Heart of Yorkshire Education Group Corporation ('Corporation')

Search and Governance Committee ('Committee')

Minutes of the Meeting held on Wednesday 29 January 2025 ('Meeting')

Present:	Claire Corneille (via MS Teams), Dmitry Fedotov, Andrew McConnell, Martyn Shaw ('Chair') and Sam Wright ('Principal')
In attendance:	Head of Governance and Legal Services ('Clerk')
Apologies:	None

1. Welcome and apologies for absence

The Chair welcomed those present, reported that due notice of the Meeting had been given and that the Meeting was quorate. Accordingly, the Chair declared the Meeting open.

2. Declarations of interest

No declarations of interest were made.

3. Minutes of the meeting held on 4 December 2024

3.1. The minutes of the previous meeting were reviewed. It was confirmed that they were a true and fair reflection of the discussions.

3.2. IT WAS RESOLVED THAT the minutes of the meeting of the Committee of 4 December 2024 were approved.

4. Matters arising

4.1. The Clerk addressed the outstanding action items from the last meeting:

4.1.1. MA1 - Governor Application Form: Updates were being made to improve clarity and information gathering.

4.1.2. MA2 - Board Representation: A new membership paper was to be presented, with a focus on student population demographics against the makeup of the Board.

4.1.3. MA4 - EDI Lead Governor Role: The proposed candidate had been provided with a job description but had concerns about the role's scope. Further discussions were planned.

4.1.4. MA5 - Vice Chair Role: Succession plans remained to be determined, and discussions regarding interest would be revisited.

4.1.5. MA7 - Skills Audit: The updated skills audit had been included in the membership paper for review and approval.

4.1.6. MA8 - Governor Training Records: Claire agreed to speak with the relevant individuals to update her training records.

4.1.7. MA9 - Safeguarding Training: Plans to schedule updated safeguarding training were underway.

4.1.8. MA10 - Chair of Governors' Appraisal Form: The Senior Independent Director ("SID") was investigating non-responses from Governors.

5. Membership Update (including revised skills audit)

5.1. The Clerk noted that the Board had a full complement of external Governors but that a significant number of terms would end in March 2026 due to the merger. A discussion took place about staggered term extensions to mitigate a mass turnover.

5.2. The diversity of Board membership was reviewed against student population data, in accordance with the AoC's recommendations following its external review of Governance. Governors asked whether the diversity of the Board should be mapped against the local community. However, it was decided that the approach taken was appropriate and that the diversity of the Board reflected the student population well.

5.3. Committee membership was considered, with a proposal to appoint another person to the Audit Committee to ensure its meetings remained quorate. However, a recommendation would not be formally made to Board until the proposed candidate had completed certain training activities.

5.4. IT WAS RESOLVED THAT:

5.4.1. The revised skills audit was approved and should be circulated by the Clerk to all Governors.

5.4.2. The chosen candidate be recommended to join the Audit Committee subject to completion of the tasks outlined at minute 5.3 above.

6. Governor Training and Development Plan Update

6.1. The Clerk noted the following:

6.1.1. Training priorities and requirements were aligned with Governor roles.

6.1.2. The importance of ensuring that training efforts meet the needs of Governors.

6.2. The use of ETF resources was discussed, with a note that training should genuinely upskill Governors beyond compliance.

6.3. Governors discussed the way in which the results of the amended skills audit would be used to inform collective and individual training needs, and a method was agreed.

6.4. Governors noted the training undertaken to date.

7. Governance Improvement Action Plan Update

7.1. The Clerk noted that all but one recommendation from the AoC's external review of governance had been implemented explaining that plans were in place to implement quarterly chairs' meetings for horizon scanning.

7.2. Governors were satisfied with the progress made.

8. Review of Appraisals Process

8.1. The appraisal process was considered by Governors to be effective. However, it was noted that the response rate to the Chair of Governors appraisal needed improvement, which would be addressed by the follow-ups to be conducted by the SID.

8.2. A proposal was made to host the appraisal forms on the Governors' portal for easier access and completion which the Clerk agreed to consider.

8.3. IT WAS RESOLVED THAT the proposed appraisal process for 2024/25 was approved.

9. Review of Effectiveness of Meeting and Identification of Emerging Risks

9.1. A proposal was made to incorporate disability representation in governance discussions, considering that nearly 30% of students had declared disabilities.

9.2. Governors were satisfied that the Meeting had been effective and that emerging risks had been discussed.

10. Date and Time of Next Meeting – 3 June 2025

10.1. The Chair noted that the next meeting of the Committee was to take place on 3 June 2025 and declared the Meeting closed.

Signed…………………………….………… Date   05.06.2025

Actions

No.	Minute	Details	Deadline	Responsibility
1	4.1.3	Confirm EDI Lead Governor appointment	Next meeting	Clerk
2	4.1.4	Conduct Vice Chair interest check	Next appraisals	Chair
3	4.1.7	Schedule safeguarding training	Next meeting	Clerk
4	5.1	Plan for staggered Governor term renewals	Autumn Term 2025	All
5	5.4.1	Distribute skills audit	Immediately	Clerk
6	5.4.2	Appoint additional Audit Committee member	ASAP	Clerk
7	8.1	Investigate non-completed Chair of Governors' appraisal forms	Next meeting	SID