



SEARCH AND GOVERNANCE COMMITTEE
Minutes of the Search and Governance Committee meeting
held on 6 April 2022 at 9:30am by Teams

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

Item		Action
1	<p>WELCOME, APOLOGIES AND DECLARATION OF INTEREST</p> <p>All Committee members were present except Ian Tunbridge who was not in attendance.</p> <p>There were no further interests to declare than those previously disclosed on the members' register of interests.</p>	
2	<p>MINUTES</p> <p>2.1 The minutes from the meeting held on 12 January 2022 were agreed to be a true and accurate record of the meeting and were approved by the Committee.</p> <p>2.2 MATTERS ARISING REPORT</p> <p>A matters arising report had been circulated prior to the meeting. The following action was highlighted with the update provided in italics:</p> <p>Action 5.2 – A copy of the LA quality of assurance of Safeguarding report to go to the Audit and Risk Committee; <i>not received. Subsequent to the meeting this has been received and will be shared with Audit and Risk Committee 22/06/2022.</i></p> <p>EDI task and finish update</p> <p>A report had been circulated prior to the meeting; the following highlights were noted:</p> <ul style="list-style-type: none"> ▪ The EDI Strategy is predicted to be finalised by the end of 2022. ▪ The Committee requested that Board members be reminded to complete their EDI training. ▪ Board to develop an EDI vision which will follow preliminary discussions framed around College EDI strategy; EDI objectives can be agreed once the Strategy has been agreed. 	<p>WR</p> <p>WR</p> <p>PW</p> <p>WR</p>

	<ul style="list-style-type: none"> ▪ Committee supported the delivery of EDI workshop for Governors either at the July pre Board or Board Strategy Day, in order to focus on what inclusivity means for the College and what practical action we can take. ▪ The accessibility actions from the report will be progressed. ▪ The Committee requested a report of Board demographic data compared against local data. 	WR WR
3	<p>BOARD MEMBERSHIP</p> <p>A paper on Board membership had been circulated prior to the meeting and covered the following agenda items:</p>	
3.1	<p>Vacancies</p> <p>It was noted that there is one Governor vacancy on the Board.</p>	
3.2	<p>Committee Membership</p> <p>The revised skills audit had been circulated to reflect the recent changes in Board membership. The Director of Governance will seek guidance from the marketing department for a Governor advert with a focus on filling the following skills gaps; Health and Safety, Commercial and land based. The advert will be shared widely to encourage applicants from all backgrounds and to encourage diversity of thinking on the Board.</p> <p>It was noted that the Chair of the Board will join the Finance and Resources Committee as determined by the Committee Terms of Reference.</p>	WR
3.3	<p>Lead Governor roles</p> <p>Following discussion, it was agreed that the focus of Lead Governor roles would be on the cross cutting themes in the Governance Action Plan and include a SEND Governor in line with the green paper. The SEND Governor role will be discussed with a specific Governor.</p>	PN
3.4	<p>Board Skills Audit</p> <p>The Committee considered the skills audit as part of agenda item 3.2.</p>	
3.5	<p>Recruitment protocols</p> <p>The Committee agreed to adopt the protocols as outlined in the flowchart circulated.</p>	
4	<p>GOVERNANCE DEVELOPMENT /UPDATES</p> <p>A paper had been circulated prior to the meeting covering the below agenda items.</p>	
4.1	<p>Progress against the Governance Action Plan (GAP)</p> <p>The GAP had been circulated prior to the meeting; the Committee remained satisfied with the format and areas of development. Following discussion, the GAP will be updated with the following:</p> <ul style="list-style-type: none"> ▪ The strategic team skills session is no longer required as the Board continue to meet face to face and build relationships. ▪ An annual report on Partnerships will be added to the work plan. ▪ A request to include accident statistics in the Balanced Scorecard (BSC) and include in the annual report. The BSC will be shared with Governors monthly. ▪ The sustainability reporting to Governors requires further review. 	WR WR WR WR/PN
4.2	<p>Training and Development Plan and Governor training requirements</p> <p>Considering the recommendations from the paper, the Committee members agreed;</p>	WR

<p>4.3</p> <p>4.4</p>	<ul style="list-style-type: none"> ▪ To further develop the mentorship offer for the first six months of a new Governor’s tenure; to be provided by the Committee Chair. ▪ New Governors will be linked with existing Governors to complete their first Beyond the Boardroom activity. ▪ The mandatory training for new Governors and frequency of Board training in key areas as outlined in the paper. ▪ That training certificates from other training providers will be considered, rather than insist that all Governors complete the College training. <p>Following discussion, it was agreed the Committee and Board meetings will be take place across a mix of campuses in order to develop Governor’s understanding of the campuses; a proposal will be developed by the Chair and DG and shared with Committee.</p> <p>Board Strategy Day 04/05/2022 agenda The Board Strategy Day agenda had been finalised.</p> <p>Eversheds Code of Conduct It was reported that the revised Eversheds Code of Conduct had been reviewed. The Committee recommended to Board the adoption of the Code.</p>	<p>WR</p> <p>PN/WR</p> <p>PN</p>
<p>5</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p>COMMITTEE/ BOARD EFFECTIVENESS A paper on the below items had been circulated prior to the meeting:</p> <ul style="list-style-type: none"> ▪ Key documents to aid governance ▪ Delegations and key themes i.e. risk ▪ Meeting papers proposals <p>Key documents to aid governance The Committee noted the key documents in place to guide governance, noting these had all been uploaded to Teams in Key Documents to enable ease of access for Governors.</p> <p>Delegations and key themes i.e. risk Following review, the Committee agreed they were satisfied with the Committee Chair reports shared with Board and that they would review the Scheme of Delegation (SoD) once circulated during the summer term.</p> <p>A discussion took place on the reporting of changes the College wish to make to subject areas. It was agreed to recommend to Board, as part of the SoD, that changes to subject areas will be delegated to the Curriculum and Quality (C&Q) Committee but that significant changes would be reported to the Board; this will be further considered at C&Q agenda planning.</p> <p>Meeting papers proposals In order to reduce the combined meeting pack for Board meetings and ensure Governors can focus on key decision making information, the Committee agreed to adopt the report recommendations:</p> <ul style="list-style-type: none"> ▪ Monthly management accounts to go in the Information pack ▪ Papers from Committees sent to Board for information to go in the Information pack ▪ Papers previously circulated will go in the Information pack ▪ If a policy requires Board approval and there has been no material change - only the summary report stating that it has been reviewed and that there are no material changes will be included in the Board pack, with the policy in the Information Pack 	<p>WR</p> <p>WR</p> <p>WR</p>
<p>6</p>	<p>DATES OF NEXT MEETINGS</p>	

6.1	<p>3/10/2022, 9:30am 18/01/2023, 9:30am 26/04/2023, 9:30am</p>	
6.2	<p>Virtual and face to face meetings The Committee agreed that Board meetings should be in person but that Committees could agree a mix of virtual and in person meetings.</p>	
6.3	<p>Location of Board meetings Discussed as part of agenda 4.2.</p>	