



**SEARCH AND GOVERNANCE COMMITTEE**

**Minutes of the Search and Governance Committee meeting  
held on 17 January 2024 at 1pm at St Austell and on MS Teams**

<b>Present</b>	Patrick Newberry	PN	
	John Evans	JE	
	Wilf Hudson	WH	
	Jonathan Mashen	JM	
	Geoff Warring	GW	
	Pat Wilde	PW	
<b>In Attendance</b>	Tian Bersey	TB	Clerk to Governors

Item		Action
1	<p><b>APOLOGIES AND DECLARATION OF INTEREST</b></p> <p>Apologies were received from Ellen Winsler who as the interim Chair of the Capital Projects Committee should be invited to future meetings.</p> <p>There were no further interests to declare than those previously disclosed on the members' register of interests.</p>	
2	<p><b>MINUTES AND MATTERS ARISING</b></p> <p>2.1 <b>MINUTES</b></p> <p>The minutes from the meeting held on 2 October 2023 were agreed to be true and accurate record of the meeting and were approved by the Committee.</p> <p>2.2 <b>MATTERS ARISING REPORT</b></p> <p>The Committee reviewed the matters arising report.</p> <p>The Committee discussed:</p> <ul style="list-style-type: none"> <li>▪ The College HR team have agreed to support Board recruitment.</li> <li>▪ Being proactive in approaching charities and groups who have members who could support increasing diversity.</li> <li>▪ How to ensure more joined up thinking in safeguarding, SEND and equity and proposals for a strategy group to be formed.</li> <li>▪ Lead governor roles.</li> <li>▪ The time commitment required for Beyond the Board room activities.</li> </ul> <p>The Committee agreed to recommend to the Board the creation of a governors and ELT strategy group for safeguarding, SEND and equity.</p> <p>The Committee agreed to invite a governor to join the Curriculum and Quality Committee to represent skills.</p> <p>. The Committee agreed to continue with BTB but to give thought to target areas.</p>	<p align="right"><b>PN</b></p> <p align="right"><b>PN/TB</b></p>

	<p>The Committee noted the need for a Board training session for all. The Chair of the Audit and Risk Committee recommended the RSM training on risk. It was agreed that JM and TB would follow this up and organise as a Pre Board session in the next 6 months.</p> <p>The Standing Orders should be presented to the next Board meeting.</p> <p>The Curriculum and Quality and HE Committee will review their Terms of Reference during the summer.</p>	<p><b>JM/TB</b></p> <p><b>TB</b></p>
<p>3</p> <p>3.1</p>	<p><b>BOARD REVIEW</b></p> <p><b>Board Self Assessment &amp; Board attendance</b></p> <p>The Committee reviewed the outcomes of the self assessment process.</p> <p>The Committee noted that sustainability was an unresolved issue, discussed options and agreed that it was a responsibility for all and PN and TB will consider how to best prompt consideration of sustainability and ensure it is included in meeting agendas and discussions.</p> <p>The Committee reviewed the points of challenge and areas for improvement raised in the self assessment and outlined in the paper. In particular the Committee discussed the point raised on the need for a clear explanation of the drivers of outstanding performance, the gaps to address and the levers to pull. The Committee discussed the SAR and TEF; quality assessments; the balance scorecard and benchmarking data and staff pay. It was agreed that a sub group would meet and discuss this further.</p> <p>The Committee welcomed the positive feedback regarding the effectiveness of the Board and working as a team. The Committee agreed on the importance of working to achieve increased diversity.</p> <p>The Committee reviewed attendance data and discussed the need to measure engagement and impact as well as attendance. Further consideration will be given to how to measure engagement and impact and this will be included in the governance action plan.</p> <p><b>External Board Review</b></p> <p>3.2 The Committee noted that the external board review was underway.</p>	<p><b>PN/TB</b></p> <p><b>PN/ GW/ JM</b></p> <p><b>PN/TB</b></p>
<p>4</p> <p>4.1</p> <p>4.2</p>	<p><b>BOARD MEMBERSHIP</b></p> <p><b>Recruitment Update</b></p> <p>The Committee noted that the appointment of Mark Rands was in progress and that following successful interviews the approval for the appointment of Glayne Price would be sought at the Board meeting on 31 January.</p> <p>A CV for an experienced FE and HE educator/administrator had been submitted and the Committee agreed to organise interviews.</p> <p><b>4.2 Vacancies, skills gaps and how to cast a wider net</b></p> <p>Discussed in matters arising.</p>	<p><b>TB</b></p>
<p>5</p>	<p><b>TASK &amp; FINISH GROUPS</b></p> <p>None.</p>	
<p>6</p> <p>6.1</p>	<p><b>GOVERNANCE ACTION PLAN</b></p> <p><b>2023/24</b></p>	

6.2	<p>The Committee reviewed the current status of the Governance Action Plan created for 2022/23.</p> <p>It was also agreed that a new Governance Action Plan should be developed by the Clerk which will build on the current plan, check compliance and reference the new AoC governance code. A new plan can be sense checked and further developed following the External Board Review.</p> <p><b>AoC Governance Code 2023</b></p> <p>The Committee reviewed the new governance code from the Association of Colleges and asked for a gap analysis compared with current TCCG practice.</p>	<b>TB</b>
7	<p><b>ANY OTHER BUSINESS</b></p> <p>7.1 <b>Update on discussions regarding interrelationship between safeguarding, SEND and equity and Lead Governor role.</b> Discussed in matters arising.</p> <p>7.2 <b>Standing item on Committee agendas re Impact of the Committee on: safeguarding, sustainability, EDI, H&amp;S, risk. Does this raise consciousness?</b> The Committee discussed whether having a specific agenda item raised consciousness. The Committee want to assure consideration of each area in discussions and decision making but agreed this should be managed by Committee Chairs and not as a standing item.</p> <p>7.3 <b>Succession Planning</b> It was agreed that Committee Chairs should consider succession planning for discussion at the next meeting.</p> <p>7.4 <b>Second Terms</b> PN and PW were both appointed to the Board on 5/2/2020 for a term of 4 years. It was agreed that Committee members will meet before the Board meeting on January 31 and without PN and PW to consider a second term and continuation as Chair and Vice Chair and report to the meeting.</p>	<b>ALL</b>    <b>GW/JE</b> <b>/JM/</b> <b>WH</b>
8	<p><b>INFORMATION TO BE SHARED WITH BOARD/COMMITTEES</b></p> <p>Recommendation of the creation of a governors and ELT strategy group for safeguarding, SEND and equity in January.</p> <p>Recommendation of the appointment of Glayne Price as a governor in January.</p> <p>Standing Orders (in March).</p> <p>Report on meeting regarding second terms for PN and PW in January.</p>	
9	<p><b>DATES OF NEXT MEETINGS</b></p> <p>25/04/2024</p>	