

Minutes of: Search and Governance Committee

Date: 22nd April 2024 3pm **Location:** A10, Hereford Campus

Present	In attendance
Mervyn Jones (Acting Chair) John Auckland Abigail Appleton (Principal/CEO)	Rebecca Semple (Clerk to Governors)
Quoracy: Meeting was quorate	

1. **Apologies for Absence** – Russell Roberts, Peta Darnley
2. **Declarations of interest** – Two committee members declared a potential conflict of interest in that their Board/Committee Membership would be discussed in item 4a/c
3. **Minutes of the last meeting**
 - a. **Approval of minutes of meeting held on 20th November 2023** – minutes were approved as a true and accurate record
 - b. **Matters arising:**
 - Review of Governor advert/application form (Clerk) – action outstanding
 - Governor Skills Audit (Clerk) - action outstanding
 - Draft induction/development programme (Clerk) – in progress, draft to be shared with Chair and Principal over next few weeks
4. **Board and Committee Membership 2023/24**
 - a. **Board vacancies / succession planning**

The Committee reviewed the table of current Board member terms. Two four-year terms (followed by one final year) were confirmed as the standard structure for overview of governorship terms, and it was also agreed that completion of an initial probationary year does not require re-election in order to continue into the first term of office.

A new Committee Member asked about the challenges of recruiting appropriate governors, and a discussion followed around this. Accountancy and Secondary School background, working artists and educators were noted as potential gaps within the Board. The Principal suggested that the themes within the developing College Five-Year Strategy could also be useful in considering the Board's skills gaps/needs.

Two potential local secondary school potential candidates and a previous HCA student who now works in digital art/media were discussed - Principal to initially approach these potential applicants

Action: Principal

The Committee noted that Governor advert will be refreshed (an outstanding action for the Clerk), but agreed that this does not need to go out within the next three months, due to a few leads in progress and a number of new governors having joined in last year.

b. Student Governors – recruitment of FE Student Governor for 2024/25

The Committee noted that the two HE Student Governors will still be present for 2024/25 but that the FE Student Governor is likely to complete her studies this year. The Principal agreed to ascertain what the current FE Governor's study plans are before recruitment for another begins.

Action: Principal

c. Committee Membership

Vacancies:

- Audit Committee – Committee agreed to ask Kate Seekings to join both Audit and HE AQ&S Committees. The Acting Chair agreed to approach KS.

The skills and background of co-opted Member of AQ&S, Ian Axtell, were discussed, and the Committee agreed to invite him to join the Board. The Acting Chair agreed to approach IA.

AQ&S Committees – it was noted that the current format and makeup of HE and FE Committees made the content of recent meetings less manageable than previously. FE Committee was noted as particularly lacking in Academic background.

- d. Co-opted members** - the Committee discussed the role of co-opted members, and agreed that it was necessary to clearly define the role of a co-opted member.

Action: Clerk to create description

5. Board workshop planning - 13th May 2024 Board workshop

The Committee agreed to hold no workshop in May 2024, but instead create an extended Board meeting (4pm start) as an opportunity to present the College Strategy to Board for sign off.

Action: Clerk

6. Board Staff Engagement planning - 8th July 2024 Staff Networking event

The Committee agreed on an Academic Team focus for this event, following the Support Services focus at the February staff lunch. It was agreed that two Course teams (FE/HE) of selected staff from each area would be invited to speak to governors. Principal and Clerk to liaise regarding appropriate staff, with lecturer and support staff from each area to be invited. Two rooms to be used, with Governors visiting both rooms as part of the event.

Action: Clerk to arrange and book rooms

8th July noted as a Board photo opportunity also. *RS check with Judy*

Clerk: to liaise with Marketing for photograph

b. 2024/25 Board Staff engagement plan

The draft 2024/25 Board meetings/events schedule was reviewed by the Committee.

Three staff engagement opportunities were agreed to be sufficient, and it was agreed that these should remain unspecified in format, so that this can be agreed nearer the time.

Other aspects of the schedule were also discussed: it was agreed that the Mon March 10th Board meeting would be brought forward by one week to Mon 3rd March 2025. Five F&GP meetings to remain in the schedule, but with the agreement to cancel either the September or March meeting if not felt necessary nearer the time.

7. **Governor training and development** – the Committee agreed to postpone this item to the 24th June meeting due to time pressure

8. **Board and Committee Self-Assessment** - – the Committee agreed to postpone this item to the 24th June meeting due to time pressure

9. **Potential contributions from non-governor HCA supporters** – the Committee agreed to postpone this item to the 24th June meeting due to time pressure

10. **Any other business** - none raised

11. **Date and time of next meeting:** 24th June 2024 3pm

Minutes approved: Date: