

**EASTLEIGH COLLEGE BOARD
MINUTES OF MEETING HELD ON WEDNESDAY 4 MAY 2022, 1700 HRS
IN EAST AVENUE RESTAURANT & VIA TEAMS**

Present:

Jon Sendell (Chair)
Natalie Wigman (Vice-Chair)
Paul Cox (Chief Executive & Principal)
Colin O'Donoghue
Phil Harris-Bridge
James Heaton-Smith
Alison Caplin
Fiona Stilwell
Mairead Taylor
Rupert Goodman
Cassidy Fieldsend
Sophie Annett
Bernie Topham (via Teams)
Karen Stanton

In Attendance:

Peter Joddrell, Deputy Principal (Curriculum and Digital)
Kevin Jones, Vice Principal (Finance, Funding and Management Information)
Mickiela Blake, Head of HR & Talent Development
Fiona Chalk, (Clerk to the Board)

BOARD MEETING

B.31.22 MEMBERSHIP AND BOARD MATTERS

i Apologies

There were apologies from Nick Hewitt

ii Declarations of Interest

There were no Declarations of Interest.

B.32.22 APPROVE APPOINTMENT OF NEW GOVERNORS

The Chair gave an update, advising that 5 prospective governors were shortlisted and interviewed on 3.5.22. The details of 3 candidates proposed for consideration of appointment had been circulated governors prior to the meeting, detailing the areas of operational expertise, expertise in strategy implementation, relevant industry knowledge, and governance expertise.

The Board resolved to appoint Victoria Whitehead, Simon Winkworth, and Gillian Summers, subject to their acceptance of offer and the completion of the necessary eligibility and DBS checks.

Clerk to action

B.33.22 FLEXIBLE WORK, HOLIDAY, AND PAY POLICY

Following on from discussions at the previous Board meeting, the Board received the necessary assurances via the CEO from the pension providers, regulators and lawyers, regarding the legality of the proposed policy. High levels of support from staff and the branch union were noted – there has been no response from the regional UCU and Unison representatives.

Governors discussed and agreed that the necessary mitigations to prevent any risk of inducement or failure of staff to take legal advice, are sufficient, and that the mandatory cover requirements and the annual review process of the policy, are appropriate.

Governors expressed the need for caution around the holiday purchase element of the policy to ensure fairness for all staff and to ensure staff well-being. The requirement for staff to apply ahead of the year rather than in-year was seen as positive. It was noted that there are HR processes in place to evaluate the implementation of the policy to ensure it is non-discriminatory and that the policy continues to build on the high trust high performance culture within the college.

Governors agreed that the risks around the battle for talent by not implementing the flexible work, holiday and pay policy are greater than any potential risks of identified through implementing it.

Governors asked:

- a. how the success of the scheme will be measured. The success of the scheme will be primarily viewed through 2 lenses. Firstly, through HR metrics such as reduction in time spent to recruit to posts, increased numbers of applicants, the diversity of candidates applying, measured through data sets over time and secondly, through the accomplishment of the challenging KPIs set for 2023/24 year end.
- b. If a staff survey can be used to measure impact. The college uses Best Companies Staff Surveys, and a baseline survey was undertaken in December/January 2022.
- c. For the policy to be reviewed after 9 months. An internal audit of the processes in the policy is to be undertaken in the Autumn, and the policy will come before governors for review in the Spring.

The Board resolved to adopt the Flexible Work, Holiday, and Pay policy.

MB to action

B.34.22 STRATEGIC UPDATE

See confidential minute.

B.35.22 AMENDMENT TO INSTRUMENT & ARTICLES

The Clerk proposed two amendments:

- a. Further to Item 2ii – appointment of new governors, to increase the Board overall composition number from 18 to 20 by increasing the number of independent members on the Board, to allow for orderly succession planning, whilst ensuring sufficient breadth and depth of knowledge on the Governing
- b. The college Instrument & Articles state that staff members will be elected to the Board. The proposal is that this becomes an appointment process.

It was noted that the proposed wording for (b) is: *the appointment of two members of staff as governors: one should be a member of the academic staff and the other should be a member of the non-academic staff. Appointment of members of staff as governors will follow the same process as external governors – when a vacancy occurs, it will be advertised, and a shortlist of candidates will be invited for interview with a small panel of governors.*

This proposal is as a result of a difficulty in recruiting staff governors to the Board. The proposals have been discussed with HR and with Union representatives, who have supported the move.

By changing to an appointment process, the Board hopes to address some of the barriers to recruitment by:

1. By promoting the role as part of a person's own development
2. By appointing to a skill set
3. By giving a clear role description, detailing expectations
4. Clarifying that the role is not one of representation (which an election seems to promote)

The Board resolved to approve the amendments to the I&As to permit staff governor appointments and increase the Board number to 20.

B.36.22 Confidential items

B.34.22 - Strategic update

B.37.22 Date of next meeting Wednesday 6 July 2022 (to be held on-site) at 1700 hrs.

A handwritten signature in black ink, appearing to read "Breen", is written over the text of item B.37.22.

6.7.22