

Minutes of the People and Governance Committee Meeting held on 3 March 2021 at 5.30pm via video conference

Present:	Ian Looker (Chair) Helen Crews (Vice Chair) Owen Trotter (Chair of F&GP) Fiona Thompson (Chair of Q&C) Kevin Moss (Chair of Audit) Lee Probert (Chief Executive and Principal)	
In Attendance:	Graeme Murdoch – Deputy Chief Executive and Principal, Quality & Student Experience Sharon Devlin – Head of CPD Chris Leng – HR Manager Elizabeth McClure – Director of Governance	
	1. Apologies for Absence / Declarations of Interest	Action
	There were no apologies or declarations of interest.	
	2. Minutes of Previous Meeting	
	2.1 18 November 2020 The minutes of the previous meeting were reviewed. <i>The Committee resolved to approve the minutes of 18 November 2020.</i> 2.2 Confidential minutes The confidential minutes were reviewed. <i>The Committee resolved to approve the confidential minutes.</i>	
	3. Matters Arising	
	3.1 Action Summary The Committee reviewed the action summary. It was agreed that the Ambassadors dinner should remain on the list and be arranged when possible. 3.2 Any other Matters Arising There were no other matters arising.	
	4. Strategic Planning	
	4.1 Governor Strategic Planning Day – next steps The Committee discussed the recent strategic planning day and the Chair requested Committee feedback and recommendations for future	

	<p>meetings. The Committee agreed that it had been a positive and productive session and worked as well as possible when conducted via MS Teams. The Committee noted that it would be beneficial to arrange more time for casual discussion between Governors. It was agreed that prior to Governing Body meetings was a good time to try to arrange this.</p> <p>It was noted that, following the Strategy Day, the SLT planned to incorporate the discussion into the Investments and Partnerships Pillars of the Strategic Plan.</p> <p>4.2 FE White Paper – Governance</p> <p>It was noted that the FE White Paper included recommendations on governance which had been included in the pack for the Committee's reference. It was noted that the College's governance processes aligned well with the recommendations. The Committee noted the reference to regular external governance reviews; this would be something which would be considered within the next year or so if it was decided that it would be complement the self-assessment process.</p> <p>The Committee noted the report.</p> <p>4.3 Strategic Plan Progress & CPD Update</p> <p>The Committee reviewed the progress update, noting the following points:</p> <ul style="list-style-type: none"> - There had been significant work on the staff portal and health hub and positive feedback had been received. - Feedback from students indicated that online delivery had improved since the first lockdown - The Aspiring Leaders programme continued; this targeted current heads of department and team leaders, but also those aspiring to reach these positions - Feedback from staff suggested that the new PDR system was working well; staff appreciated the focus on the individual rather than on output. <p>The Committee questioned the engagement figures for the PDR process. It was noted that this appeared low (22%) but engagement was actually higher; the process was being integrated into line management and some departments were taking a phased approach. The CPD team were meeting with individual managers to support them.</p> <p>The Committee noted that the paper contained lots of valuable information but requested that it be more closely linked to the strategic plan so that progress against actions was clear.</p> <p>The Committee noted that embedding the PDRs into process was a long-term project and questioned how staff performance was being measured in the interim period. It was noted that performance discussions were being held, but the output was not always being formally finalised in the PDR. Development needs were also addressed through the training request system and the self-assessment process. It was agreed that it was necessary to ensure the engagement rate</p>	IL/DoG
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	<p>increased and for there to be more concrete data from PDRs before the of the year.</p> <p>The Committee discussed how best practice around online learning was being shared. It was noted that there had been a series of meetings on digital strategy and formal strategies for the usage of different technologies were being put in place. To date, the College had not been prescriptive in terms of the methods of online delivery across the curriculum, but this was now being formalised under a more directive approach. There would also be some digital ‘coaches’ appointed from amongst the teaching staff.</p> <p>The Committee resolved to note the report.</p>	
	5. Corporate Governance and Assurance	
	<p>5.1 Governance QIP monitoring</p> <p>The Director of Governance provided an overview of the Governance QIP; progress was noted. A significant proportion of the actions had been covered at the February Strategy Day and other were included as agenda items. The Committee noted the report.</p> <p>5.2 Governor Engagement (training, attendance events)</p> <p>The Committee reviewed and noted the update on Governor engagement and the DoG provided an overview. It was noted that revised Equality & Diversity Training had been put on hold as there had been plans for it to be conducted in person. Due to ongoing Covid-19 restrictions, it would now be offered online. It was noted that work was underway to ensure all online training courses were as user friendly as possible; revised versions would be launched shortly.</p> <p>It was noted that Governor attendance was excellent and exceeded targets, principally because virtual meetings made attendance easier for many. The Committee discussed the possibility of returning to face-to-face meetings and agreed that a hybrid model – of Governing Body meetings in person and Committee meetings online – may be an option to explore. It was agreed that this would be arranged as soon as Government guidelines permitted and if all Governors were comfortable.</p> <p>5.3 Governing Body Standing Orders</p> <p>The Committee conducted the annual review of the Governing Body Standing Orders, noting that no changes were proposed. The Committee suggested some minor textual amendments and discussed the issue of Governor attendance. It was agreed that the specific attendance target would be removed as a 75% target would not be acceptable attendance for staff or students. It was agreed that the standing orders should simply stipulate that attendance was expected; any attendance issues should be managed by the Chair of Governors. It was agreed that the DoG would amend the Standing Orders before referral to the Governing Body for approval.</p> <p>5.4 Members’ Code of Conduct</p>	<p>DoG</p> <p>DoG</p>

	<p>The Committee reviewed the Members' Code of Conduct, which was approved for referral to the Governing Body, subject to minor amendment.</p> <p>5.5 Governor Role Description</p> <p>The Committee reviewed the Governor Role Description, which was approved for referral to the Governing Body, subject to minor amendment.</p> <p>5.6 Succession Planning and Committee Membership</p> <p>The Committee reviewed the proposals for succession planning and Committee Membership. It was noted that the terms of several Governors were ending over the next two years and therefore a succession strategy was required. The SPA Project was ongoing and limited the ability to plan for the long-term at present but at least one new Governor would be required following the departure of Fiona Thompson, Chair of Q&C, in August. It was noted that skills gaps had been identified and discussed at the last meeting and recruiters were ready to commence the search, which had been put on hold due to the SPA Project. The Committee agreed that the recruitment should recommence immediately.</p> <p>The Committee noted that there was also a need to recruit an additional finance expert for the Audit Committee. A Co-Optee had recently decided to step-down, leaving a skills gap on the Committee. This would be prioritised as part of the recruitment process.</p> <p>It was further noted that the recruitment exercise should also seek to ensure that all Committees had an adequate balance of independent Governor expertise and staff/student representation.</p> <p>5.7 Schedule of Delegation</p> <p>The DoG presented the Schedule of Delegation. It was noted that no changes were recommended as the schedule already aligned with the regulatory framework. It was noted that agendas were already being streamlined where possible via the use of Part 2 Agendas and ensuring that internal policies were only referred for Governor approval where necessary. The Committee approved the Schedule of Delegation for referral to the Governing Body.</p> <p>5.8 Public Value Statement</p> <p>The Committee reviewed the revised Public Value Statement, which was approved for referral to the Governing Body, subject to minor amendment.</p> <p>5.9 Terms of Reference</p> <p>The Committee reviewed the revised Terms of Reference. It was proposed that the Committee membership be opened up beyond the Chairs of Committees. This was due to the fact that there was a significant amount of 'People' experience within the membership of the</p>	<p>DoG</p> <p>DoG</p> <p>DoG</p> <p>DoG</p> <p>DoG</p> <p>DoG</p>
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	<p>wider Governing Body but the current Terms of Reference prevented those experts from sitting on the Committee. The Committee agreed that the membership be increased to facilitate additional members with relevant experience.</p> <p>The Committee also discussed the interaction between the Finance and General Purposes Committee and this Committee, both of which had oversight of the 'People' strategic pillar. It was noted that the Chair of the Finance and General Purposes Committee should continue to sit on the Committee to assist the flow of information, but additional clarity was also needed. After discussion, it was agreed that the Committee's role was to lead on 'People' strategy but to pass to F&GP for questions of affordability.</p> <p>The Committee agreed that the Terms of Reference be amended and submitted to the Governing Body for approval.</p>	DoG
6. Key Meeting Outcomes and /or Actions		
	<p>6.1 Matters for reporting to the Governing Body (if any)</p> <ul style="list-style-type: none"> -Governing Body Standing Orders -Members Code of Conduct - Governor Role Description - Governor recruitment and succession - Schedule of Delegation - Public Value Statement - Terms of Reference - Ideas discussed regarding SPA Project <p>6.2 Matters for reporting to the Audit Committee (if any)</p> <p>-None</p>	
Part 2		
	<p>7.1 Minutes of Joint Consultative and Negotiating Committee (JCNC) Meetings</p> <p>The minutes were noted.</p> <p>7.2 Staff Survey</p> <p>The staff survey was noted.</p>	
	<p>8.1 Staff Health and Wellbeing Policy</p> <p>The Staff Health and Wellbeing Policy was reviewed and approved.</p> <p>8.2 Staff Health and Wellbeing Strategy</p> <p>The Staff Health and Wellbeing Strategy was reviewed and approved.</p>	
Any Other Business		
	9.1 "People Matters"	IL/DoG

	It noted that, as discussed earlier in the meeting, the membership of the Committee would be increased to ensure that the 'People' expertise on the Governing Body was utilised to maximum effect.	
	10. Date of Next Meeting – Wednesday, 16 June 2021	
Signed	Approved remotely as an accurate record – 16 June 2021	
Name:	Ian Looker (Chair)	
Date:		