



SEARCH AND GOVERNANCE COMMITTEE
Minutes of the Search and Governance Committee meeting
held on 5 October 2021 10:30am by Teams

Present	Ian Tunbridge	IT	Chair
	Peter Child	PC	
	John Evans	JE	Principal and CE
	Patrick Newberry	PN	
	Geoff Warring	GW	
	Pat Wilde	PW	
	Wilf Hudson	WH	
In Attendance	Wendy Randle	WR	Director of Governance
	Steph Homan (minute taking)	SH	Governance Support Administrator

		Action
1	<p>WELCOME, APOLOGIES AND DECLARATION OF INTEREST All Committee members were present.</p> <p>There were no further interests to declare than those previously disclosed on the members' register of interests.</p>	
2	<p>MINUTES The minutes from the meetings held on 18 May 2021 and 16 September were agreed to be true and accurate records of the meetings.</p> <p>MATTERS ARISING REPORT A matters arising report had been circulated prior to the meeting. The Committee reflected on the following actions (updates in italics);</p> <p>4.3 Governor noted the need to identify the KPIs to hold the ELT to account. It was noted that when the Board receive the next management update on progress that they consider if the update meets the needs for the Board in terms of progress against the strategic intent; <i>the Committee were satisfied that there were sufficient KPIs in place to track progress.</i></p> <p>7.2 - Review impact of the Committee Chairs reports to Board at the September Committee meeting; <i>agenda item for March meeting.</i></p> <p>9 – Creation of a Lead Governor role description for land based; <i>after discussion it was agreed a descriptor was required and would be drafted by IT, PN and WR.</i></p>	<p>WR</p> <p>PN/IT/ WR</p>
3	<p>BOARD MEMBERSHIP A paper on Board membership had been circulated prior to the meeting.</p>	

	<p>A discussion took place on the Board vacancies, potential skills gaps and whether the skills of the current co-opted Committee members matched the needs of the Board or whether the Committee needed to commence external recruitment. The Committee recognised the importance of identifying a new person with safeguarding skills and experience to succeed the current safeguarding Governor.</p> <p>The Committee agreed to approach two co-opted Committee members to consider joining Board due to their skills sets and performance at Committee, should these members not wish to take on the role of Governor then then Board would go to advert. A draft had been prepared and would be reviewed and circulated if required.</p> <p>In response to a Committee member question it was reported that Staff Governor elections were underway and voting would close at 1pm on 14/10/2021. There were three nominations for the role of Staff Governor – Teaching staff and four nominations for the role of Staff Governor – Professional Services, though two had since withdrawn. It was expected that the new staff Governor appointments would be ratified by Board on 20 October.</p> <p>The Committee reflected on the benefits of having a Finance and Resources Committee member on the Audit and Risk Committee; the Committee agreed that Ellen Winser be approached to join the Audit and Risk Committee. Regarding succession planning for the role of A&R Committee Chair, following discussion it was agreed that the Committee Chair would consider the options further.</p> <p>A Committee member noted that the HE Committee had agreed to identify a second co-opted Committee member and shared information regarding a prospective candidate. The Search and Governance Committee supported the application yet noted the HE Committee had the relevant authority to appoint this person.</p>	<p>JE/PN</p> <p>WR</p> <p>PN</p> <p>PN</p>
4	<p>CHAIR AND VICE CHAIR SUCCESSION PLANNING</p> <p>The Chair succession plan was considered, the Committee agreed to propose to Board that Patrick Newberry take on the role of Chair from the 1 January 2022 to ensure a timely handover.</p>	WR
5	<p>FEC STOCKTAKE VISIT REPORT</p> <p>The Committee received the report circulated prior to the meeting and shared with Board. It was reported that the key action was the creation of a land based investment strategy. A Governor advised the Committee that significant progress has been made against this action and that a paper would be circulated prior to the next Board meeting.</p>	
6 6.1 6.2 6.3	<p>BOARD SELF-ASSESSMENT</p> <p>Outcomes of one to one with chair</p> <p>It was reported that all Governors had met with the Chair, bar one who is scheduled to meet with the Chair in early November. The one to ones had provided a good opportunity for Governors to reflect on their role on the Board.</p> <p>Outcomes from Governor Self-Assessment Questionnaires</p> <p>The results had been collated and circulated prior to the meeting.</p> <p>Outcomes from Committee Review</p>	

	<p>The Committees had met to review their performance, impact and terms of reference. The Committee Chairs had compiled a summary report of these sessions which had been circulated with the meeting papers.</p> <p>Following discussion on the outcomes from the individual and Committee self review, the Committee were keen to ensure that feedback was provided to Board. A Governor agreed to create a summary document to share with Board.</p>	
7	<p>BOARD TRAINING AND DEVELOPMENT</p> <p>7.1 Summary of 2020/21 The summary of training and development completed by the Board for 2020/21 had been circulated prior to the meeting.</p> <p>7.2 Training and Development plan 2021/ 22 An outline of the offer had been circulated prior to the Committee meeting. Reflecting on the previous discussion it was agreed that the December pre Board be used to deliver Safeguarding training and detail on the Board's responsibilities regarding Safeguarding alongside receiving the annual report.</p> <p>It was agreed that the Director of Governance and the Principal will consider Board's areas of development in terms of College priorities.</p>	JE/WR
8	<p>GOVERNANCE ACTION PLAN (GAP) A paper had been circulated prior to the meeting updating on the progress made against the GAP. Due to the limited time available it was agreed that the Director of Governance, Chair and Chair designate would meet to review the document.</p> <p>The Committee reflected on the cross cutting theme; sustainability, it was agreed that the sustainability lead Governor, the College lead and Director of Governance agree a timeline for reporting and add to the relevant schedule of work.</p> <p>The Committee also considered the cross cutting theme; E,D&I and noted the importance for all Board members to complete the relevant training.</p>	IT/PW /WR WR
9	<p>SEARCH AND GOVERNANCE ANNUAL SCHEDULE OF WORK Circulated prior to the meeting, the Committee were satisfied with the proposed schedule of work for the academic year.</p>	
10	<p>REVIEW OF GOVERNANCE PROCEDURES The following documents had been circulated prior to the meeting;</p> <p>10.1 Rules for the conduct of the Search and Governance Committee 10.2 Standing orders 10.3 Appeals Committee Terms of Reference 10.4 Special Committee Terms of Reference</p> <p>The Committee noted the minimal changes and recommended all four documents to Board for approval.</p>	WR
11	<p>Dates of Meetings 12 January 2022 6 April 2022</p>	

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