



## Search and Governance Committee Minutes

Meeting	Search and Governance Committee	Date	Tuesday 24 November 2020
Location	Teams Meeting (virtual)	Time	9.00am
Membership	Jonathan Clarke (Chair), Charles Buchanan, Tim Kent, Peter Cheney and Graham Razey		
In Attendance	Sharon Hollingsworth (Director of Governance) Kerry Hickmott (Minutes)		

\* *Italics notes absence*

		COMMENTS	ACTION
1	Welcome and Apologies for Absence	The Chair welcomed members to the meeting with no apologies.	
2	Declarations of Interest	There were no further declarations other than those previously declared.	
3	Minutes of the meeting held on 19 <sup>th</sup> May 2020 including any confidential minutes	The minutes of the 19 <sup>th</sup> May 2020 were agreed as an accurate record of the meeting.  The remote e-signing of each set of minutes will be undertaken by the Chair following the meeting.	
4	Matters arising not covered by this Agenda:	Item 4 - Designated Lead Governors for Key Accountabilities	

		<p>It was queried whether governors had been designated by the committees to oversee the key accountabilities [Health &amp; Safety, Safeguarding, Diversity &amp; Inclusion and, Climate Change for Sustainability] of the governing body. SH clarified that the process had not been undertaken by the committees. CB noted that some of the key accountabilities were broad and felt oversight should not be limited to the committees. From CB's perspective governor leads for the key accountabilities should be sought from the full governing body and the leads should have a direct link with the relevant executive team member. It was agreed that the Search &amp; Governance Committee should be involved in the selection of lead governors and, the recent Skills Audit should be used to inform the selection process.</p> <p>It was agreed that the committee would make recommendations to the full governing body for approval.</p> <p>JC will prepare a paper for FGB. SH will provide a role description covering the expectations of the role, which will include a meeting with the executive lead 3 times a year along with supportive development training.</p> <p style="text-align: center;"><b>RECOMMEND – To present a paper to Full Governing Body to seek designate members to oversee the governing body key accountabilities.</b></p>	
5	Governor Membership and Terms of Office Update	<p>SH led members through the membership and terms of office update report.</p> <p><b>Proposed new Governor appointment</b>          JC and Joanne Worby with Natalie Garner, with a view to appointing her as a governor on the Full Governing Body. Natalie has the desired skill set, with a background in both an education and commercial environment. Concern was raised with regards to her location and the challenge this may present in attending meetings. Natalie gave assurances that she was keen and enthusiastic and has the support of her line manager at Croydon College.</p>	

		<p style="text-align: center;"><b>RECOMMEND – Members agreed to recommend the appointment of Natalie Garner, on an initial one year term, to the Board for approval on 15 December 2020.</b></p> <p><b>Student Governor</b> SH advised that there had been a delay with the process of electing a student governor, however this process was now up and running and it is hoped that a student governor will be able to join us at the December Full Governing Body meeting. It was noted that the SU Constitution allows membership for the academic year. It was suggested that the constitution be amended to extend the term of office, provided the appointed student is progressing to a further year.</p> <p><b>LCB Appointments</b> SH presented the following appointments which were agreed outside of the formal meeting by the Committee in October 2020:</p> <table border="1" data-bbox="633 869 1821 1074"> <tr> <td>Dr Michael Shepherd</td> <td>Broadstairs LCB</td> </tr> <tr> <td>Therese Hammond</td> <td>Sheppey LCB</td> </tr> <tr> <td>Andrew Osbourne</td> <td>Ashford LCB</td> </tr> <tr> <td>Annette Bunn</td> <td>Ashford LCB</td> </tr> <tr> <td>Mark Springer</td> <td>Ashford LCB</td> </tr> <tr> <td>Peter Corr</td> <td>Ashford LCB</td> </tr> </table> <p style="text-align: center;"><b>NOTED – The appointments of Dr Michael Shepherd, Therese Hammond, Andrew Osbourne, Annette Bunn, Mark Springer and Peter Corr to the relevant local college board, with effect from 1 October 2020.</b></p>	Dr Michael Shepherd	Broadstairs LCB	Therese Hammond	Sheppey LCB	Andrew Osbourne	Ashford LCB	Annette Bunn	Ashford LCB	Mark Springer	Ashford LCB	Peter Corr	Ashford LCB	
Dr Michael Shepherd	Broadstairs LCB														
Therese Hammond	Sheppey LCB														
Andrew Osbourne	Ashford LCB														
Annette Bunn	Ashford LCB														
Mark Springer	Ashford LCB														
Peter Corr	Ashford LCB														
6	Review proposed changes to the I&As, Standing Orders	<p><u>Instruments and Articles of Government</u> SH reported that there had been some minor changes made to EKC Group Instrument and Articles of Government to reflect the new governance arrangements. The changes had been tracked in the document and presented to the committee for agreement. Members were</p>													

		<p>comfortable with the presented updated document.</p> <p><b>RECOMMEND – Members agreed to recommend approval of the updated Instrument and Articles to Full Governing Body in December.</b></p> <p><u>Standing Orders</u> SH guided members through the presented updates to the Standings Orders. It was noted that the document referred to a governor engagement document that didn't exist at the current time. SH advised that this document was in the process of being drafted.</p> <p><b>RECOMMEND – Members agreed to recommend approval of the updated Standing Orders to Full Governing Body in December .</b></p>	
7	Code of Conduct for Governors	<p>SH explained that all governors are requested to sign up to a code of conduct when they join. There have been some minor changes made to bring the existing Code up to date.</p> <p>The mission statement below was discussed, and it was queried whether including East Kent was fundamental to the mission.</p> <p>To play a leading role for East Kent in developing the economic and social prosperity of the communities we serve'</p> <p>GR advised that this came from the governor strategic away day where it was agreed that this would form the scope of The Group's area.</p> <p>It was queried what is at the heart of what we do, as the Code refers to several areas being at the heart. It was agreed that students are at the heart of what we do. The other statements that are core to the organisation such as equality and diversity, and public services values should be re-worded accordingly. SH to amend and present to FGB for approval.</p>	

		<p>RECOMMEND – Members agreed to recommend the updated Code of Conduct, subject to the amendments stated above, for approval to Full Governing Body in December 2020.</p>	
8	Governor Self Evaluation and Skills Audit 2019-2020	<p>Governor evaluations were undertaken during September 2020 and SH presented the results for the academic year 2019-2020.</p> <p>It was agreed that SH would discuss any areas where comments were raised with the relevant governors. It was agreed that some training and development is required so that governors have a clear understanding of what is expected, evaluating whether the model is effective.</p> <p>It was agreed that CB would speak to the Chair of Education Committee to look at the standards and expectations across the board.</p> <p>The committee reviewed the Skills Audit results with the view to recommending governor leads for the key accountabilities. It was agreed that the following governors are recommended to lead on the following areas based on their skills profile:</p> <p>Health and Safety – Tim Kent  Safeguarding – Jason Howard  Diversity and Inclusion – Allan Baillie  Climate Change for Sustainability – Ella Brocklebank</p> <p>SH was actioned to re-calculate the mean score on the Skills Audit matrix.</p> <p>NOTED – Members noted the Governor Self Evaluation &amp; Skills Audit.</p>	<p>SH</p> <p>CB</p>

		<b>RECOMMEND – Lead Governors for key accountabilities to the Full Governing Body in December 2020</b>	
9	Governor Development Programme 2020/21	<p>SH presented the draft Government Development Plan for 2020/21.</p> <p>It was agreed that there should be a blended approach of internal and external presenters for the delivery of the sessions.</p> <p>It was noted that some of the training, such as the Keeping Children Safe in Education 2020 is completed annually, and the plan needed to reflect this.</p> <p><b>APPROVED – Members approved the Governor Development Programme for 2020/21</b></p>	
10	Draft RACI Model for FGB and Committees	<p>SH presented a working draft RACI model for consideration</p> <p>The members thanked SH for the work that had been undertaken. It was agreed that this was not a priority at the current time and will be reviewed at a later date.</p> <p><b>AGREED – to defer the consideration of the RACI model for FGB and Committees to a later date.</b></p>	SH
11	Performance Review of senior Postholders	<p>GR advised that the paper provided a summary of the main discussion points and a reflection of the senior Postholders performance in what has been a challenging year. Objectives and performance are judged collectively in trying to build a team that has a shared responsibility for the delivery of the strategic objectives.</p> <p>The members were wholly supportive of the review and it was agreed that a letter would be sent from the members passing on their thanks and appreciation to the two individuals.</p>	SH

		NOTED – Members noted the paper of the Performance Review of senior Postholders	
12	Performance and review of the CEO	[GR, SH and KH left the meeting]  This item was considered Confidential and will be reported under Part A of the minutes.	
13	Performance review process of the Group Chair	[CB left the meeting for this item]  This item was considered Confidential and will be reported under Part A of the minutes.	
14	Governor Attendance Annual Report 2019-2020	The governor attendance record for 2019-20 was reviewed.  It was noted that the Governing Body attendance is marginally higher, rather than lower as stated in the report, than average sector comparison statistics  NOTED – Members noted the Governor Attendance Annual Report 2019-2020	
15	Gifts and Hospitality Annual Report 2019-2020	The Gifts and Hospitality Annual Report for 2019-202 was noted.	
16	Any other business	None.	
17	Matters considered confidential	Items 12 and 13 were considered Confidential and will be reported under Part A of the minutes.	
18	Date and Time of Next Meeting	Tuesday 9 <sup>th</sup> March 2021, 9am.	



There being no further business the meeting closed at 10.45am

Signed: 

Print: Jonathan Clarke

Date: 6<sup>th</sup> April 2021





The FGB Chair, CEO and the Director of Governance have been given delegated authority by FGB to review confidential minutes on an annual basis. The following minute was released for publication following the review panel meeting held on 10 October 2022. Meeting of Search & Governance Committee 21/11/20 confidential minute 13

		COMMENTS	ACTION
13	Performance review process of the Group Chair	<p>[CB left the meeting for this item]</p> <p>PC detailed the meeting with CB in August this year and highlighted that CB wished things could have progressed better, however Covid prevented that. It was thought that CB had coped well with his duties and is committed to the group's success. CB has liaised well with all committees and departments ensuring good continuity. All members were in agreement that CB is making a valuable contribution to the Group.</p>	