

Minutes of the meeting of the Governance and Search Committee held on Wednesday 3
June 2023 at 2pm.

Present: Simon Perryman (Chair) (via Teams)
Helen Jaggar (Governor)
Kay Dickinson (Governor) (via Teams)

In attendance: Yiannis Kouris (Principal)
Heather Jackson (Director of Governance) (via Teams)
Suzanne Thurlow (FE Associates) recruitment update only (via
Teams)

Minute	
PROCEDURAL MATTERS	
G&S23/001	Agenda Item No. 1: Quorum The meeting was quorate.
G&S23/002	Agenda Item No. 2: Apologies for Absence There were no apologies for absence.
G&S23/003	Agenda Item No.3: Declarations of interest: There were no declarations of interest.
G&S23/004	Agenda Item No.4: Minutes of the Governance and Search Committee held on 28 September 2023. The minutes were approved as a correct record. It was RESOLVED to approve the Minutes of the meeting held on 28 September 2023.
G&S23/005	Agenda Item No. 5: Actions arising from previous meetings. The Committee noted the rolling action list. All items would be covered as agenda items.

Minute	
	It was RESOLVED to note the Rolling Action List.
G&S23/006	<p>Agenda Item No. 7: Principal Recruitment</p> <p>Suzanne Thurlow from FE Associates joined the meeting and updated Governors on progress to date with the recruitment process. It was agreed that a further update would be scheduled for 16 May 2023.</p> <p>It was RESOLVED to note the update.</p>
G&S23/007	<p>Agenda Item No. 8: 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 vacancies.</p> <p>It was noted that Andrew Denniff would retire in June and Governors discussed potential replacements.</p> <p>It was agreed that Tracey Johnson should remain on the board and her term of office would be extended for a further three years. She was expected to return in September.</p> <p>Governors noted that Aquaria May Parkinson was nominated as the new student governor for FE.</p> <p>Governors noted the implications of the T3 acquisition and the resignation of the ITS Co-optee and the requirement of additional co-opted members of the risk and audit committee.</p> <p>Governors discussed the new Code of Good Governance and it was noted that it reflected much of the work undertaken previously by governors through the deep dive and the existing assurance based governance model. The Clerk would present a paper at the meeting in September on the College's compliance with the new model. The Board would be asked to approve its adoption once a final version was published.</p> <p>It was RESOLVED to approach Carrie Sudbury and arrange a suitable time for her to meet governors.</p> <p>It was RESOLVED to extend Tracy Johnson's term of office by three years subject to her confirmation of return.</p>

Minute	
	<p>It was RESOLVED to recommend the new Student Governor for approval to the Board.</p> <p>It was RESOLVED to note the draft new Code of Good Governance.</p> <p>It was RESOLVED to note the report.</p>
G&S23/008	<p>Agenda Item No. 9 – Succession Planning</p> <p>The Clerk presented a report on succession planning. Governors discussed the document and the suggestions made and agreed that the Chair would follow up potential Chair and Vice Chair roles with Governors during their 1-2-1's in the summer.</p> <p>It was RESOLVED to note the Succession Planning report.</p>
G&S23/009	<p>Agenda Item No. 10: Board and Committee Effectiveness</p> <p>The Clerk presented a series of proposed questionnaires to evaluate board and committee effectiveness. It was noted that these had considered the results of the external review and in particular comments on evaluating the governor behaviours. It was proposed that the questionnaires would be issued in early summer and the individual results would be used to form part of the 1-2-1 conversation with the chair. It was hoped that this might encourage greater participation rates. The results would also form part of the governance review at the Board meeting in October.</p> <p>The committee suggested a number of changes and it was agreed that these would be incorporated before the questionnaires were issued.</p> <p>It was RESOLVED to approve the board and committee, skills audit and equality and diversity questionnaires subject to agreed changes.</p>
G&S23/010	<p>Agenda Item No. 11: Governance Improvement Action Plan</p> <p>The Clerk presented the Governance Improvement Action Plan. It was noted that this now incorporated the recommendations from the external review. Progress had been made on all the recommendations with all expected to be completed by the Autumn.</p> <p>The Committee agreed that some of the actions were now standard practice and could be removed from the plan.</p>

Minute	
	<p>Governors noted the external review action plan and agreed that this would be published on the website.</p> <p>Governors noted that Sandra Prail would conduct a review of progress on the external review in June and an update would be presented at the September meeting.</p> <p>It was RESOLVED to approve the external review action plan.</p> <p>It was RESOLVED to note the Governance Improvement Action Plan.</p>
G&S23/011	<p>Agenda Item No. 12: Code of Conduct</p> <p>The Clerk presented the review of the code of conduct. No changes were recommended.</p> <p>It was RESOLVED to note the review of the code of conduct.</p>
G&S23/012	<p>Agenda Item No. 11: Terms of reference</p> <p>The Clerk presented the review of the terms of reference. No changes were recommended.</p> <p>It was RESOLVED to note the review of the terms of reference.</p>
G&S23/013	<p>Agenda Item No. 12: Standing Orders</p> <p>The Clerk presented the review of the standing orders. No changes were recommended at this time.</p> <p>It was RESOLVED to note the review of the standing orders.</p>
G&S23/014	<p>Agenda Item No. 13: Any other Business</p> <p>There was no other business.</p>
G&S23/015	<p>Agenda Item No. 13: Date and time of next meeting</p> <p>Tuesday 19 September 2023 – 4pm</p>



The meeting closed at 15:21

Signed (**Chair**): **Dated**: