



SEARCH AND GOVERNANCE COMMITTEE

**Minutes of the Search and Governance Committee meeting
held on 2 October 2023 at 9:30am on MS Teams**

Present	John Evans	JE	
	Wilf Hudson	WH	
	Geoff Warring	GW	
	Pat Wilde	PW	Chair in PN's absence
In Attendance	Wendy Randle	WR	Director of Governance

Item		Action
1	<p>APOLOGIES AND DECLARATION OF INTEREST Apologies were received from Patrick Newberry, Jonathan Mashen and Jane Warren. Pat Wilde would chair the meeting in PN's absence.</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</p> <p>2.1 MINUTES The minutes from the meetings held on 26 April 2023 were agreed to be true and accurate record of the meeting and were approved by the Committee. Sue Johns was thanked for taking these minutes.</p> <p>2.2 MATTERS ARISING REPORT The Committee reviewed the matters arising report and agreed the removal of actions now not applicable.</p>	
3	<p>BOARD REVIEW Board Self-Assessment, questionnaire, 1:1s and Committee review meetings Board attendance The Committee agreed to defer this item to a short meeting in November allowing the completion of all elements of the Board self review process in order for the Committee to review the collective outcomes.</p> <p>External Board Review (EBR) update The EBR is scheduled for the Spring term with a meeting to be scheduled in November to consider the scope. The Committee were advised to complete the Board self-assessment prior to this scoping meeting so that the EBR can deep dive into areas identified in the self-review thus adding further value.</p>	WR

4	<p>BOARD MEMBERSHIP</p> <p>A lengthy discussion took place on Board membership following recent resignations and Governors' terms of offices ending. The impact on the gender balance on the Board will be significant. The Committee discussed the need to increase diversity and actions to achieve this.</p> <p>It was noted that a panel of Patrick Newberry, Pat Wilde and John Evans will be conducting Governor Interviews on 25/10/23 following a recent Peridot Partners search.</p> <p>Additional actions following discussion:</p> <ul style="list-style-type: none"> ▪ The Board could consider targeting specific organisations who represent areas of the community that the College directly support; i.e. Directors of HR, legal departments of organisations such as Housing Associations or charities. ▪ Consider the value added from Lead Governor roles, the essential Lead Governor roles and the impact of using task and finish groups for focus areas rather than Lead Governor roles. ▪ The Committee agreed that the membership of the Audit and Risk Committee is the priority and identified a governor who would be asked to join the Committee for an interim period. 	<p>S&G</p> <p>PN</p> <p>WH</p>
5 5.1 5.2	<p>BOARD TRAINING AND DEVELOPMENT</p> <p>Summary of outcomes 2022/23</p> <p>The paper was reviewed, it was noted that this information will be included in the annual report. The Committee noted the varied activity undertaken by Board and the increase in external activity which will add value to Board's understanding of the sector and support triangulation of the information received during meetings.</p> <p>Training and Development plan 2023/24</p> <p>The Committee received the paper outlining the training and development offer for the 2023/24 academic year. The Committee reflected on the Beyond the Boardroom initiative; the value added, the time commitment required from Governors and staff and the need to target activity. Following discussion, it was agreed that the College would schedule group visits in the following focus areas for the 2023/24 academic year; Apprenticeships, Employers and the Ambitious Curriculum.</p> <p>The Committee noted the likely changes in membership and agreed to consider a Board training session in the new year for all.</p>	<p>JE</p> <p>S&G</p>
6	<p>GOVERNANCE ACTION PLAN 2023/24</p> <p>The Committee agreed to defer the agenda item and complete following review of the Board self-review outcomes at a meeting in November.</p>	
7	<p>REVIEW OF GOVERNANCE PROCEDURES</p> <p>Standing Orders</p> <p>The Committee reviewed the minimal amendments to the Standing Orders and supported the removal of the written resolution form, instead opting for either email or MS Forms responses for decision making and using this process only when a decision is required quickly, without a meeting scheduled; noting that the suitability of making decisions outside of Board/ Committee meetings will not always be appropriate.</p> <p>The Committee agreed to recommend to Board the approval of the Standing Orders.</p>	<p>PW</p>
8	<p>ANNUAL SCHEDULES OF WORK</p> <p>The Committee received the annual schedules of work for the Committees and Board, noting that these are fluid documents, which are updated throughout the year.</p>	

	A Governor noted that the Group Deputy Principal Curriculum and Quality had been involved in a review of Committee terms of references and the annual governance work plan in their previous College and could be a good source of information. It was agreed that the C&Q and HE Committees would undertake a review of their respective TOR and work plans during the Autumn term.	PW/ WH
9	<p>GOVERNANCE UPDATES</p> <p>Code of Good Governance</p> <p>It was noted that a soft launch of the new Code of Good Governance has commenced and that Colleges are advised to consider both versions of the Code for this academic year, noting that the Code will be launched fully alongside the expected ESFA's College's Financial Handbook; expected in March 2024.</p>	
10	<p>DATES OF NEXT MEETINGS</p> <p>November meeting TBA</p> <p>17/01/2023</p> <p>24/04/2023</p>	