



Minutes of the Search and Governance Committee Meeting

held on 15 September 2021

Present Helene Jones (*Chair*), Joanne Chilton, Lance Hanson, and Andrew Dobson (*Principal*)

In attendance Jennifer Sunter (*Clerk to the Corporation*)

1	Apologies
	There were none.
2	Declarations of Interest
	There were none.
3	Minutes of Meeting held 22 June 2021 and Matters Arising
	<p>The minutes of meeting held 22 June 2021 were approved as a correct record.</p> <p>Under actions from previous meetings:</p> <p><i>Actions from the meeting held 16 September 2020</i></p> <p>Under Action 6.2b members noted that while a speaker had not been in attendance, a relevant video recording on Ofsted inspections had been provided as part of the resources for the January 2021 Corporation Away Day. This would be highlighted to members on the Corporation's repository, particularly considering new membership. Additionally, focus on strengths and weaknesses was being undertaken through monitoring of the College Self-Assessment Report and Quality Improvement Plan. This action was closed.</p> <p><i>Actions from the meeting held 10 March 2021</i></p> <p>Under Action 3a regarding Learning Walks, the Clerk confirmed these were now being offered. This action was closed.</p> <p><i>Actions from the meeting held 22 June 2021</i></p> <p>Under Action 4a – an Internal Audit of governance was noted as pending.</p>
4	Membership, Recruitment and Appointment Report
	<p>The Clerk confirmed that following on from shortlisting undertaken by the Committee members, two candidates were being considered for appointment.</p> <p>Regarding current vacancies members considered the skills matrix. The search focus remained on skills across Finance/Accountancy and Further Education, with both Digital and Marketing also being considered significant.</p>
	<p>The Search and Governance Committee recommended to the Corporation that Tiffany Harvey Pallent and Andy Hanson be appointed for three years commencing 1 October 2021, and subject to their agreement, that Tiffany Harvey Pallent be appointed to the Audit Committee and that Andy Hanson be appointed to the Finance and General Purposes Committee and the Remuneration Committee.</p>

5	Governance Review - Action Plan
	<p>The Clerk outlined the response to the Governance Review action plan, arising from the work of the consultant and the undertaking of a self-audit. Many of the actions were currently being addressed, with some items closed.</p> <p>Members discussed actions and agreed that the action plan should be monitored by the Audit Committee.</p>
	The Search and Governance Committee approved the action plan and management responses to be provided for the Audit Committee for monitoring.
5a	Review of Ideal Skills Profile
	<p>The Clerk provided the basis on which to review and update the ideal skills profile of the Corporation, which in turn would lead to a new audit of members.</p> <p>Members discussed the significance of digital, social media and marketing skills.</p>
	The Search and Governance Committee approved the revisions to the ideal skills profile and noted that an updated skills review form would be circulated to members and kept under annual review.
5b	Governance Support and Development
	The Clerk reported on the intention to review the repository and ease of access to the information contained therein, to better support both induction and ongoing understanding and development of the governor role.
	The Search and Governance Committee endorsed the review of the repository.
6	Search and Governance Committee Annual Report 2020/2021
	Members discussed the contents of the Committee's annual representation to the Corporation.
	The Search and Governance Committee approved that following adjustments, including regarding the Corporation's role in championing diversity, the Committee's Annual Report be provided for the Corporation.
7	Governance Review - Review of Committee Terms of Reference
	Members of the Committee discussed revisions to the Committee's terms of reference, which were proposed in relation to the outcomes of the governance review process. It was felt that the Committee should focus on search, with wider governance elements of the remit being removed. It was further felt that the membership of the committee should be reduced to three.

	Action 7a	Members also discussed broadening the reported process, so that other members of the Corporation may support the Committee in the interviewing of prospective governors, which the Clerk would address.
		The Search and Governance Committee approved that a revised terms of reference be included in the reported revised framework documents being provided for the Corporation
8	Any Other Business	There was none.
9	Date of Next Meeting	The next meeting of the Committee is scheduled for 9 March at 6pm.

Key		Ap	Approve	JSu	Jenny Sunter
		M	Monitor	ADo	Andy Dobson
		R	Receive		
		R/C	Recommend to Corporation		

ACTIONS ARISING FROM SEARCH AND GOVERNANCE COMMITTEE			
<i>Actions from the meeting held 16 September 2020</i>			
Action 6.2a	Corporation Self-Assessment, Development, Induction and Training Report The Clerk would liaise with the Chair and Vice Chair on refreshing the guidance questions for their one to one meetings with governors.	JSu March 2020	January 2021 Achieved.
Action 6.2b	The Clerk would pursue an appropriate speaker, being a current Ofsted Inspector, for the strategic planning event in January 2021. Deferred: An alternative would be considered.	January 2020 By 31 July 2021	Overtaken/achieved a reported September 2021.
<i>Actions from the meeting held 10 March 2021</i>			
Action 3a	Minutes of the meeting held 16 September 2020. Lance Hanson asked about Learning Walks. It was noted that while these would be welcomed in the new academic year, there remained scope for consideration in the summer term which could be raised at the Students, Curriculum and Quality meeting. Academic year 2021/2022	JSu By July 2021	Achieved September 2021.
Action 4a	Current Membership and Recruitment It was agreed that the reappointment of new members be addressed at the May meeting of the Committee.	JSu 25 May 2021	Achieved June 2021
Action 4b	It was agreed that Equality Targets, with regard to the Corporation, would be considered at the May meeting of the Committee.	25 May 2021	Achieved June 2021

<i>Actions from the meeting held 22 June 2021</i>			
Action 4a	Governance Review Update It was further suggested that it would be practical to ask for an internal audit health check of the revised governance framework documents.	2021/2022	Pending.
<i>Actions from the meeting held 15 September 2021</i>			
Action 7a	Governance Review - Review of Committee Terms of Reference Members also discussed further review of membership for governor interviews which the Clerk would address.	March 2022	