



Minutes of the Meeting of the Search and Governance Committee
held on Monday 21 November 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 Peta Darnley.

2. Declaration of Interests

No new declarations.

3. Minutes of the Last Meeting and Matters Arising

The Committee agreed the Chair should sign the minutes of the meeting held on 27 June 2022 as a true record.

- I. The Chair updated Governors that he had spoken to the designer and presenter who had moved into the area who is keen to forge relationships with the College.
- II. The Principal will contact a retired College Principal in the autumn and had contacted a Head of Department in a secondary school.
- III. The College's 170 years anniversary will be celebrated next year.

The Committee agreed: -

- To approve the minutes of the last meeting

4. Governors' Data

- I. The Skills Audit was completed by individual Governors in October 2022 showing that collectively the Board is represented by highly skilled Governors with 69% who are highly competent with skills and experience in areas required for FE Boards. Under-represented skills (those scoring less than 50% of significant experience in an area by a Governor) were outlined which would be taken into account when considering vacancies on the Board. Overall the Board has a strong and wide range of skills; however, this was likely to improve with further appointments of Independent Governors during the year.

- II. The Equality and Diversity Profile dated October 2022 provided a snapshot of the Board's profile; not all Governors had completed the questionnaire and two student governors have subsequently been appointed. The Committee would be mindful of the profile when making appointments.
- III. Attendance for 2021/22 was noted showing high levels of attendance to the Board and Committees; attendance to Board meetings was very good at 83%. Individual attendance was noted with no issues of concern based on reasons for individual absences.

The Committee agreed:

- To note the skills audit addressing areas with lower scores as part of succession planning
- To note the Board's equality and diversity profile
- To note attendance records showing good attendance at 83%

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

The Clerk reminded Governors that there are four vacancies for Independent Governors. An application had been received from Zara Woodhouse who is Head of Finance at the Fishmongers Company and a qualified accountant. The Committee had met Zara Woodhouse and would recommend appointment to the Board and F&GP Committee.

Mia Gordon's term as Staff Governor (FE/HE) will finish in December. The role will be advertised to staff which would not preclude Mia Gordon from applying. **ACTION: CLERK**

There is one position for a Student Governor (HE) which is being advertised; interviews will be arranged with the Chair of the Committee and Chair of the corporation with a view to making an appointment at the December Board meeting. **ACTION: CLERK**

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

The Committee agreed: -

- To recommend the Board appoint Zara Woodhouse as an Independent governor and member of F&E Committee from 1 January 2023 for an initial year's appointment
- Governor vacancies will be advertised nationally **ACTION: CLERK**
- The Staff Governor vacancy will be advertised
- Interviews will be arranged for the Student Governor vacancy

6. Governors' development, training and staff engagement

The report was noted. Governors would be encouraged to complete outstanding training on Smartlog. An update on KCSIE, safeguarding and

Prevent will be provided to Governors as part of the February Strategy meeting. This could include a reflection on anonymised cases. There was discussion about the extreme impact on some students and reputational risk for the College which the Board need to be made aware on in some cases.

The Committee agreed: -

- To note development, training and engagement in place
- KCSIE, Safeguarding and Prevent briefings will be provided to the Board in February **ACTION: CLERK/PRINCIPAL/H OF FE**

7. Governors' external review: 2022

The paper was presented including approximate costs and options for the external review.

The Committee agreed: -

- AoC would be commissioned to undertake a review of governance in the Spring term
- Details of potential reviewers would be circulated to the Committee to shortlist and select following discussion with some reviewers **ACTION: CLERK**

8. Any other business

There were no items.

9. Date and Time of Next Meeting

The next meeting was arranged for Monday 20 March 2023 commencing at 3.00 pm.

Signed as a true record of proceedings

Chair: **Date:**