

NOMINATIONS AND GOVERNANCE COMMITTEE

Minutes of the hybrid meeting held on 7 December 2021 at 11.00am

Present physically: N Savvas

Present virtually: C Higgins, Vice Chair
E D'Souza, Chair

S Daley

In attendance: S Gales, Governance Professional

Apologies: S Howard

Action

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. No other conflicts of interest in relation to the items of the agenda were declared.

Apologies were received from SHoward.

2 Minutes of the meeting held on 15 November 2021

The minutes of the meeting held on 15 November 2021 were **agreed** as an accurate record.

3 Matters Arising from meetings on 14 October and 15 November 2021

The Committee noted that only a few weeks had passed since the last meetings and that 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 process of Finance Committee Chair

ED'Souza informed that Steve Clarke (Chair of Finance Committee) has informed us that he would like to resign earlier than his current term end date, and that we have agreed an end date of end of March 2022.

ED'Souza outlined that, as a progression of our common strategy between WSC and SAT, it remains our intention to maintain a common Chair appointment across both the Finance Committees of both WSC and SAT.

ED'Souza outlined that process which we will use to advertise the vacancies:

- Using specialist governance recruitment agencies
- On social networks including Facebook and LinkedIn
- To the community including in adverts local papers and to employer
- As well as approaching people in our networks with the skills/experience

The Committee discussed that due to the time to recruit, reference check and appoint; then train and induct, the likelihood is that the appointment will be after the March 2022. As such, the Committee **agreed** that as a back-up plan, to temporarily appoint CHiggins as Chair of the Finance Committee until a suitable Chair candidate could be appointed.

5 Update on appointments and elections

SGales informed that the panel met Savannah Shaddock, FE Student Governor, and the induction process is underway.

SGales informed that the panel met the applicants for the Staff Governor role and shortlisted 3, and the staff will be voting on the appointment over the coming days. The Committee commended the calibre of the applicants who applied.

SGales informed that interviews for applicants of the co-opted Governors have been scheduled for the coming weeks.

SGales is working to get the HE Student Governor role advertised before Christmas.

6 **Any other business**

- **Meeting Papers**

The Committee discussed there is a need to further consider the papers presented to Committees to lessen the size of paper packs for Governors and the time taken for the Executive to prepare the papers.

NSavvas proposed that we create a template for reports to create a ½ page Executive Summary, attached to a short exception report which is 1-2 pages with additional information hyperlinked if required.

- **WSC appointed Member**

SGales informed that Jim Gazzard is prepared to serve as a WSC appointed Member of Suffolk Academies Trust.

The meeting closed at 11.30am