

**NOMINATIONS AND GOVERNANCE COMMITTEE**

**Minutes of the hybrid meeting held on 15 November 2021 at 4.00pm**

**Present physically:** E D’Souza, Chair N Savvas

**Present virtually:** C Higgins, Vice Chair S Howard  
S Daley

**In attendance:** S Gales, Governance Professional

**Apologies:** None

**1 Declaration of Interests and Apologies for absence**

CHiggins, ED’Souza and SDaley declared their role as a Trustee of Suffolk Academies Trust, NSavvas declared his role as a Trustee and CEO of Suffolk Academies Trust, and SHoward declared her role as Member of Suffolk Academies Trust. No other conflicts of interest in relation to the items of the agenda were declared.

No apologies were received.

**2 Minutes of the meeting held on 14 October 2021**

The minutes of the meeting held on 14 October 2021 were **agreed** as an accurate record.

**3 Matters Arising from meeting on 14 October 2021**

The Committee noted that only a few weeks had passed since the last meeting, so many of the actions were in progress and SGales provided a summary update on the progress of matters arising from the previous meeting.

**4 Recruitment**

Governors received and considered the paper provided.

The Committee **agreed** the proposed process but discussed whether interviews in Step 4 and 5 should involve the full Committee or a sub-group of the Committee.

The Committee discussed the interview panel might be different for each role:

- Staff Governor
- Student Governor
- Co-opted
- Governor

The Committee discussed the Staff Governor role and queried whether, in future, this should be an election or an appointment. The Committee asked SGales to seek advice and refer to best practice.

The Committee discussed who should be on the interview panel and agreed that the panel should not include the CEO, and that the panel should be SDaley, ED’Souza and SGales.

The Committee discussed the FE Student Governor role and noted there has been one application. The Committee discussed who should be on the interview panel and **agreed** a panel of SDaley, ED’Souza and SGales will meet the applicant on 23 November 2021. SDaley agreed to mentor the FE Student Governor.

The Committee queried whether there have been any HE Student Governor applications. SGales noted that the application form will be circulated to students in the coming days.

**Action**

SGales

SGales

SGales

The Committee discussed the Co-opted and Governor roles and **agreed** that the ideal is for people to be Co-opted for a period prior to being appointed as a Governor. The Committee discussed that as one candidate might be employed with the College, so asked SGales to communicate that their application will need to be put on hold.

SGales

The Committee discussed the Co-opted and Governor candidates outlined in the report and **agreed** that the interview panel will be SHoward, CHiggins and SGales.

SGales

NSavvas informed that two additional Co-opted candidates who would like to join the FE Educational Excellence Committee. The Committee **agreed** that the interview panel for these two candidates will be SDaley and SGales, and 1 other member of the Committee.

SGales

The Committee **agreed** that the appointment process should be updated to note that interviews will be conducted by a minimum panel of 2 Committee members plus the Governance Professional. SGales to update the process.

SGales

The Committee **agreed** with the proposal to implement a 4-year term of office for future (new) appointments, with an option for a second term of office; and for current (re-) appointments we continue with a 3-year term of office with options for second and third terms of office, in keeping with the previous maximum term of office (9 years) with an additional 3-year term in exception (an exceptional maximum term of 12 years). The Committee **agreed** that due to the pandemic all current Governors are eligible for the further exceptional term of office.

The Committee discussed the benefits of having a process for appraisals with Governors, including the appraisal of Chair and Governance Professional. SGales and ED'Souza to consider further and circulate a proposal.

SGales  
ED'Souza

**5 Governor Lead appointments**

Governors received and considered the paper provided.

The Committee **agreed** that CHiggins will be the Governor Lead for People including HR, Recruitment and Wellbeing, and ED'Souza will be the Governor Lead for Whistleblowing.

**6 Update on appointments and elections**

*Discussed in item 4.*

**7 Any other business**

None.

The meeting closed at 5.13pm