

Present Attendees		Apologies	Also Distributed To:
Malcolm Armstrong (MA)	Chair		Board
Jane Kracke (JK)	Chief Operating Officer		
Kimiyo Rickett (KR)	Senior Independent Director		
Jude Taylor (JT)	Chief Executive		
Pauline Walsh (PW)	Board Member		
Jonathan Topham (JT)	Board Member		
Hazell Thorogood (HT)	Office Manager		

Meeting Minutes

No.	Item Topic
1.	Apologies: as above
2.	Declarations of Interest – as in previous minutes JK JT HT
3	The minutes of the last meeting were confirmed as accurate.
4	<p>Tier Three Compliance (Enclosure 2)</p> <ul style="list-style-type: none"> - The group discussed if there was a possibility of logging the hours against this activity. - 3.1 The Annual trustees report should be drafted by the end of April 22. - The group commented that the document reads well.
5	<p>Board Recruitment</p> <ul style="list-style-type: none"> - We went out to advert for a Chair position and a trustee position. Three out of four applications have been shortlisted. One Trustee is considering whether they are interested in the Chair vacancy. - If the individual doesn't apply and or isn't successful, then we would need to go back out for recruitment. - MA may possibly stay until the July meeting however with less involvement due to other commitments if needed. - There will also be a need for a new SID however KR has confirmed she will stay on the Board as a trustee. - Action 1: JK to ask the Board if any trustee would step up to the SID role, following which if we receive no volunteers, we would incorporate this opportunity into the potential next stage of recruitment. - If we are unable to recruit to the Chair role, we may need to look at other methods of attracting candidates. - The group confirmed they are happy with PW, KR and Graham Macpherson on the panel however may source a fourth panel member from a partner to be consistent with our guidelines.
6	<p>Document Updates (Enclosure 3 and Appendices)</p> <ul style="list-style-type: none"> - Working Procedures - Code of Conduct has more detail added around EDI and Safeguarding

	<ul style="list-style-type: none"> - More detail has been added to the Chair and SID Role Descriptions and person specifications. <p>The group confirmed they were happy with the amendments, and this will now go to Board.</p>		
7	Board Meeting agenda and format (Enclosure 6)		
	<ul style="list-style-type: none"> - The group discussed and agreed the Board agenda. 		
8	Dates for 2022		
	Governance and Appointments Group	Tuesday 12th July	12noon
	Governance and Appointments Group	Tuesday 11th October	12noon

Actions		Owner	Date
Action 1:	JK to ask the Board if any trustee would step up to the SID role, following which if no one volunteers, we will incorporate this opportunity into the potential next stage of Board recruitment.	JK	

Number	Decision

Prepared By	Date	Checked By	File Code
Hazell Thorogood	05.04.22	Malcolm Armstrong	Governance Appointments Group Minutes 05.04.22