



South Staffordshire College

Meetings of the Board of Governors

Approved Minutes of the Meeting of the Board of Governors PART 1

8 June 2022
1pm to 1:46pm

Governors present: Mike Rowley (Chair) 'MR'; Tim Legge (Vice Chair) 'TL'; Claire Boliver (Chief Executive & Principal) 'CB'; Yvonne Bradshaw; Andrew Elsby-Smith; Liz Furey; David Isted; Nicola Truman; Jamie Parsons

Attending virtually: Andrea Chilton; Rosie Watchorn; Hannah Montgomery

Apologies received: Philip Atkins Tony McGovern; Stephen Oliver; Helen Simpson; Gail Steptoe-Warren

Absent without apology: Dipal Patel

In attendance: Kirk Hookham Deputy Chief Executive 'KH'; John Snow (Deputy Principal – Finance and Resources) 'JS'; Mary Mellor (Clerk to the Corporation)

Governor Questions: **Support: Blue; Challenge: Yellow**

Board	Agenda Item	Actions
1.1	Welcome and Apologies for Absence	
1.2	MR opened the meeting at 1pm and welcomed the Governors and ELT.	
1.3	Apologies were received from Philip Atkins; Tony McGovern, Stephen Oliver, Helen Simpson and Gail Steptoe-Warren which were accepted by the board. Dipal Patel was absent without apology.	
1.4	Declarations of Interest MR and TL declared an interest in items 3c and 3d of the agenda and confirmed they would leave the room during the discussions.	
2.1	Minutes of the Last Meetings and Action Grid Resolved: That the minutes of the last meeting held on 30 March 2022 be approved and signed electronically by the Chair as a true record.	
2.2	The Board reviewed the Action Grid and noted the actions closed and those to be carried forward to the Autumn Term.	
3.1	Governance Governors noted the draft minutes of the Governance and Search Committee. MR explained that the Committee had considered the appointment process for the student governors and the membership and constitution of the board.	
3.2	Standing Orders and student governors The Clerk outlined the following changes to the Standing Orders: <ul style="list-style-type: none"> Some minor changes with explanatory comments Deletion of 'rules for formal debate'. Removal of the rules around taking a register at meetings and requiring minutes to be signed to simplify these procedures (clauses 27 and 67) Recruitment of student governors (appendix 1 paragraph 4) now includes asking candidates to provide a short biography and allows for ELT/Governance and Search Committee to review applications (and interview the candidates) for suitability for the role followed by a ballot of all students if more than one candidate for the vacancy. 	
3.3	A student governor expressed a concern that this could result in a popularity contest which could be uncomfortable.	
3.4	Governors discussed the options and agreed that students should have the opportunity to elect their own representative however this would be on the basis of the written application submitted to the Clerk and there would be no campaigning for the election. An informal conversation with the Clerk supported by any current student governor could form part of the recruitment process in place of a panel interview.	
3.5	Resolved: to approve the proposed changes to the standing orders including the process for the appointment of the student governors.	
3.6	Resolved: to approve the role description for the student governor.	

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	Reappointment of Tim Legge as a Governor <i>TL left the meeting for this item.</i>	
3.7	The Clerk explained that the TL's term of office expired on 31 July 2022. The Clerk referred to Standing Order 15 and explained that TL had already served more than 2 terms as a governor, however, the Governance and Search Committee were recommending his reappointment for exceptional reasons under this provision. The Clerk outlined TL's exceptional knowledge of the history of the College and explained that he would provide continuity as the College moved through a period of change with the new building at Tamworth. TL's understanding of the journey of the College as it moved from Ofsted RI to Good was invaluable. Whilst the board had a lot of experienced governors on the board, and it was likely that more governors would be recruited in the next year, and TL's knowledge and experience was required to support these new governors. CB also commented on the amount of time he gave to the College with learning walks and student support. MR confirmed that the board would be looking at succession planning in more detail in the next year.	
3.8	Resolved: to reappoint Tim Legge as a Governor for a further term of 4 years commencing on 1st August 2022.	
3.9	Nominations for Chair and Vice Chair of the Board 2022-23 <i>MR and TL left the meeting for this item.</i>	
3.10	The Clerk referred to her report and outlined Appendix 2 of the Standing Orders which provides the procedure for the annual appointment of the Chair and Vice-Chair of the Board of Governors which should take place at the last meeting of the academic year (12 July 2022). Paragraph 1 of the procedure requires the Board to consider at its penultimate meeting whether to apply the election procedure for the appointment of the Chair and the Vice Chair or, where the current applicants are willing to continue in office, to waive the formal procedures of inviting nominees for the roles.	
3.11	The Clerk explained MR and TL were willing to continue as Chair and Vice-Chair of the Board for the next academic year. The Governance and Search Committee were recommending their appointment as Chair and Vice-Chair as the board would benefit from continuing stability of leadership. Resolved: to waive the nomination and election procedures for the appointment of the Chair and Vice Chair of the Board for 2022-23 and to appoint Mike Rowley as Chair for 2022-23 and Tim Legge as Vice-Chair for 2022-23	
3.12	Appointment of SEND Link Governor <i>MR and TL rejoined the meeting.</i>	
3.13	The Clerk explained that the SEND review Green Paper included an expectation that every governing body would appoint a SEND link Governor. TL had experience in this area and was willing to take on the role.	
3.14	Resolved: to appoint TL as the SEND Link Governor TL confirmed that the support for SEND students was good at SSC.	
3.15	Meeting timetable and business schedule 2022-23 Governors noted the draft schedule of meetings and business and noted that virtual meetings in the mornings worked well for the majority of meetings, however the strategy days should be held face to face and, if possible, the October meeting held face to face.	
3.16	The Clerk agreed to circulate a list of days to all governors to ascertain the best day of the week for meetings.	MM
3.17	Use of the College Seal The Clerk reported the use of the Seal on a Deed of Covenant for 8 Rodbaston Drive (associated with the previously agreed sale) and the Completion of the Licence for Works at TORC which had been agreed some 8 years previously.	
3.18	It was noted that the renewal of the Lease of the Depot at Tamworth would need to be Sealed in the near future.	
8.1	Any other Business There was no other business and the meeting closed at 1:25pm.	
8.2	The next meeting is on Tuesday 12 th July 2022 at 9am on Teams	

Agreed as a true record at the virtual meeting of the Board held on 12 July 2022