

Search and Governance Committee

Tue 13 June 2023, 17:00 - 18:00

MS Teams



Present: Ann Harrison (Chair), Kath Causey, Anna Dawe

In attendance: Joanne Platt (Director of Governance).

The meeting commenced at 5pm and was quorate.

Meeting minutes

1. Apologies for absence

SG-23-06-01

Apologies for absence had been received from Andrea Ferguson.

2. Declarations of Interest

SG-23-06-02

There were no declarations of interests.

3. Co-Opted Governor Interviews

SG-23-06-03

The Committee interviewed three candidates for the role of Co-Opted Governors.

Julie Barnes joined the meeting at 5.00pm and left at 5.10pm.

Jo Toner joined the meeting at 5.10pm and left at 5.20pm.

Sarah Smith joined the meeting at 5.20pm and left at 5.30pm.

All three candidates are qualified accountants and two had audit experience. Their skills meet the needs of the Board and it was agreed to recommend them all for appointment as Co-Opted Governors.

Resolved: The Committee agreed to recommend the appointment of Julie Barnes as a Co-Opted Governor on the Resources Committee.

Resolved: The Committee agreed to recommend the appointment of Jo Toner as a Co-Opted Governor on the Audit Committee.

Resolved: The Committee agreed to recommend the appointment of Sarah Smith as a Co-Opted Governor on the Audit Committee.

4. Minutes of the previous meeting and matters arising

SG-23-06-04

The Committee reviewed the minutes of the meeting held on 7 March and agreed that they were an accurate record of the meeting. All actions are complete.

Resolved: The Committee approved the minutes of the meeting held on 7 March 2023 for signature by the Chair.



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5. New Governor Probationary Review

SG-23-06-05

The Committee discussed Nazia Rehman's first year of office as a Governor, noting that her attendance and contributions at meetings had been good and that she brings local knowledge to the Board. It was agreed to recommend to the Governing Board that her appointment as a Governor should be confirmed for the remainder of her four-year term of office.

Resolved: The Committee agreed to recommend that Nazia Rehman's appointment as a Governor be confirmed following her first probationary year.

6. Staff Governors

SG-23-06-06

The Committee considered a report on the terms of office of both Staff Governors, noting that both come to an end in October 2023. It was noted that Jennifer Connor will by then have served two four-year terms of office and Rebecca Turley will have served one four-year term of office. Both have indicated that they would like to serve further terms of office.

The Committee agreed that both Jennifer Connor and Rebecca Turley have the skills needed by the Board and both have good attendance and make effective contributions to the Curriculum and Student Matters Committee on which they serve, and to the Governing Board.

It was therefore agreed to recommend to the Governing Board, that both be appointed for a further four-year term of office.

However, the Committee noted that both Staff Governors are employed by the College in support roles and it was therefore agreed that upon the expiration of these new four-year terms of office, that the Board would seek to appoint Staff Governors from amongst the College's teaching staff.

Resolved: The Committee agreed to recommend to the Governing Board, that Jennifer Connor be re-appointed as a Staff Governor for a further term of office of four-years from October 2023.

Resolved: The Committee agreed to recommend to the Governing Board, that Rebecca Turley be re-appointed as a Staff Governor for a further term of office of four-years from October 2023.

7. Future Committee Chairs and Committee memberships

SG-23-06-07

The Committee discussed committee memberships and Chairs / Vice Chairs, taking into account Governor wishes and aspirations at their recent 1-1 meetings with the Chair of the Governing Board.

It was agreed to remove Alison McKenzie-Folan from the Search and Governance Committee as other commitments prevent her from serving on more than one Committee.

It was agreed to move Tom Mooney from the Resources Committee to the Audit Committee and to move him from the Remuneration Committee to the Search and Governance Committee. This was to accommodate appointing Nazia Rehman, who has a finance background, to the Remuneration Committee, which was also agreed.

The Committee noted that the Resources Committee currently has no Chair and that meetings have been chaired by the Vice Chair, Ann Harrison. It was agreed to appoint Ann Harrison as Chair of the Resources Committee and to appoint Nazia Rehman as Vice Chair. This will provide Nazia with experience, so that she can be considered for appointment as Chair when Ann Harrison's term of office as a Governor comes to an end in October 2024.

It is also agreed to change the quorum for the Audit and Remuneration Committees from two to three.

Resolved: The Committee agreed to make recommendations on Committee memberships, Chairs and Vice Chairs for 2023-25 to the Governing Board at its meeting on 4 July 2023.



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The Committee reviewed revised role descriptions for the Lead Governor of Safeguarding and the Lead Governor Careers and Destinations, noting that the decision to add the SEND role to the role description for the Lead Governor for Safeguarding had been discussed with her at her 1-1 with the Chair and that it had been agreed with her that the role would be too wide to enable her to do it justice.

The Committee therefore agreed to approve a separate role description for the Lead Governor for SEND and noted that Hayley Mercer had expressed an interest in becoming a Lead Governor in her 1-1 with the Chair and that she had been approached about this role by the Director of Governance.

The Committee agreed to approve the revised role description for the Lead Governor for Careers and Destinations. It also agreed to remove the SEND responsibilities from the revised role description of the Lead Governor for Safeguarding and to instead create a separate role description for the Lead Governor for SEND.

It was agreed that if Hayley Mercer expressed an interest in undertaking the role of Lead Governor for SEND, that her appointment to this role would be recommended to the Governing Board.

Resolved: The Committee approved revised role descriptions for the Lead Governor Safeguarding and the Lead Governor Careers and Destinations.

Resolved: The Committee approved the role descriptions for the Lead Governor SEND and, subject to her agreement, agreed to recommend that Hayley Mercer be appointed to this role.

9. Association of College's Code of Good Governance

The Committee considered the revised Association of College's (AoC) Code of Good Governance, noting that the revised Code now takes into account the changes brought about by the Skills for Jobs White Paper / Skills and Post 16 Education Act 2022 and the requirement to review and meet local skills needs, ONS reclassification of colleges to the public sector, Local Skills Improvement Partnerships, External Board Reviews (EBRs) and the FE & Sixth Form College Corporations Governance Guide.

The new Code is structured around six principles – the fundamental pillars of good governance, avoids prescription and complexity and promotes autonomy and flexibility and uses terms and language applicable to FE.

It isn't just a code for the Governance Professional but embraces the whole organisation. It also doesn't duplicate or repeat other documents, but instead signposts to these and brings together structures, processes, behaviours and relationships, which are all of equal importance to effective governance.

The Committee noted that the Code is not an audit tool or checklist but identifies sources of assurance, both internal and external, which was welcomed by the Committee. Following sector consultation during March, some minor changes were made to the Code and a template was drafted for the use of Colleges in self-assessing against the Code, although it was noted that use of the template isn't mandatory and was produced in response to a request for this in the consultation.

The Committee noted the report and welcomed the revised Code.

The Committee noted the report.

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

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



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11. Any other business

SG-23-06-11

The Committee noted that it would need to make a decision on the role of Chair of the Governing Board at its September meeting, to give time to make an external appointment, in the event that neither Vice Chair wished to undertake the role.

12. Date and time of next meeting: to be confirmed

SG-23-06-12

The meeting ended at 6.00pm.



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