

EASTLEIGH COLLEGE BOARD

‘TRAINING EVENT’

MINUTES OF MEETING HELD ON WEDNESDAY 29 SEPTEMBER 2021, 1700 HRS USING ‘TEAMS’

Present:

Jon Sendell (Chair)
Natalie Wigman (Vice-Chair)
Paul Cox (Chief Executive & Principal)
Kerry Matthews
Rupert Goodman (via ‘Teams’)
Colin O’Donoghue
Sophie Annett (via ‘Teams’)
Phil Harris-Bridge
Karen Stanton (via ‘Teams’)
James Heaton-Smith
Alison Caplin

In Attendance:

Peter Joddrell, Deputy Principal (Curriculum and Digital)
Kevin Jones, Vice Principal (Finance, Funding and Management Information)
Paul Stannard, Vice Principal (Quality, Compliance and Improvement)
Robert Brooks, Computer Services Manager (for item 3.iii only)
Tracey Mcadam, Head of Learner Support & Designated Safeguarding Lead (for item 3.ii only)
Dr Chris Davis OBE, Clerk to the Board

BOARD MEETING

B.30.21 GOVERNORS’ MEETING TIME WITHOUT SMT

No matters discussed.

B.31.21 MEMBERSHIP AND BOARD MATTERS

i Apologies

There were apologies from Jem Musselwhite, Ashley Barnes, Fiona Sitwell, Mairead Taylor and Bernie Topham (IT technical issues).

ii Declarations of Interests

Fiona Stilwell, Alison Caplin and Ashley Barnes declared an interest in items 2.v, vi and vii. Sophie Annett, Colin O’Donoghue, Phil Harris-Bridge, James Heaton-Smith Kerry Matthews and Rupert Goodman declared an interest in items 2.viii-xiii. The Clerk declared an interest in item 4.i (Clerk Succession).

There were no other declarations of interest financial or otherwise in any item on the agenda.

iii Minutes of the Training Event held on 7 July 2021

The minutes of the Board meeting held on the 7 July 2021 were reviewed and all the actions were either covered later in the agenda or had been completed.

The minutes of the Training Event held on 7 July 2021 were agreed and signed as a true and accurate record.

(Confidential item)

iv Matters Arising

(See Confidential addendum).

(End of Confidential item)

v, vi, vii Appointment of new Governors - Fiona Stilwell, Alison Caplin and Ashley Barnes

Mr Sendell reported that the Search Committee had met on the 22 September 2021 and interviewed strong five candidates for the position of independent Governor. After a very thorough interview process the three names listed in the agenda have been recommended to the Board for approval of appointment. He further commented that the list of the successful candidates together with their biographies had been communicated to the Board seven days prior to the meeting. He had not received any opposition from any members and asked if there were any matters concerning the appointments that the board should be made aware of.

There were no further comments from the Board.

Mr Sendell asked for approval to appoint the three candidates listed in the agenda to the position of independent Governor at Eastleigh College.

Mr Harris-Bridge asked if the new appointments would meet the FEC recommendation. Mr Sendell said that it was his opinion that the College now had a very strong standards committee. Mr Cox said that it was impossible to assess the FEC view.

The Board unanimously approved the appointment of Fiona Stilwell, Alison Caplin and Ashley Barnes as independent Governors at Eastleigh College.

Mr Sendell wished to record his thanks and appreciation to Peridot for their exceptional work in recruiting three outstanding candidates.

viii-xiii 12-month appraisal for Sophie Annett, Colin O'Donoghue, Phil Harris-Bridge, James Heaton-Smith Kerry Matthews and Rupert Goodman

The Chair informed the Board that the six Governors named in the agenda had all been approached by the Clerk to ascertain their desire to continue for another three years of service as an independent Governor at Eastleigh College. All had responded by saying that they wished to continue in the role.

He also informed the Board that he had help one-to-one meetings with the six Governors to discover their individual views about governance at the College and ideas for moving forward as a Board.

The Board unanimously approved the 12-month appraisal of Sophie Annett, Colin O'Donoghue, Phil Harris-Bridge, James Heaton-Smith, Kerry Matthews and Rupert Goodman and agreed to a further three-year term of office as independent Governors at Eastleigh College.

B.32.21 BOARD TRAINING EVENT

Each of the four sessions were planned to be 30 minutes with 15 minutes of content, background and information, with then 15 minutes for questions and discussion.

Topics have been developed and based on prior board discussion and also sector wide priorities.

1. THE LINK GOVERNOR ROLE

The Clerk provide Governors with an overview of the College's Link Governor process.

He focused on the following aspects of the Link Governor operation:

- The purpose
- The activity
- Purpose and focus of visits
- The framework of Governors visits
- The reporting process

The Link Governor role section of the training event was delivered by Dr Chris Davis OBE, Clerk to the Board of Eastleigh College.

2. KEEPING CHILDREN SAFE IN EDUCATION

Training involved focus on the following areas:

- KCSIE update
- Peer-on-peer abuse
- Serious violence
- On-line safety
- Preventing radicalisation
- Sexual violence and sexual harassment
- Review of sexual abuse in schools and colleges published 10th June 2021
- Peer-on-peer sexual abuse
- Recommendations from Ofsted review

The Keeping Children Safe in Education section of the training event was delivered by Tracey Mcadam (Manager and DSL).

3. GDPR CYBER SECURITY UPDATE AND GOVERNANCE OPERATIONS

Areas covered:

- Using eastleigh.ac.uk
- Access to papers for meetings using MS Teams
- Cyber security
- Multi-factor authentication (MFA)
- Suitable mobile phone or device
- GDPR

This part of the training was delivered by Rob Brooks (Computer Services Manager)

4. GOVERNANCE SELF-APPRAISAL REPORT (SAR) 2020/21 (INCLUDING CHAIR 'ONE-TO-ONE' DEBRIEF)

The Chair made governors' aware that he felt that there would not be sufficient time left to discuss this important item and asked the Clerk to organise a 'Teams' meeting at a later date, which would focus specifically on this matter.

ACTION: CD

The Chair then fed back his observations from the recent one-to-one briefings with Board members.

Areas for more exploration:

- To further strengthen opportunities for the student voice to be heard in all meetings.
- Mentoring of student governors.
- Data received, more refining and alignment to the recently approved KPI and KPM.
- More delegation of items that could be put out for committee approval.

Mr Sendell said it had been a really rewarding experience and asked if there was an appetite for doing this on a more regular basis.

Governors agreed that the one-to-one with the Chair should be a regular calendar event every six-months.

B.33.21 TO APPROVE

(Confidential item)

- i Clerk's Succession**
(See Confidential addendum).

Governors' approved the Clerking and Governance professional support proposal.

(End of Confidential item)

B.34.21 Date of next meeting
Wednesday 15 December 2021, 1700

The meeting concluded at 1915.