



Minutes of the Meeting of the Search and Governance Committee
held on Monday 27 June 2022

Present: - Tim Newsholme (Chair)
Abigail Appleton (Principal)
Mervyn Jones

In attendance: - Linda Watkins (Clerk to the Governors)

The meeting was quorate as three Members were present.

1. Apologies for Absence

Apologies were received from Katie Seekings and Peta Darnley.

2. Declaration of Interests

Appointment of Chair – Tim Newsholme.

3. Minutes of the Last Meeting and Matters Arising

The Committee agreed the Chair should sign the minutes of the meeting held on 21 March 2022 as a true record.

Matters arising would be addressed during the meeting noting that contacting a designer and presenter who had moved to the area would be carried forward. **ACTION: CHAIR OF COMMITTEE**

The Committee agreed: -

- To approve the minutes of the last meeting

4. Vacancies on the Board and Committees 2022/23 and succession planning

The Clerk reminded Governors that there will be four vacancies for Independent Governors in September. As previously agreed, the Committee will continue to seek to appoint a qualified accountant. The potential person who was an accountant had not pursued their application.

The Principal updated the Committee following a meeting with an applicant who had retired from a senior position in an arts college. They would bring useful experience although this was already represented on the Board by a Governor who is a retired Principal. A further meeting would be arranged. **ACTION: PRINCIPAL**

A Governor with senior management experience in a Secondary School was being pursued. [Post meeting, the Principal would meet a retired

secondary Headteacher].

John Nicol would be retiring from the Board which would create a vacancy for a designated safeguarding governor. Safeguarding agencies would be pursued to encourage applications. There was a suggestion to approach a Head of Performing Arts in a secondary school.

The Clerk reminded Governors that one Staff Governor had resigned and another's first term in office would end this year. Elections would be held at the start of term with staff to be notified with appreciation recorded to Staff Governors. **ACTION: PRINCIPAL**

All Student Governors would leave the College this year creating vacancies which would be advertised to students with interviews arranged with some Members of the Committee. **ACTION: CLERK**

The Clerk proposed a procedure for Governors to allow them to take a sabbatical be incorporated in the Standing Orders. In the meantime, it was agreed to recommend that a sabbatical be agreed for Katie Seekings for this year and next year, or until Katie Seekings was able to relinquish her governorship. It was noted that the sabbatical period would not be counted in the Governor's term of office. The Clerk would also write to Katie Seekings to outline this. **ACTION: CLERK**

There was discussion about Committee membership agreeing that no changes would be made until further appointments are made to the Board; this left some committees with low membership in the short term.

In line with the SEND White Paper the Committee were asked to consider appointing a SEND Designated Governor. This was agreed recommending that Jennette Arnold take on this role who is passionate about improving the learning experience for SEND students. **ACTION: CLERK**

The Committee agreed: -

- To continue to seek to appoint an Accountant, a Secondary Headteacher or Governor with safeguarding experience
- Staff and Student Governor vacancies will be advertised next term
- To introduce a procedure to allow Governors to take sabbaticals which must be agreed by the Board.
- To recommend the Board approve a sabbatical for Katie Seekings for this year and next year until she is ready to return
- To recommend the Board appoint Jennette Arnold as SEND Designated Governor

5. Self assessment and Governors' External Review: 2022/23

The Committee had previously agreed to arrange an external Governors' review, originally aiming to progress before the end of this year. In response to the Skills Bill Boards will be required to commission

an external review every three years. AoC have published their offer to provide reviews which was noted and the ETF is also offering the service. Costs and offers would be compared before commissioning a review. **ACTION: CLERK**

In addition, colleges are requested to complete annual self assessments. Each committee and the Board conduct self assessments against their terms of reference with strengths and areas for development identified which will be monitored.

The Committee agreed: -

- An external review of governance would be commissioned in 2022

6. Governors' development, training and staff engagement

Monthly curriculum visits have been arranged for Governors next year with an expectation that each Governor completes one or two visits in the whole year. This will enable Governors to interact with students and staff and glean information about the College, teaching and learning, and the student experience. Graduation will provide further engagement with staff and students.

Since the last meeting, Governors had received a briefing from the FE Climate Commissioner when it was agreed to arrange carbon literacy training for Governors, staff and students held in mixed groups.

Governors will also be invited to gender awareness training next year.

Governors will be invited to lunch with staff at the staff festival on 7 July.

ACTION: PRINCIPAL

The Committee agreed: -

- To note development, training and engagement in place

7. Fellows for Consideration

The Graduation Ceremony will be held on 16 September. Melissa Johns, actor and disability activist who was born in Ledbury would be conferred.

The College will celebrate its 170th anniversary next year with an event planned for Fellows in summer 2023. **ACTION: PRINCIPAL**

8. Board and Committees' calendar of business items 2022/23 including OfS conditions

A whole college calendar has been developed this year. Items for the Board and Committees were extracted. This also took into account the scheme of delegation and the Corporation's standing orders and terms of reference. This would be a live document updated during the year.

The Committee agreed: -

- To adopt the business timetable which would be issued to Governors

9. Annual item for Committee

The Committee agreed: -

- To appoint Tim Newsholme as Chair for 2022/23
- The Committee effectively met its terms of reference
- The Clerk would be reviewing the terms of reference during the summer

10. Any other business

There were no items.

11. Date and Time of Next Meeting

The next meeting was arranged for Monday 21 November 2022 commencing at 3.00 pm. If necessary, a Teams meeting would be arranged to progress any Governor appointments. **ACTION: CLERK**

Signed as a true record of proceedings

Chair: **Date:**