



SEARCH AND GOVERNANCE COMMITTEE
Minutes of the Search and Governance Committee meeting
held on 3 February 2021 9am by Teams

Present	Ian Tunbridge	IT	Chair
	Karen Burrows	KB	
	Peter Child	PC	
	John Evans	JE	Principal
	Wilf Hudson	WH	
	Patrick Newberry	PN	
In Attendance	Wendy Randle	WR	Clerk to the Corporation

		Action
1	<p>WELCOME, APOLOGIES AND DECLARATION OF INTEREST</p> <p>The full Committee were in attendance. John Evans joined the meeting at 9:20am due to meeting with the Ofsted Inspectors beforehand.</p> <p>There were no further interests to declare than those previously disclosed on the members' register of interests. Karen Burrows reported that she is joining a task and finish group on Green Skills, part of the LEP, it was unlikely to be a conflict.</p>	
2	<p>MINUTES AND MATTERS ARISING OF THE MEETING HELD ON 24 SEPTEMBER 2020</p> <p>The minutes of the meeting held on 24 September 2020 were agreed to be a true and accurate record of the meeting. The Clerk to the Corporation would arrange for these to be signed by the Chair.</p> <p>A matters arising report updating on actions was circulated prior to the meeting; actions had been completed, there were no actions to highlight.</p>	WR
3	<p>RECEIVE ETF BOARD REVIEW AND PLAN NEXT STEPS</p> <p>The Committee reflected on the Board review report completed by a National Leader of Governance (NLG) for the Education and Training Foundation (ETF) which had been circulated prior to the meeting. The Committee found the review process useful with the following highlights noted:</p> <ul style="list-style-type: none"> ▪ The Board meeting structure for the academic year requires reviewing for effectiveness. ▪ The structure of the Board meetings are compliance focussed, meetings require reviewing to enable increased time to consider strategic priorities. ▪ Review the delegations and committee structure as outlined in the report. 	

	<ul style="list-style-type: none"> ▪ The committee considered the impact of not being able to meet as a team due to Covid, noting the need to build team relationships with newer board members. ▪ Re the action in the report linked to partnerships; the Committee felt this was a work in progress that had begun, suggesting further exploration of this theme with the reviewer could be of benefit. ▪ A Committee member suggested visiting other Boards, potentially a meeting chaired by the reviewer to see how other Board meetings took place. <p>After discussion it was agreed that each of the Committee chairs will create a task and finish group with three other governors to progress a piece of work linked to the Strategic Intent and liaise with the Clerk to the Corporation to ensure no overlap. The task and finish groups will enable the Board to build the team, improve the 'strategic team skills' referred to in the review and result in increased governor engagement in the Strategic Intent. Beyond Boardroom could be incorporated to increase knowledge of the College, triangulate information received and increase awareness of the Board amongst staff and students.</p> <p>The Committee were keen to receive the Board's thoughts on the review and to progress the actions in the review report. It was agreed that the report be presented at Board with a further Search and Governance Committee be scheduled for after the next Board meeting to progress this.</p>	<p>WR</p> <p>ALL</p> <p>WR</p> <p>WR</p>
<p>4</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p>REVIEW OF CORPORATION BOARD</p> <p>The committee received the report circulated prior to the meeting and considered the actions required.</p> <p>Appointments</p> <p>Associated paperwork for two prospective governors had been circulated prior to the meeting. The Committee were asked to consider the proposed appointment of Debbie Wilshire (DW) as a Governor; the Chair of Curriculum and Quality where DW is a co-opted Committee member supported the application based DW's skills and experience, and contribution to the Committee.</p> <p>The Committee also considered the application from Ellen Winser; the Chair of the Finance and Resources committee where EW is a co-opted Committed member highlighted the contribution made to Committee and supported the application.</p> <p>The Committee agreed to recommend to the Board the appointment of Debbie Wilshire and Ellen Winser as Governors.</p> <p>Staff governor roles</p> <p>It was noted that the term of office for the two staff governors ends on 17/10/2021. A discussion took place on the role of the staff governors on Committees, acknowledging the conflicts for staff in fulfilling the staff governor role, yet the improved governance understanding as a result of increased engagement. It was noted that the Clerk to the Corporation plans to meet with the staff governors to gather their thoughts on the role. The staff governor role and elections will be considered at the May S&G meeting.</p> <p>Student governor term of office</p> <p>The limitations for Student Governor engagement was noted, with a potential barrier being the duration of the term of office. The Committee agreed to the Clerk to the Corporation exploring the feasibility of extending future student governor appointments to a two year term of office. The Committee discussed the involvement of the current student governors noting that the HE Committee TOR included the HE student governor. It was agreed that the second student</p>	<p>WR</p> <p>WR</p> <p>WR</p> <p>WR</p>

	governor be invited to join the C&Q Committee with a TOR amendment to reflect this presented to Board.	
4.4	<p>Succession planning: Finance and Resources (F&R) Chair</p> <p>The term of office for Karen Burrows, the F&R Committee Chair is due to expire on 31/12/2021. After discussion the Committee agreed to KB speaking with Geoff Warring about the role of Chair of the F&R Committee; next steps will be considered at the next Search and Governance Committee dependent on the outcome from KB's conversation.</p> <p>After discussion it was understood that KB would be prepared to remain on the Board for a further term as the Lead Governor for Sustainability. The duration for the term of office will be presented to the summer term S&G meeting.</p>	KB KB/ WR
4.5	<p>Committee membership</p> <p>The committee considered the proposal to amend the S&G Committee Term of Reference to include the Chair of the HE Committee in the membership of the S&G Committee. The Committee agreed to recommend this amendment to Board and that the current Chair of HE Committee be invited to attend the next meeting.</p> <p>It was noted that the terms of office for Geoff Warring and Tracey Hooper were both due to expire 31/10/2021. The Committee agreed to the Chair raising this with both Governors with a view to present any possible application for a further term of office at the July Board meeting for decision.</p>	WR IT
4.6	<p>Lead Governor roles</p> <p>It was noted that in addition to the Lead Governor roles outlined in the report, Peter Child is the Health & Safety governor. Due to H&S now being reported to the A&R committee it was agreed that succession planning was required for this role; this will be raised at A&R agenda planning.</p> <p>It was also noted that succession planning was required for the role of the SEND lead governor. Further thought will be given to this at the next meeting.</p> <p>The Committee were advised to formally consider the remit for the lead roles, how they support the delivery of the strategic aims and links to the strategic intent. The Clerk to the Corporation and the Chair of the Board will prepare an overview of expectations and present to the next S&G meeting for discussion.</p> <p>Replacement Safeguarding governor; the committee reviewed the skills set needed and governor availability for this role. The Committee agreed that Debbie Wilshire be asked to consider this role due to her skills set; a role description will be developed for this with the current Safeguarding lead.</p>	WR/ PN WR IT/ WR WR/ WH
5	<p>REVIEW PROGRESS AGAINST GOVERNANCE ACTION PLAN (GAP) AND KPIS</p>	
5.1	<p>Governance Action Plan (GAP)</p> <p>A report and the rag rated GAP had been circulated prior to the meeting. It was highlighted that there was one red rag rated area; section 4 - risk profiling, whereby each committee is to review its relevant section of the risk register before being considered as a whole board. The Committee discussed that this has not been progressed and agreed the proposal to include this as part of future agenda planning sessions.</p> <p>Linked to section 1 – Health & Safety, whereby the Committee considered if an external review of H&S policy, process and practice is still required. The Committee welcomed an external view on H&S as they were not yet assured that practice was in line with best practice, however they were</p>	WR

5.2	<p>mindful of the developments in this area previously raised by the Vice Principal Group Operations. It was agreed that the Chair of the Audit Committee raise this with the Vice Principal Group Operations to assess the suitability of this action.</p> <p>It was proposed and agreed that the GAP be revised to incorporate actions from the ETF review once considered by the Board 24/03/2021 and presented to the Committee for review.</p> <p>Key Performance Indicators (KPIs) As per the report circulated, the Committee were asked to consider how they plan to deliver on the latter part of the following KPI; <i>Governors, with the ELT, to determine the strategic intent for the College for the medium to long term and put in place measures by which to hold the senior team to account by the Spring term.</i></p> <p>After discussion it was agreed that Chair review the Strategic Intent, its communication to stakeholders and to consider, with the Principal and Vice Principal Group Operations, how the Committee and Board will monitor progress against this KPI.</p> <p>The Committee agreed to review progress and impact from the current KPIs at the Summer term Board meeting 07/07/2021 with new KPIs agreed for the academic year 2021/22.</p>	<p>PN</p> <p>WR</p> <p>IT</p> <p>WR</p>
6	<p>INFORMATION Microsoft Teams Search and Governance channel The Committee were informed that the Teams Search and Governance channel is now in place.</p>	
7	<p>DATES OF NEXT MEETINGS It was agreed that a meeting be scheduled after the next Board meeting to progress actions from the ETF review and that the meeting in May would be rescheduled to allow more time.</p>	WR