

Search and Governance Committee

Tue 07 March 2023, 17:00 - 18:30

MS Teams



Attendees

Present:

Ann Harrison (Chair), Kath Causey, Andrea Ferguson, Alison McKenzie-Folan, Anna Dawe

In attendance: Joanne Platt (Director of Governance).

The meeting commenced at 5pm and was quorate.

Meeting minutes

1. Apologies for absence

SG-23-03-01

There were no apologies for absence.

2. Declarations of Interest

SG-23-03-02

Ann Harrison declared an interest in Item 4.

All members of the Committee declared an interest in Item 5.

Alison McKenzie-Folan declared an interest in Item 6.

Joanne Platt declared an interest in Item 7, as she is affiliated to the Association of Colleges to undertake External Board Reviews.

3. Minutes of the previous meeting and matters arising

SG-23-03-03

The Committee reviewed the minutes of the previous meeting and agreed that they were an accurate record of the meeting. All actions were complete.

Resolved: The Committee approved the minutes of the meeting held on 7 September 2022 for signature by the Chair.

4. Re-appointment of the Chair of the Governing Board

SG-23-03-04

Ann Harrison left the meeting at 5.05pm.

The Committee considered a report on the term of office of the Chair, noting that the current Chair of the Governing Board's term of office comes to an end at the end of October 2023 and that the Chair has indicated that she does not wish to serve for another four-year term.

Following discussions with both Vice Chairs, it was noted that neither are currently in a position to put themselves forward as Chair.

The Committee noted that the current Chair has indicated that she will serve a further term of office of one year, to give the Board the opportunity to identify a new Chair and it was therefore agreed to recommend the current Chair's re-appointment for a final one year term of office from the end of October 2023 to the end of October 2024.

Resolved: The Committee agreed to make a recommendation to the Governing Board in July 2023, on the re-appointment of the Chair of the Governing Board for a further year from the end of October 2023 to the end of October 2024.



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5. Future Committee Chairs and Committee memberships

SG-23-03-05

The Committee considered a report on committee memberships and chairs, noting that Diane Brennan had resigned as a Co-Opted Governor and Chair of the Resources Committee.

It was agreed that generally, new Governors should be allowed to serve on committees for a minimum of two years before moving to another committee. In addition, despite the Board Succession Plan, which promotes changes to committee memberships every two-years to provide Board members with a wider experience of Board business, it was agreed that making best use of the skills and experience of Board members should take priority over this.

The Committee noted that Governor skills and experience as well as their aspirations will be discussed with all Governors during their annual 1-1 meeting with the Chair in May, and agreed to reconsider committee memberships at its next meeting in June 2023, with a view to making recommendations on committee memberships and chairs for the 2023-24 academic year, to the Governing Board in July.

The Committee also discussed recent revised governance guidance in relation to SEND, noting that it was a recommendation but not a requirement for colleges to have a SEND Lead Governor. The Committee agreed that this role could best be fulfilled by making changes to the role description for the Safeguarding Lead Governor, for discussion at her next 1-1 with the Chair of the Board in May 2023.

The Committee also discussed the efforts being made to increase the Board's resilience by seeking up to three Co-Opted Governors, one or two for the Audit Committee and one for the Resources Committee.

Resolved: It was agreed that the Committee would meet again in June following discussions with Governors at Governor 1-1s with the Chair being held in May, to consider recommendations to be made on Committee memberships, Chairs and Vice Chairs for 2023-25 to the Governing Board at its meeting in July 2023.

Resolved: It was agreed that the role description for the Lead Governor for Safeguarding would be amended to include responsibility for taking an overview on SEND, in discussion with the current Lead Governor for Safeguarding in her 1-1 with the Chair of the Board in May 2023.

6. New Governor Probationary Review

SG-23-03-06

Alison McKenzie-Folan left the meeting at 5.40pm.

The Committee discussed the first year of appointment of Susan Snape, Tom Mooney, Steven Tomlinson, Hayley Mercer and Alison McKenzie-Folan, noting that their probationary year was due to end on 22 March 2023.

It was agreed that they had all had a good first year, with good attendance and valuable contributions in both their respective committees, Governing Board and the strategic workshop and that all their appointments should be confirmed by the Governing Board.

Resolved: The Committee agreed to recommend to the Governing Board that the appointments of Susan Snape, Tom Mooney, Steven Tomlinson, Hayley Mercer and Alison McKenzie-Folan should be confirmed for the remainder of their four-year term of office.

7. Update on the market position in relation to the commissioning of an External Board Review (EBR)

SG-23-03-07

The Committee considered a report on the College's EBR, noting that many colleges had opted to commission their EBRs to take place in the Spring term of 2024, which may impact on the College's ability to secure its preferred provider.

It was therefore agreed to start the commissioning process now and the Committee agreed to invite the Association of Colleges, The Education and Training Foundation and the Chartered Governance Institute to submit bids to undertake the College's External Board Review in the Spring Term of 2024.

The Committee considered and agreed the scope of the EBR, which had been drafted in accordance with the EBR guidance.



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Resolved: The Committee agreed the scope of the External Board Review.

Resolved: The Committee agreed that the Association of Colleges, The Education and Training Foundation and the Chartered Governance Institute should be invited to submit bids to undertake the College's External Board Review in accordance with the agreed scope, in the Spring Term of 2024.

Resolved: The Committee agreed to seek the approval of the Governing Board to accept the most economically advantageous bid for its External Board Review.

8. Governance QIP 2022-23

SG-23-03-08

The Committee reviewed the Governance QIP for 2022-23, noting the progress made to date in implementing actions. It was noted that the QIP format was in line with the wider College QIP and was very comprehensive.

With regards to the development of a Board Assurance Framework and revised committee reports on risk, it was agreed that the College's existing risk management framework and presentation of the risk register was valued by members and it was agreed that there was no need to do further work to develop this into a Board Assurance Framework and that these two actions should be removed from the QIP.

The Committee discussed the need to start looking for the new student governors early and for them to only be required to undertake initial induction with the Director of Governance and Governor mandatory training in the future.

The Committee noted the update.

9. Items for inclusion in the Committee Chair's report to the Governing Board

SG-23-03-09

Resolved: The Committee agreed the items to be included in the Committee Chair's report to the Governing Board.

Alison McKenzie Folan re-joined the meeting at 5.57pm.

10. Any other business

SG-23-03-10

The Committee discussed the ongoing peer observation arrangements with Myerscough College, noting that there would be a de-brief meeting between the respective Chairs and Clerk / Director of Governance and a report on the outcome to this Committee in June.

Concerns were expressed that a Director of Myerscough College (who was also one of the inspectors during the College's recent Ofsted inspection) had had sight of the agenda pack and had joined the Chair of its Quality and Standards Committee at the recent meeting of Curriculum and Student Matters and it was agreed that this wasn't standard protocol and should be avoided in future. It was agreed that the College's concerns in relation to this would be fed back at the de-brief meeting.

However, in general, the concept of peer observation was welcomed on a periodic basis and demonstrated the College's willingness to share and learn from best practice, and it was noted that it will provide a good evidence base for the College's EBR.

The Committee discussed its concerns over the lack of progress being made by the Lead Governor for Careers and Destinations and it was agreed that the Director of Governance would once again discuss the role and its requirements with him.

11. Date and time of next meeting: 13 June 2023 at 5pm

SG-23-03-11

The meeting ended at 6.15pm.



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12. Actions

SG-23-03-10

Action: Remind the Lead Governor for Careers and Destinations about the purpose and scope of the role and the need to schedule regular meetings with the relevant manager.

Action by: Director of Governance



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