge as a target as it may reduce the incentive to invest. The focus was instead on growth in revenue to depress the ratio. Nevertheless, the committee requested that a paper be brought back to the committee which sought to explain why the income/staff cost ratio is at its current level. (Action) The committee had a lengthy discussion around the diversity of the work force which was explored in detail. It was noted that the College had invited the Black FE Leaders Group to run a session at the College on racial equality. It was	CL

	<p>agreed that the outcomes and any actions would be reported back to the next meeting of this committee. (Action)</p> <p>Governors asked for an update on the CPD focus. Changes to delivery were detailed and the focus on values and behaviours. The talent spotting 'leading with ambition' programme was also explained and assured the committee that future capability was being considered. The Committee asked how individuals were identified and were informed it was an informal and personalised process.</p> <p>The Committee challenged why more apprentices were not employed. The reasons for this were explained and understood.</p> <p>Optimism was shared with the committee that the Performance Development Review participation target would be met across the college.</p>	CL
	5. People	
	<p>5.1 Staff Survey</p> <p>The Committee received the staff survey report and the direction of travel and themes arising were discussed.</p> <p>All agreed that communication was always challenging to get right in any organisation. Governors suggested that it was important to reflect on the audience and possible approaches to reach diverse groups, possibly reviewing by age.</p> <p>Overall the Committee was pleased to see the link between the survey and strategic plan, and found the structure of the report beneficial.</p> <p>A further piece of work with the TU's reviewing the workload and working week was also noted.</p> <p>5.2 HR Update – People Strategy matters</p> <p>The report was received, and governors gave thanks to the Director of HR for an approach that gave confidence and assurance.</p>	
	6. Corporate Governance and Assurance	
	<p>6.1 Review of Governance Self-Assessment</p> <p>The governor self-assessment report was received. The Committee were confident that a successful process had been undertaken, where people felt able to contribute, reflect and challenge. The committee was assured that themes ran through each of the processes (the collective self-assessment, the governor 1-2-1's and the QIP) as this showed honesty and understanding identifying areas that could be developed on.</p> <p>6.2 Chairs 360 Review feedback (IL Left the meeting)</p> <p>The Chairs 360 review was received by the committee. It was felt that a thorough and easily accessible process had been completed, where complete anonymity enabled greater honesty. There were no significant issues to raise, and the chair was praised for having built good relationships, through strong communication, despite the lockdown.</p> <p>The Chair's objectives were discussed.</p>	

	<p>Resolved that the chair's objectives be approved.</p> <p>6.3 Governance QIP monitoring</p> <p>The QIP was received and the additions coming out of the self-assessments were highlighted.</p> <p>It was agreed that further work was needed, particularly on some committee papers to help governors see the key points in the depth of detail shared.</p> <p>Resolved: that the QIP be approved.</p> <p>6.4 Governor & Link Governor Succession Planning</p> <p>The governor terms of office and succession planning requirements were reviewed.</p> <p>There was a debate about the possibility of moving all terms to coincide with the academic year. This would be considered by the new Director of Governance (Action)</p> <p>The proposed link governor roles were debated, it was asked that HR take the lead on E&D and Estates takes the lead on Health and Safety, whilst all governors retain responsibility for covering them in their link area.</p> <p>The Committee asked that guidance be provided on what was expected from each partner in the link governor relationships, with consistency and clarity. (Action)</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1. that it be recommended to the Board that Helen Crews be appointed for a second term, and the terms of John Robinson and Kevin Moss be extended to 31 July 2022 (subject to their agreement) to ensure continuity during a period of skills analysis. 2. That with the above roles noted the link governor pairings be approved. <p>6.5 Governor Development</p> <p>The governor development paper was received. Detail was provided on the ETF governor development programme, and the benefit of internal events and briefings was agreed.</p> <p>Resolved that the development plan be approved, and the ETF programme be subscribed to.</p> <p>6.6 Staff Governor Appointment</p> <p>The Committee was updated on the process that had been followed and assured it had been an open, fair and transparent process with two interesting candidates. The successful candidate's strengths were detailed.</p> <p>Resolved that it be recommended that the Board appoint BM-H as Staff Governor (Professional Services)</p>	<p>DoG</p> <p>DoG</p> <p>DoG</p>
	7. Summary Matters	

	<p>7.1 Matters for report to the Governing Body</p> <p>It is recommended that the Board receive the staff survey for information (Appendix A)</p> <p>It is recommended that the Board receive the Governance QIP for information (Appendix B)</p> <p>It is recommended that Helen Crews be appointed for a second term, and the terms of John Robinson and Kevin Moss be extended to 31 July 2022 (subject to their agreement) to ensure continuity during a period of skills analysis and recruitment by the new Director of Governance.</p> <p>Recommended that the Board appoint BM-H as Staff Governor (Professional Services).</p> <p>7.2 Matters for report to the Audit Committee</p> <p>There were no matters for report to the Audit Committee.</p>	
	PART 2	
	8. Governor Engagement	
	The governor engagement statistics for 2020/21 were received. There were no matters of concern.	
	9. Minutes of Joint Consultative and Negotiating Committee (JCNC) Meetings	
	The minutes of Joint Consultative and Negotiating Committee (JCNC) Meetings were received. There were no matters of concern.	
	10. Any Other Business	
	There was no other business.	
	11. Date of Next Meeting	
	Date of Next Meeting - 2 March 2022	
Signed		
Name:	Ian Looker, Chair of People and Governance Committee	
Date:		