



SEARCH AND GOVERNANCE COMMITTEE
Minutes of the Search and Governance Committee meeting
held on 31 March 2021 11am by Teams

Present	Ian Tunbridge	IT	Chair
	Karen Burrows	KB	
	Peter Child	PC	Principal
	John Evans	JE	
	Patrick Newberry	PN	
	Pat Wilde	PW	
In Attendance	Wendy Randle	WR	Clerk to the Corporation
	Geoff Warring	GW	

		Action
1	<p>WELCOME, APOLOGIES AND DECLARATION OF INTEREST</p> <p>Apologies were received and accepted from Wilf Hudson.</p> <p>Kate Wills, Vice Principal Curriculum and Quality and Adrian Ford, Vice Principal Group Operations were welcomed to the meeting for agenda item 7 which would be considered first.</p> <p>Geoff Warring was welcomed to the meeting 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>	
2	<p>MINUTES AND MATTERS ARISING OF THE MEETING HELD ON 2 FEBRUARY 2021</p> <p>The minutes of the meeting held on 2 February 2021 were agreed to be a true and accurate record of the meeting. It was agreed that going forward Committee and Board minutes would not need to be signed as they are formally approved at the following meeting.</p> <p>A matters arising report was circulated prior to the meeting; the following actions were reviewed;</p> <p>Minute 3: all Committee Chairs to create a task and finish group linked to the Strategic Intent; due to the format of the task and finish groups proving successful, these will only be set up in response to an identified need.</p>	

<p>7</p> <p>7.1</p> <p>7.2</p>	<p>REPORTS TO BOARD</p> <p>Executive summaries/ Insight reports</p> <p>It was noted that the report proforma will be reviewed to reflect the cross cutting themes, links to the risk register and strategic aims. It was noted that some of the reports to Board have become more succinct.</p> <p>Committee meeting reports to Board and Feedback from the Principal and Vice Principals</p> <p>The Committee reflected on the decision at the recent Board meeting to delegate decision making, where feasible, to Committee, whilst continuing to report key strategic issues to Board with more operational/ routine matters remaining with Committee. The need to avoid duplication of reporting whilst ensuring effective communication between Committee and Board was noted.</p> <p>After lengthy discussion, it was agreed that the Committee Chairs, with support from the Clerk to the Corporation, would compile a one page report summarising the three strategic areas covered at Committee to be communicated to Board; this would be compiled after the completion of the minutes. This will be implemented next term and its impact reviewed at the September Search and Governance Committee.</p>	<p>ALL</p> <p>WR</p>
<p>3</p>	<p>FOLLOW UP ON ETF REVIEW FROM BOARD/ GOVERNANCE ACTION PLANS AND KPIS</p> <p>The Committee considered the outcomes of the presentation delivered by the Vice Chair on the ETF review report at the recent Board meeting. It was agreed that the following actions be progressed:</p> <ul style="list-style-type: none"> ▪ A Task and finish group to consider the report will meet in April; this includes new and staff governors. ▪ Merge the existing Governance Action Plan and the ETF report action plan for the next academic year, which will then fall to this Committee to deliver on; a standing agenda item. ▪ Implement deep dives on the operating statement in the summer term ▪ Set up a Governor mentoring scheme for those interested. ▪ Consider the implementation of 'speed dating' to encourage Board relationships 	<p>PC</p> <p>PC/</p> <p>WR</p> <p>WR</p> <p>WR</p> <p>WR/</p> <p>PW</p>
<p>4</p>	<p>BOARD CAPACITY/ FACE TO FACE MEETINGS & LOCATION OF MEETINGS</p> <p>The Committee reflected on the impact of Covid on face to face meetings. After discussion it was agreed that the Board consider a move to a mix of face to face and virtual meetings. Committees to determine how they wish to progress.</p> <p>When the longer term impact of Covid on meetings is known, the Board will consider the impact of holding meetings at different campuses.</p>	<p>WR</p> <p>WR</p>
<p>5</p>	<p>DELEGATIONS TO COMMITTEES</p> <ul style="list-style-type: none"> ▪ What comes to Board and takes up time ▪ What Committees feel they should have delegated ▪ Summary of what cannot be delegated from Board <p>The non delegable activities from the Instrument and Articles and the Committee Terms of Reference (TOR) had been circulated prior to the meeting; Governor concluded there were minimal activities that could not be delegated.</p> <p>After discussion it was agreed that the Committee Chairs, suitable ELT representatives and the Clerk to the Corporation will create proposals for delegations to Committees, these will be reviewed at Committee alongside their potential impact on Committee Terms of Reference (TOR) and College policy.</p>	<p>Chairs</p> <p>WR</p>

	<p>The Board will consider an overall scheme of delegation at Board on 07/07/2021 to come into effect at the next academic year.</p> <p>Annual planner The Clerk to the Corporation plans to create an annual work plan to include monitoring of the strategic aims and compliance tasks for the Corporation in time for the next academic year.</p>	<p>WR</p> <p>WR</p>
6	<p>Meeting schedule/ structure for 2021/22 – present structures are in place The existing meeting structure was considered. After discussion it was agreed that the proposals for increased delegations to Committee and Committee reporting to Board be implemented and reviewed, this would determine the need for any future amendments to the meeting schedule.</p>	
8 8.1	<p>BOARD DEVELOPMENT BOARD STRATEGY DAY MAY AGENDA; Suggestions to include; risk appetite discussion, College response to LEP priorities and the College’s green agenda, governance highlights from the white paper</p> <p>The Committee considered the sessions they would like to receive as part of the Board Strategy Day. After discussion it was agreed that the Principal would arrange the Strategy Day agenda to include an AOC briefing, a session on sustainability to include a sustainable Curriculum and funds required to ensure sustainable buildings, and a session on the LEP priorities and their green agenda.</p> <p>A discussion took place on the 14-16 year old provision, noting that the original target of 140 students by 2027 would be met early, with predicted numbers for September 2021 at 200 learners. Provision for Year 9 pupils will be funded by Cornwall Council. The impact of this provision on the campuses requires strategic thought.</p>	
8.2	<p>Pre Board July 7th The Committee agreed the proposal for a team building session for the pre Board session in July, noting this links to the recommendations in the ETF review report. The annual Board dinner will take place afterwards, Covid restrictions permitting.</p> <p>It was noted that the Student Awards will take place at Eden; further details to follow.</p>	
9	<p>Board membership Lead Governor roles A discussion took place on the Lead Governor roles;</p> <ul style="list-style-type: none"> ▪ the roles would link to strategic aims and cross cutting themes ▪ role descriptions are being created ▪ the impact of the lead governors will be reviewed annually ▪ It was noted that Michael Hambly be formally titled as the Lead Governor for land based provision. ▪ It was agreed that staff governors join Committees moving forward. The Clerk will liaise with staff governors and the Chair to identify Committees linked to skills set. <p>The Committee noted the impact of the use of Lead Governor roles and task and finish groups to engage all Board members.</p> <p>A discussion took place on the major capital projects and the oversight function required of the Board. It was noted that a task and finish group had previously prepared a paper that provided</p>	<p>WR</p> <p>WR/IT</p> <p>WR</p>

	guidance for a special purpose task and finish group for this purpose. It was proposed that F&R consider how to progress this action.	WR/KB
10	Succession planning	
10.1	Finance and Resources Chair It was reported that Geoff Warring and Karen Burrows had met to consider succession planning for the role of Chair. The procedure for appointing Committee Chairs determined in the Standing Orders will be followed.	
10.2	Vice Chair and Chair of the Board It was noted that the current Vice Chair and Chair of Board remain in the role until successors are identified.	
11	GOVERNANCE SUPPORT FOR THE BOARD	
11.1	Clerk to the Corporation Job title The Committee were satisfied that the role title be changed in line with sector practice to Director of Governance.	
11.2	Additional support It was reported that the Principal and Chair agreed admin support for the Clerk to the Corporation; this is being progressed with HR.	
12	DATES OF NEXT MEETINGS Next meeting date -18 May 2021, 1:30- 3:30pm	