

**Minutes of the meeting of the Governance and Search Committee held on Tuesday 27
April 2021 at 3:30pm.**

Present: Simon Perryman (Chair)
Nick Bowen (Governor)
Helen Jaggar (Governor) (online)

In attendance: Yiannis Koursis (Principal)
Heather Jackson (Director of Governance)

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PROCEDURAL MATTERS	
G&S21/001	Agenda Item No. 1: Quorum The meeting was quorate.
G&S21/002	Agenda Item No. 2: Apologies for Absence There were no apologies.
G&S21/003	Agenda Item No.3: Declarations of interest: There were no declarations of interest.
G&S21/004	Agenda Item No.4: Minutes of the Governance and Search Committee held on 6 October 2020. The minutes were approved as a correct record. It was RESOLVED to approve the Minutes of the meeting held on 6 October 2020. The minutes were signed by the Chair.
G&S21/005	Agenda Item No. 5: Actions arising from previous meetings The Committee noted the rolling action list. The Board had approved the extension of Nick Bowen's term of office for 6 months and the search for his replacement would start shortly. Marie Lang had agreed to take on the role

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	<p>of Link Governor and would shortly complete her second visit. The results of Board and Committee surveys had been shared with the Board.</p> <p>It was RESOLVED to note the Rolling Action List.</p>
G&S21/006	<p>Agenda Item No. 6: Board Constitution and appointments.</p> <p>The Clerk presented the Board Constitution and appointments papers.</p> <p>Governors discussed the constitution, terms of office, roles and succession planning.</p> <p>Three new governors and one co-optee had joined the Board and ITS respectively in December and it was noted that the Strategic Seminar in May would be the first time that governors would meet face to face for over 12 months. It was agreed that time would be taken to ensure the opportunity for all governors to network during the event.</p> <p>The Clerk noted that elections had taken place within the Student Union to elect a new FE Student Governor. Lucy Bartholomew had been duly elected and would be proposed to the Board in May. She would join the College Board in September. The Principal noted the Student Union had elected an entirely female team this year and it was agreed that they would be invited to meet the Board at the meeting in October.</p> <p>Helen Jaggar left the meeting.</p> <p>The Clerk proposed that Helen Jaggar's term of office be extended for an additional four years, noting the value she had brought to the Board and in her roles on the subsidiaries and as a link Governor. The proposal was unanimously agreed.</p> <p>Helen Jaggar re-joined the meeting.</p> <p>Governors discussed the vice-chair role and the Chair agreed to discuss this further with governors.</p> <p>The Clerk noted that a new Governor was needed to take on the GDPR Link Governor role and it was agreed that Gavin Day would be approached.</p> <p>Governors noted the proposal to gather additional data on protected characteristics and noted the value that an increasingly diverse board brings to the College. Data would be gathered through the annual review process and reported back to the committee in September.</p> <p>Governors noted the training and development update and requirements for additional reporting in the annual report. There was a discussion around</p>

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	<p>training and development for the coming year and it was agreed that a budget would be included for Governors in the coming year. It was also agreed the College would subscribe to the annual ETF Governance Development Programme which may be of particular use to new governors.</p> <p>The Clerk provided an update on the governance elements of the White Paper. It was noted that consultations were ongoing and the AoC had recently issued a consultation version of the Code of Conduct which would be brought to the October meeting. Governors discussed the new requirement for an external review and agreed that this would be undertaken in 2022/23 at the earliest.</p> <p>The Principal noted that the main changes to the Code of Conduct were around environmental sustainability, engaging with employers and equality, diversity and inclusion.</p> <p>It was RESOLVED to recommend to the Board the reappointment of Helen Jaggat for an additional four years.</p> <p>It was RESOLVED to recommend to the Board that Lucy Bartholomew be appointed as the FE Student Governor.</p> <p>It was RESOLVED to approach Gavin Day regarding the GDPR Link Governor role.</p> <p>It was RESOLVED to approve the gathering of additional equality and diversity data from the Board.</p> <p>It was RESOLVED to change the frequency of the Committee meetings to twice a year.</p> <p>It was RESOLVED to note the Governor training update and approve the subscription to the ETF Development Programme and set aside funds to pay for governor development during the forthcoming year.</p> <p>It was RESOLVED to note the White Paper and Code of Good Governance Update.</p>
G&S21/007	<p>Agenda Item No. 7: Governance Improvement Action Plan</p> <p>The Clerk updated governors on the improvement action plan. Governors discussed the Governance audit and noted the proposed actions from the Principal and the Clerk. Governors discussed the assurance based governance model and its use by the Board. It was noted that the Principal and Clerk met recently with the VP Finance and DP Development and Productivity to agree the cycle of business and work continued to improve the model and ensure that it remained a live and valuable tool to governors.</p>

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	<p>It was RESOLVED to note the action plan and audit results and planned actions.</p> <p>It was RESOLVED to update the Governance Improvement Action Plan following the review of Board and Committee effectiveness in the Summer.</p>
G&S21/008	<p>Agenda Item No. 8: Committee and Board Effectiveness Review</p> <p>The Clerk presented an update on the annual review of Board and Committee effectiveness and governors discussed the additional questions and topics proposed. There was some discussion on the detail required for the review of Board effectiveness but it was agreed that this approach brought a richer picture and range of views than the traditional tick box exercise. The questionnaires would be issued during the summer and results would be presented to the committee in September and Board in November.</p> <p>It was RESOLVED to approve the proposed amendments to the Board and Committee Effectiveness surveys.</p>
G&S21/009	<p>Agenda Item No. 9: Any other Business</p> <p>The Principal noted that an event to view the TES Awards was being planned for 28 May and an induction and informal meeting was being planned at the sixth form at the end of June.</p>
G&S21/010	<p>Agenda Item No. 14 - Date and time of next meeting</p> <p>Tuesday 21 September 2021 – 4pm Tuesday 3 May 2022 – 4pm</p>

The meeting closed at 5.00pm

Signed (Chair): **Dated:**