



**SEARCH AND GOVERNANCE COMMITTEE**  
**Minutes of the Search and Governance Committee meeting**  
**held on 18 May 2021 1:30pm by Teams**

<b>Present</b>	Ian Tunbridge	IT	Chair
	Karen Burrows	KB	
	Peter Child	PC	
	John Evans	JE	Principal
	Wilf Hudson	WH	
	Patrick Newberry	PN	
	Pat Wilde	PW	
<b>In Attendance</b>	Wendy Randle	WR	
	Geoff Warring	GW	

		Action
<b>1</b>	<p><b>WELCOME, APOLOGIES AND DECLARATION OF INTEREST</b></p> <p>All Committee members were in attendance. Geoff Warring was in attendance as part of succession planning for the Finance and Resources Committee Chair role.</p> <p>There were no further interests to declare than those previously disclosed on the members' register of interests.</p>	
<b>2</b>	<p><b>MINUTES AND MATTERS ARISING OF THE MEETING HELD ON 31 MARCH 2021</b></p> <p>The minutes of the meeting held on 31 March 2021 were agreed to be a true and accurate record of the meeting.</p> <p>A matters arising report was circulated prior to the meeting; there were no further updates on actions that had been completed.</p>	
<b>3</b>	<p><b>BOARD MEMBERSHIP</b></p> <p>A paper had been circulated prior to the meeting.</p>	
<b>3.1</b>	<p><b>Vacancies</b></p> <p>The Committee reviewed the term of office of Karen Burrow's (KB) and the roles held by KB, including the new Lead Governor role for Sustainability. The Committee were keen to maintain momentum with the green agenda noting KB's impact in this key area of development for the Board and College. It was recognised that two terms as a Governor is recommended practice, yet considering the impact of Covid on succession planning and specifically KB's skill set and</p>	

<p>3.2</p> <p><b>Committee membership</b></p> <p>3.3</p> <p><b>Staff Governor recruitment</b></p>	<p>strong links with the major developments on the green agenda, the Committee agreed to propose to the Board the extension of KB's term of office for a period of two years.</p> <p>After a lengthy discussion the Committee agreed it would be desirable for future Board appointments to demonstrate skills, experience and linkages in this area, or that the College could develop further partnerships, proposing the need for a green advisory Board. WH and KB agreed to explore the potential for a high profile person to champion this area and the raise the profile of the College.</p> <p>The Committees reflected on the current Committee membership and succession planning for these Committees. The Committee were assured that the C&amp;Q Committee remains strong, with no further skills or succession planning required.</p> <p>After discussion it was agreed that the Board will require future appointments with skills and experience in finance, project management, business development skills and links with industry in the private/ commercial world other than agricultural. The Committee recognised the need to take action to strengthen diversity of thinking on the Board, after further discussion it was agreed that an E, D and I task and finish group be created to explore next steps. The Director of Governance was asked to prepare an advert to attract an individual with finance skills and links to local industries, with applications encouraged to increase diversity of thinking on the Board. Applications to be reviewed at the next Committee meeting.</p> <p>The Committee agreed to make the following recommendations to Board:</p> <ul style="list-style-type: none"> <li>- that that the HE Committee Chair join the Remuneration Committee to achieve consistency of Chair membership.</li> <li>- that the Board approve the Committee membership for the next academic year, 2021/22.</li> </ul> <p>Having approved the staff election procedure at the last Board meeting, the Committee requesting the D of G liaise with the HR Director to promote the upcoming staff governor vacancies.</p>	<p>IT/WR</p> <p>PW WR</p> <p>WR/IT</p>
<p>4</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p><b>GOVERNANCE ACTIONS PLANS (GAP)</b></p> <p><b>Review the outstanding actions and closure of current plan</b></p> <p>The Board have made good progress on the GAP actions. The Committee discussed the amber rated action of increasing Governors on to the College campuses. After discussion it was agreed that visits will be mapped to identify gaps, with a more formal approach taken for the next academic year with the introduction of a schedule linked to priorities to achieve a more co-ordinated approach. The Committee agreed that actions not completed by the end of the academic year will be added into the GAP for 2021/22.</p> <p><b>New Governance Action Plan 2021/22</b></p> <p>The draft GAP for 2021/22 had been circulated prior to the meeting. This will encompass outstanding actions from 2020/21 and be shared with the Board.</p> <p><b>Board KPIs timescales</b></p> <p>The Committee considered the KPIs agreed in December and the proposal to implement KPIs earlier in the academic year to ensure sufficient time to make progress. The Committee agreed to propose the Board continue with the 2020/21 KPIs for 2021/22</p>	

	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.	ALL
5	<b>INDIVIDUAL AND BOARD SELF ASSESSMENT</b>	
5.1	<b>Format for 2020/21</b> The Committee considered the report circulated and the individual governor self assessment questionnaire used last year. The Committee agreed to continue with the same questionnaire and to schedule Committee Review meetings to be held at the beginning of the academic year and noted their previous impact.	WR
5.2	<b>One to ones with the Chair</b> A template to guide and record these sessions had been circulated prior to the meeting. The Committee considered the suggestion from the ETF task and finish group whereby Committee Chairs fulfil one to ones with their Committee members. It was agreed that the Chair would undertake these this year.	IT
6	<b>Board development</b>	
6.1	<b>Pre Board session</b> The Pre Board for the 07/07 has been cancelled on this occasion.	
6.2	<b>Training and Development 2021/22</b> The Committee were informed that information on the Board and Director of Governance training and development will be a requirement in the annual report; noting the need to put in place a training and development plan for 2021/22.  The Committee recognised the impact of Covid on newer Governors and Committee members introduction to the Board, proposing that newer Governors be invited to join more experienced Governors on campus visits.	WR  ALL
7	<b>DATES OF NEXT MEETINGS</b> Next meeting dates 2021/22 22/09/2021, 9:30am 12/01/2022, 9:30am 06/04/2022, 9:30am	