

MINUTES OF A MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE HELD ON WEDNESDAY 26 JUNE 2024 AT 2-3.30PM IN THE COLLEGE BUSINESS CENTRE

10/24 APOLOGIES

There were no apologies.

11/24 DECLARATIONS OF INTEREST

There were no declarations of interest.

12/24 APPROVAL OF THE MINUTES OF THE MEETING ON 27 MARCH 2024

The minutes of the meeting held 27 March 2024 were approved as a true record.

13/24 MATTERS ARISING FROM THE MINUTES OF 27 MARCH 2024

The Director of Governance reported on Matters Arising. Further targeted recruitment of Governors from under-represented communities was to be actioned. Recruitment through the Further Education (FE) Governor Recruitment Service was in progress. The review of the Instrument and Articles of Government and Standing Orders had been extended and would be informed by the work of the External Governance Review Task & Finish Group. All other items had been actioned.

The Chair commented that the Disclosure and Barring Service (DBS) procedure was working well.

14/24 MEMBERSHIP OF GOVERNING BODY, CORPORATION COMMITTEES, VACANCIES AND NEW APPLICATIONS

The Director of Governance presented her report. Five Members' and one Co-opted Member's terms of office are due for expiry or renewal in the 2024/25 academic year. The Director of Governance provided an update on recruitment through the FE Governor Recruitment Service. Four candidates had been shortlisted for two vacancies focusing on expertise in curriculum and finance respectively. One further candidate had been shortlisted locally. The Chair and Vice Chair of Corporation for 2024/25 had been appointed at the Corporation meeting in May 2024. A Skills Audit had been carried out in March 2024 and would continue on an annual basis. This informed succession planning and Governor recruitment strategy.

The Chair suggested that the Director of Governance approach persons who had previously expressed an interest in becoming a Governor but that had felt they did not have the capacity to fulfil the role of Governor and invite them to apply for Co-opted Member roles in the newly proposed governance structure. He also asked the Director of Governance to liaise with Mr Chris Goddard regarding renewing his term as a Co-opted Member.

The Committee CONSIDERED the report.

15/24 GOVERNANCE REVIEW 2022/23 ACTION PLAN

The Director of Governance reported on the 2022/23 Governance Action Plan. The acronym 'buster' was now complete. An induction folder had been created on Teams and Governors had been asked to confirm that they had read and understood the information. Training had been identified for Governors regarding constructive questioning skills. A Governor Teams channel for events and news had been created. A paper on governance arrangements for the Institute of Technology (IoT) had been tabled for Corporation in July. Areas for governance development arising from reviews and inspection had been identified and reported to the External Governance Review Task & Finish Group and

circulated for the consideration of the Search & Governance Committee. All remaining actions would be merged with actions coming out of the External Governance Review and any further self-assessment review (SAR) and tracked in one central Action Plan.

The Committee CONSIDERED the report and NOTED progress made on the Action Plan.

16/24 REVIEW OF GOVERNANCE 2022/23 AND RECOMMENDATIONS FOR 2023/24

The Committee CONSIDERED the report and RECOMMENDED to Corporation that self-assessment for 2023/24 is based on performance with reference to compliance with the FE Code of Good Governance (2023).

17/24 TRAINING PROGRAMME FOR MEMBERS

The Director of Governance reported on training for Members during 2023/24 and proposals for 2024/25. In addition to bespoke training offered during 2023/24, Governors also complete mandatory training every three years on safeguarding, Prevent, and the General Data Protection Regulation (GDPR), every 18 months on Equality and Diversity, and annually on cybersecurity. Overall attendance at training events was 71% and above target (65%). A summary of feedback from training events was provided. It is proposed that the 2024/25 training programme is provided via webinars on key topics and emerging issues.

The Committee CONSIDERED the report and APPROVED the proposal for training in 2024/25.

18/24 GOVERNOR ATTENDANCE REPORT 2023/24

The Director of Governance presented the Governor Attendance Report 2023/24 to 11 June 2024. Governor attendance was at or above target for all Committees.

Bev Burgess joined the meeting at this point.

The Committee NOTED the report.

19/24 FINAL REVIEW OF GOVERNANCE COMPLIANCE PERFORMANCE INDICATORS 2023/24 AND AGREE 2024/25 PERFORMANCE INDICATORS

The Director of Governance presented the report on governance performance indicators (PIs). The target of recruiting to Governor vacancies within three months remained unmet. All other PIs had been met or were in progress. She recommended revising this target to within six months going forward. It was also recommended that the PI on governance attendance was revised to 90% in order to align with student attendance targets as discussed by the Committee previously.

The Committee CONSIDERED the report and APPROVED PIs for 2024/25.

20/24 GOVERNOR SKILLS MATRIX

The Director of Governance presented the Governor Skills Matrix report.

The Committee requested that this be refreshed and refined in 2024/25.

The Committee CONSIDERED the report.

21/24 COMPLIANCE REGISTER

The Director of Governance presented the Governor Compliance Register. One Governor was due to complete their mandatory training, and two Governors were due to update their training in Equality and Diversity, and Safeguarding.

The Principal left the meeting at this point.

The Committee NOTED the report.

22/24 EXTERNAL GOVERNANCE REVIEW TASK & FINISH GROUP REPORT

The Director of Governance presented a report of the Task & Finish Group's recommendations regarding the External Governance Review. The Task & Finish Group established by Corporation met twice to take forward the setting of the Action Plan and implementation. It considered the implementation of a revised governance structure as a priority and a draft structure, scheme of delegation and business schedule was presented for consideration.

The Committee CONSIDERED the report and RECOMMENDED the draft Acton Plan, draft governance structure, draft scheme of delegation, and draft business schedule for APPROVAL by Corporation subject to any further development required.

23/24 EVALUATION OF EFFECTIVENESS OF THE COMMITTEE 2023/24

The Director of Governance presented an evaluation of Committee effectiveness.

The Committee CONSIDERED the report.

24/24 REVIEW OF SEARCH AND GOVERNANCE COMMITTEE TERMS OF REFERENCE

The Director of Governance recommended that the Committee's terms of reference be reviewed pending the consideration and approval of the revised governance structure as it was proposed that this Committee is merged with the Remuneration Committee.

The Committee NOTED the verbal report and APPROVED the review of terms of reference pending the approval of the revised governance structure.

25/24 DRAFT CALENDAR OF CORPORATION AND COMMITTEE MEETINGS 2024/25

The Director of Governance presented the draft calendar of meetings for 2024/25. The Committee considered the timing and mode of meetings.

The Chair commented that the Teams portal needed to improve to enable hybrid meetings. It was agreed to propose similar timings as currently adopted.

The Committee CONSIDERED the draft calendar for 2024/25 and RECOMMENDED it for APPROVAL by Corporation.

26/24 CODE OF CONDUCT FOR GOVERNORS

The Director of Governance presented the revised Code of Conduct for Governors. There was now in 18th edition which took account of the introduction of accountability agreements and Office for National Statistics (ONS) reclassification.

The Committee CONSIDERED the revised Code of Conduct for Governors and RECOMMENDED it for APPROVAL by Corporation.

27/24 ANY OTHER BUSINESS

Bev Burgess reported on the development of a Student Executive working with the charity, Unloc.

The Chair requested further information be provided to Corporation.