



**RICHARD HUISH TRUST
GOVERNANCE & PEOPLE COMMITTEE MEETING**

29th January 2025 at 6:00pm

Virtually via Microsoft Teams

Committee Members present: Pat Flaherty (Chair)
Jade Renville
Catherine Christie

In attendance: Steve Chattell (CPO)
John Abbott (CEO)

Clerk: Helen Wells (Governance Specialist)

MINUTES

		Action
G&P 24/37	1. MEETING FORMALITIES	
	1.1 Welcome and apologies for absence	
	The chair welcomed everyone to the meeting, there were no apologies. The meeting was quorate.	
G&P 24/38	1.2 Declaration of interests	
	None of the committee members present had declarations to make in relation to items on the agenda.	
G&P 24/39	1.3 Minutes of the previous meeting	
	Directors agreed the minutes of the previous meetings were accurate and the Chair consented for his electronic signature to be used to formally sign them off.	
G&P 24/40	1.4 Matters arising	
	There were no matters arising.	
	2. PEOPLE AND PERFORMANCE	
G&P 24/41	2.1 Strategic Driver 5	
	The CPO presented an update to directors with work that has taken place in relation to strategic driver 5. Directors discussed how wellbeing is addressed through the strategic drivers; this is addressed in a broader strategic approach about the quality and culture of leadership.	
G&P 24/42	2.2 People update	
	The CPO highlighted key points in the report previously circulated to the committee, including:	
	<ul style="list-style-type: none">• Key data relating to performance indicators defined in the People Strategy.• Staff sickness which was low, as at 31st December 2024, and notably lower than at the same time last year at Pyrland School. Directors noted that this is positive in the context of the high level of winter sickness bugs.• Strategies and management approaches being used to address staff sickness.• Staff satisfaction data is higher than the target overall, which was ambitious.• Staff turnover is currently higher than target, but is expected to even out as the year progresses.	

Signed:.....*Pat Flaherty*..... Date:.....4th June 2025.....

G&P 24/43	2.3 Headteacher appointment – Pyrland Directors discussed the confidential paper proposing how to approach recruiting a new headteacher for Pyrland School. Directors confirmed they were supportive of the approach outlined.	
G&P 24/44	3. GOVERNANCE 3.1 Proposed revisions to the Scheme of Delegated Authority (SoDA) Directors noted the proposed revisions to the SoDA in relation to student governors, they referenced the consultation process with the college governing body and that they were supportive of the proposed changes.	
G&P 24/45	They noted other substantive changes in relation to financial delegation would be discussed with the forthcoming Finance & General Purposes (F&GP) Committee to recommend to the board.	
G&P 24/46	Directors discussed the addition within the SoDA matrix of delegations of where the responsibility lies for appointing an interim/acting headteacher/principal. With the executive having an operational delegation for appointing interim senior leadership roles, directors emphasised the importance of having checks and balances when interim arrangements are made to ensure they remain fit for purpose and are for an agreed period of time to respond to the situation in hand.	
	ACTION: Consider the role of the G&P Committee with regard to interim senior leadership appointments within its terms of reference.	Clerk with Exec
	RECOMMENDATION: The committee recommended to the board to approve the changes to the SoDA in relation to student governors.	
	ACTION: Propose a discussion for the board to consider its role in monitoring and holding the executive to account with regard to interim senior leadership role appointments.	Clerk
G&P 24/47	3.2 Skills Audit 2024-2025 Directors reviewed the skills audit and analysis for the current cycle. The Governance Specialist highlighted that the audit format had expanded for this year to include a focus on specific skills of individual directors, in addition to the more general experience and knowledge-based areas covered by the National Governance Association (NGA) approach already used for a number of years. Directors discussed strengthening the board membership further with an educational skills set would be beneficial.	
G&P 24/48	3.3 Board diversity monitoring The committee discussed the proposal to renew the board diversity monitoring exercise, which was last completed in September 2023. They discussed the process and agreed that it would be beneficial to proceed as outlined; completing the exercise on a biannual basis (or sooner if there is a significant turnover of board members).	
	RESOLVED: The committee approved that the board complete diversity monitoring and repeat on a biannual basis and second recommendation.	
G&P 24/49	Directors discussed the current composition of the board and agreed it would be useful to explore recruitment of further directors via an options appraisal of ways in which this could be achieved.	
	ACTION: Present an options appraisal of how to recruit directors to the board	Clerk

Signed:.....*Pat Flaherty*..... Date:.....4th June 2025.....

G&P 24/50	<p>3.4 Academy Trust Governance Guide tracker</p> <p>The Governance Specialist described the purpose and process of the tracker, which is based on the renewed governance guidance released by the DfE in March 2024. The tracker has been developed to help evidence how Huish meet each of the criteria, to identify gaps in process or policy and be a starting point for any future external review of governance. The tracker is a work in progress now needing input from members of the executive team. The intention is to then share with the local governing boards and welcome any further detail they would like to offer. The document will be maintained as a live working document, being added to by the Governance Specialist over time to ensure it remains current and relevant.</p> <p>Directors welcomed the tracker and supported its further development.</p>	
G&P 24/51	<p>3.5 Performance of Local Governing Boards (LGBs)</p> <p>Directors discussed the mechanisms by which LGBs have a dialogue with the trust board following a query from one board about whether there is a mechanism in place to seek feedback on their performance. Directors considered that ensuring that LGBs achieve impact and understand that they are having an impact is important. Directors discussed that creating a systems specifically for monitoring performance could create a new layer of bureaucracy and were mindful of not creating unnecessary additional burdens for those involved. Directors agreed that the main delegation to the LGBs is that they are responsible for ensuring and scrutinising the quality of education at their academy.</p>	
G&P 24/52	<p>The committee considered ways in which evaluation of the LGB’s impact on the quality of education could be assessed and agreed that they would consider a proposal of how this could be achieved at the next meeting.</p>	
G&P 24/53	<p>Directors agreed that exploring ways in which to assess and monitor the impact of LGBs, as they are committees of the trust board, could be beneficial to both the trust board and the LGBs.</p>	
	<p>ACTION: Draft a proposal to bring to the next committee about how to assess and monitor the impact on the quality of education by the LGBs.</p>	Clerk with Exec
G&P 24/54	<p>3.6 LGB governor updates</p> <p>The committee noted updates and ratified appointments listed in the accompanying paper.</p> <p>RATIFIED: Governor appointments were ratified as listed.</p>	
G&P 24/55	<p>3.7 Committee membership</p> <p>The chair noted that director Victoria Harrison had resigned from the board, which included her role as vice chair of the committee. Directors agreed that at present the committee would operate without a named vice chair and that opening membership of the committee to other existing directors may be helpful in the first instance.</p>	
	<p>ACTION: With consideration of the latest skills audit invite directors with relevant skills to become a member of the G&P Committee.</p>	Clerk with Chair
	<p>4. ANY OTHER BUSINESS</p>	
G&P 24/56	<p>4.1 Internal audit items</p> <p>Directors noted the internal audit plan and agreed with the proposed content and approach.</p>	
G&P 24/57	<p>4.2 Agenda for next meeting</p> <p>Directors noted the agenda.</p>	
G&P 24/58	<p>4.3 Confidential items</p> <p>Directors confirmed the paper in relation to item 2.3 would remain confidential.</p>	

Signed:.....*Pat Flaherty*..... Date:.....4th June 2025.....

G&P
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4.4 Any other business
The committee agreed there were no items to take forward to the forthcoming full board meeting.

G&P
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There were no other matters arising.

Dates of future meetings
The date of the next meeting was noted as 4th June 2025.

There being no further business the meeting ended at 6.55pm

Signed:.....*Pat Flaherty*..... Date:.....4th June 2025.....