

THE COLLEGE OF RICHARD COLLYER
MINUTES OF THE MEETING OF THE
GOVERNANCE, SEARCH & REMUNERATION COMMITTEE
HELD ON Monday 24 February 2025 at 16.00

Present: Steven Allen, Ann Donoghue, Barbara Hobday, Graham Lawrence (Chair of the Governing Body), Dan Lodge (Principal), Helen Smith, Dom Valente

In attendance: Russha Sellings (Director of Governance/GD)

In the Chair: Ann Donoghue (Deputy Chair of the Governing Body)

1. Chair's Introductions and Apologies for Absence

The Committee was in full attendance and there were no apologies.

Before the meeting got underway, members were alerted to an important AOB matter from the Principal. It was confirmed that the College would be inspected under the enhanced Education Inspection Framework the following week for four days commencing 4 March. It was discussed and agreed that the Chair of the Governing Body would inform Governors and share the official notification correspondence. Governors identified for the main Leadership & Management meeting were Ann Donoghue (SEND/EDI), Lauren Smith (Safeguarding), Steve Allen (MH & Wellbeing) and Dom Valente. Ann Donoghue would be acting Chair during the inspection period while the Chair of the Governing Body was on leave. It was anticipated there would be a separate skills meeting for Governors to be led by Helen Smith. Timings were discussed and Governors were thanked for their participation in the inspection. *(Actions: Chair of GB/GD)*

2. Declarations of Interest

None declared with regards to the agenda items.

3. Minutes of the meetings held on 21 October 2024 including Part II and the additional meeting held on 4 December 2024 Part II

The minutes including confidential minutes were approved without amendment.

4. Matters Arising

Item 4 EGR – the matter was now concluded since the academy approval.

Item 4 Governor 1:1s (deferred see 5c) – this matter could be addressed in the process of academy conversion and the need to identify Local Governors

Item 6b Collyer Endowment update – Chair succession had been raised however since the last meeting, a Mercer Trustee had been appointed with relevant skills and was confirmed as the successor. It was noted that the current Chair of the Charity had ably undertaken the role after many years' service and would retire in the autumn term. Members expressed their thanks to him. The GD also highlighted the recent transition from longer serving Trustees presented a significant change for the charity, however had been managed successfully.

Item 7 Part II targets adjusted – the Chair of the Governing Body confirmed for the records that the targets had been adjusted.

The Committee Chair also noted from the previous meeting that under Item 6a(iii), the Co-optee prospect had withdrawn, therefore the interview process had not proceeded.

04-12-24

Item 3 – HR advice – (confidential)

Browne Jacobson had provided advice and been engaged to support the HR team. On their advice, this would be referred to the HLA Shadow Board.

5. Governance Succession/Transition

Papers: Top sheet: Governance succession in transition

a) Staff Governor term of office

It was noted that Will Power's term of office would end on 31 March 2025. Members supported the proposal to endorse to the Governing Body the pause of the staff election process in the transition period to academy conversion while remaining compliant with the I&As. The recommendation to be made to the HLA Shadow Board would be to consider one Staff Governor and the Head/Principal as sufficient for the LGB which was typically smaller in size. It was requested that the remaining Staff Governor be approached to attend the Q&C Committee summer term meeting. **(Action: GD)**

Recommendation: The Governing Body approve the decision to remain with one Staff Governor during transition to academy status.

b) Update on Student Governors in new structure

Members understood the importance of student voice in the new governance structure and understood the legal directive that meant those under 18 or students of an academy school could not be a director or perform a delegated role. To remain compliant, the forthcoming RCU election process would continue, however Student Governor candidates would be alerted to the future structure, where it was suggested their input was sought on a new student link role within the LGB reporting to the RCU. **(Action: GD)**

c) Local governance membership and transition considerations

There was a detailed discussion on the process of ensuring that local governance arrangements for the College remained suitably robust following conversion. The Committee Chair would help lead and support this process as discussed with the Chair of the Governing Body. The agreed first step was to approach Governors who were not transitioning to Trustee roles on the HLA Shadow Board. It was agreed to be divided between the Committee Chairs and their respective committees with a target date for completion of 1 April. **(Action: Committee Chairs)**

The GD advised that Mercer Governor Teddy Bridges had already confirmed he was happy to transition to a Local Governor role agreed in conjunction with the Mercers' Company. There would be two Governors appointed to the Collyer's LGB from the Mercers' Company therefore a vacancy would arise following conversion.

A wider discussion took place on the remit of LGBs and a request for clarity in the transition alongside forming the Shadow Board. The Chair of the Governing Body acknowledged the need to move this forward with a training session planned for the Shadow Board to understand effective local governance models. As previously advised, the remit would be quite different however the GD reiterated that active and strong local governance was important and that all tiers should aim to work cohesively together with a common aim. The GD further advised that the constitution and delegated responsibility of LGBs varied in MATs. The two elected Parent Governors were recommended for the local governance tier and there may need to be elections in September. In response to a question on ToR, the GD said this would follow from the agreed Scheme of Delegation once developed and exemplars would be shared in the meantime. **(Action: GD)** Naming conventions were also raised and the GD referred to the variety of options, in practice directly related to the type of role however cautioned that should Local Governors be community facing which would be recommended as good practice, it would be confusing to external stakeholders to refer to alternative names.

6. Governance & Strategy

Papers: Governor QIP Updates, top sheet: exploring AI and governance efficiency and policy

a) Governance QIP Updates

Members commented on the progress with all target areas RAG rated green. It was noted that significant amount of work had been done to get to this point and the governance workload remained high.

b) Exploring AI and governance efficiency

The Chair of the Governing Body commented on the rationale as laid out in the cover sheet. Members agreed that it would be beneficial to explore the benefits of AI and effective governance practices while mitigating any potential risks. It was requested to reiterate in the policy that AI would in the main be used for the purposes of an aide memoire and AI generated content would not be solely relied without checking or held on the system once the minutes were drafted and approved by the meeting Chair. It was understood that it would not be appropriate to use AI for confidential meetings or panel hearings where an individual could be identified. Members supported a trial at the forthcoming online A&R Committee subject to attendees (including external) being made aware prior to the meeting starting. Following the trial, the Chair of the Governing Body would then write to Governors to inform them of the plan for the remainder of meetings this term and there would be a further review after this point. **(Actions: Chair of GB/GD)**

c) Governor Risk Register updates

The positive position was noted. There were no further updates.

7. Governor Training & Development

Papers: Wider Participation Report and Learning Walk feedback survey

i) Wider Participation Report

Noted as a consent item, there were no further comments.

ii) Learning Walk feedback survey

This was also a consent item, however the Chair wished to reiterate the value for Governors attending these important events.

iii) Plans for next Strategy event

The Principal explained the next steps in developing the first strategic plan for the new Trust and the importance of aligning the organisations. Therefore the June strategy event in the College calendar would be different to previous strategic planning cycles focusing on HLA. Keynote speakers would be attending the events and in April external experts had been invited. Subject to progressing the Local Governance, it was hoped the Chairs would attend the first event with HLA Members and Trustees, whereas the Strategy Day was likely to be relevant to just HLA Trustees.

8. AOB

The GD highlighted a recent email correspondence received from Co-optee Dom Wakefield and it was agreed Steve Allen would make first contact. **(Actions: Chair of Estates/GD)**

9. Meeting Assessment

It had been a productive meeting with important updates discussed in depth and agreement on the way forward.

10. Date of Next Meeting

The date of the next meeting was scheduled for Monday 30 June 2025 at 16:00. Steve Allen noted his apologies.

It was suggested that it may be necessary to meet before this date to progress LGB matters.

The meeting closed at 18.40

Chair

Date

RRS 07-03-25