



**Full Governing Body Minutes**  
**Search & Governance Committee**

<b>Meeting</b>	Search & Governance Committee	<b>Date &amp; time</b>	14 <sup>th</sup> November 2019 @ 2.30pm
<b>Location</b>	The Private Dining Room, The Yarrow, Broadstairs	<b>Status of minutes</b>	Part A
<b>Membership</b>	Jonathan Clarke (Chair), Charles Buchanan, Tim Kent		
<b>In Attendance</b>	Graham Razey (Group Principal) Sandy Foster (Interim Governance Support)		

	ITEM	COMMENTS	ACTION
1	<b>Welcome and Apologies</b>	The Chair welcomed everyone to the meeting. There were no apologies.	
2	<b>Declarations of Interest</b>	None declared apart from any standing declarations.	
3	<b>Minutes of the Meeting</b>	The minutes of the 24 <sup>th</sup> September 2019 were agreed as an accurate record of the meeting and signed.	
4	<b>Matters Arising</b>	<p><u>Board Strategic Event 5<sup>th</sup> October 2019 feedback</u></p> <p>All agreed it was a fruitful and positive event – suggestions were i) to separate the board meeting from the strategic event was suggested for the next time to allow focus on strategy and ii) a one-day event. The senior team have taken the Board narrative from the day and turned it into a very coherent document. CB commended this and was happy that the Board were invited to engage in the development of the strategic document at an early stage, thus giving more ownership. GR now requires the staff to engage with a version of the document to continue to develop it. JC thanked GR and his team for arranging the successful event for the Board.</p> <p><b>NOTED:</b> the outcomes from the 2019/20 strategic event for the Board.</p>	

<p>5</p>	<p><b>Local College Board Updates</b></p>	<p>At the last meeting the Clerk was to review the Local Board development programme to support consistent governance throughout the Group. Although consistency was important, it was agreed that allowing each Local Board to influence their agenda was necessary to reflect local delivery. The development support will therefore include the governance framework and reporting responsibilities to give the Local Boards confidence on their aligned responsibilities and parameters. SF will also complete a review of local governance effectiveness in the governance review</p> <p>Mandatory training for the FGB in the discharge of their statutory responsibilities was discussed. Safeguarding was one specific discussion, and it was agreed to align the independent reporting line into the Group governance framework more coherently.</p> <p><b>AGREED:</b> The acting Clerk will review and implement a training support programme for local governance, as well as review the safeguarding reporting. To be completed by 28<sup>th</sup> January 2020.</p>	<p><b>SF to update the governor training programme for 2019/20.</b></p>
<p>6</p>	<p><b>Succession Planning/Membership</b></p>	<p>SF advise the Board that their current membership sits at 14 in post. This is close to the minimum membership of 12 and therefore recruitment should be priority. Using an agency for governor recruitment has previously been explored and not ruled out, but at this time the Group are seeking their own members. The Committee had previously agreed to approach potential governors with property and education experience to complement the skills profile of the Board. GR had spoken to Martin Sandall and Ellie Brocklebank (Jenners Contractors Ltd), and is hopeful they will agree to join. In relation to the education slot, there is a option for the new head of Turner Free School in Folkestone, Ms K Yates. Perhaps Local Board first, where MC could act as her mentor. Using the Local Boards as a succession feeder to the main board was agreed as a plan. That way the individuals could get experience of the Group in a less overwhelming way. This may change in the governance review process.</p> <p><b>RECOMMENDATION:</b> appointments should be made to Local Boards, which would be where the Full Governing Body draws new members from. The Search &amp; Governance Committee have delegated authority to make appointments to Local Boards and will report any updates to the Governing Body every cycle. Appointments from the Local Boards to Full Governing Body will be presented for approval as required, as part of the succession plan.</p> <p><b>Membership:</b></p> <p>The Committee discussed the need to fill some positions:</p> <ul style="list-style-type: none"> <li>• The Into Work Chair – AL to carry on at this time.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Sheppey Local Board - Peter Wood to Chair. CB will discuss this with him.</li> <li>• Ashford Local Board: GR would like to integrate Ashford by implementing the group model used thus far. VCC has successfully done this at Folkestone and will possibly be asked to start as the first Principal at Ashford for a 6 month period to put the model in place. MC could be asked to Chair the Local Board.</li> <li>• Audit Committee - TK will chair on an interim basis until the end of 2019/20 academic year and then join the Ashford Local Board to spread the experience.</li> <li>• Commercial sub-group: Peter Wood only member but an ad-hoc meeting when required. JC offered to help. GR commented that the Folkestone Property Development sub-group takes priority over commercial matters at this time. Asking MC to be Chair of that was agreed. CB will discuss.</li> </ul> <p><b>NOTE:</b> The Full Governing Body to note the proposals from this Committee for membership of committees and local boards.</p>	CB/JC
7	<b>Governance Structure Review</b>	<p>SF advised the Committee that she is currently undertaking a review of the existing governance reporting during this term's cycle and will be in a position to make recommendations on the governance model by 28<sup>th</sup> January 2020. The Committee noted there are already some observations around agendas and delegated authorities that could be made to facilitate more effective governance.</p> <p><b>NOTE:</b> This Committee will present a governance review report to the Full Governing Body on 28<sup>th</sup> January 2020.</p>	SF to complete a governance review and report to the next meeting on 28 <sup>th</sup> January 2020.
8	<b>Any other business</b>	None.	
9	<b>Matters considered confidential</b>		
10	<b>Date and time of next meeting</b>	28 <sup>th</sup> January 2020, 9am, Broadstairs College	SF to advise location.

There being no further business the meeting closed at 3.20pm

Signed: 

Print: JONATHAN CLARKE

Date: 28 January 2020