

**MINUTES of Search and Governance Committee held on
Monday 20 November 2023 commencing at 3.00 pm
held in A10, College Road Campus**

1. Apologies for absence – none

In Attendance: Tim Newsholme (Committee Chair), Peta Darnley, Mervyn Jones (Chair of Governors)

Present: Abigail Appleton (Principal & CEO), Rebecca Semple (Clerk to Governors)

Quoracy: meeting was quorate

2. Declaration of Interests - none

3. Minutes of the last meeting

I. **Approval of the Minutes of meeting held on 29 June 2023** – approved as true and accurate record

II. **Matters arising**

- Chartered accountant not sourced as yet. Principal and Committee Member (PD) enquiries have not been productive
- John Auckland now formally approved as Board Member. Ian Axtell (co-opted) still requiring Board approval.

Committee agreed to recommend Ian Axtell to Board for approval as co-opted member

4. Vacancies on the Board and Committees 2023/24 and succession planning

I. **Board and committee membership**

Search and Governance: Agreed John Auckland to be approached to join S&G. Committee Chair (TN) has reached end of term, and Peta Darnley has agreed to Chair S&G going forward.

Action: Chair of Governors to discuss with JA

a. **Audit Committee** – two vacancies exist.

b. **AQ&S** – Tim Newsholme will become a co-opted member of HE AQ&S for remainder of Academic Year.

II. **Applications:**

- **Application 1(BK):** inconsistencies noted between skills audit and CV. Committee agreed to decline on these grounds.
- **Application 2 (SB):** professional experience felt not to be wide enough at this point. Committee agreed to decline.
- Committee noted need to review criteria on application form/advert to give improved guidance to potential future applicants

Action: Clerk to review application form/advert

- Skills audit review for Board is due – Clerk to action alongside review of Board website profiles

Action: Clerk to undertake skills audit

- Discussion held around idea of forming a group of associated professionals outside of Board, as part of a wider 'Stakeholder' distribution list, including providing events that give them opportunity to

find ways to contribute and link to College. Would also act as a positive offer to give to unsuccessful Board applications.

- Committee agreed to review routes used to recruit, and review ad, creating several more specific adverts to target accountancy/education/HE or arts at strategic level and external to Herefordshire

Action: Clerk and Principal to review advert

5. Priorities for next six months with new clerk in post to include:

- I. **Governor induction and development** - Principal/Clerk/Chair of Governors to consider a review of governor induction over a period of time, rather than an intensive day of meetings. To include a walk-through to build on the original pre-appointment meeting with AA, mentor for year 1. Mentorship for Student Governors – clerk checking in, and a link governor.

Action: Clerk to develop draft induction process

- II. **Feedback from AoC conference with respect of governance** – Chair of Governors attended conference. No additions to current Code of Governance noted as necessary following conference. Skills audit for new governors was raised. Committee agreed that the route for items to move from AQ&S to Board needs review. Principal noted that an external review of HE SAR was planned as part of future development, based on positive experience of same process for FE SAR.

III. Staff and Student Engagement opportunities

- Teaching and Learning dates already circulated, and will be followed up with some detail about what this involves, aims for visit etc. To be mentioned at December Board

Action: Clerk to send T&L visits communication to Governors

- Staff/Board lunches planned. Committee agreed that speed-dating approach used last time had advantages and disadvantages.
- Suggestion that one staff team meet Board prior to Board meeting for 45mins - 1 hour (in place of development session) agreed by Committee

Action: Principal/Chair of Governors/Clerk to discuss further and propose plan

6. Priorities for new clerk - agreed as:

- Review of annual cycle of business, focusing on timing and reduction of repetition
- Review of OfS conditions of HE regulation, and ensure alignment with processes
- Diary invites for meetings, and structure of meetings in relation to each other

7. Any Other Business

- Committee noted that this was Tim Newsholme's last meeting as Chair, and gave huge thanks to Tim for his Chair-ship
- Welcome given to RS as new Clerk to Governors (commenced in post today)

8. Date and Time of Next Meeting: 22nd April 2024 commencing at 3.00 pm

Minutes approved by: Date: