



Search and Governance Committee Minutes

Meeting	Search and Governance Committee	Date	Wednesday 15 April 2020
Location	Teams Meeting (virtual)	Time	11.00am
Membership	Jonathan Clarke (Chair), Charles Buchanan, Tim Kent and Graham Razey		
In Attendance	Sharon Hollingsworth (Interim 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 declarations other than those previously declared.	
3	Governance Structure Review Update	GR reported that the appointed Governor Sub-Committee had held a series of review meetings to refine the new governance arrangements based on the draft governance structure that was presented at the last Full Governing Body meeting. Scheme of Delegation GR reminded members that the new structure will require key accountabilities to be overseen by the committees. GR steered Members through the presented Scheme of Delegation including the cycle of business	

		<p>explaining that there had been valuable debate at the sub-committee meetings to ensure it would be fit for purpose within the new governance structure. GR invited questions.</p> <p style="text-align: center;">RECOMMEND: Members agreed to recommend the Scheme of Delegation, including the cycle of business to the Full Governing Body for approval</p> <p>11.30am [TK joined the meeting].</p> <p>Members reviewed and discussed the presented draft Membership of Committees document. CB reported that the draft document had been shared with Members of the Governing Body prior to the meeting for comment. CB confirmed that there were no significant concerns reported.</p> <p>GR explained that the overall number of meetings has decreased in the new proposal.</p> <p>TK advised that there was a recommendation at the last Audit committee to increase the membership by one member to strengthen the committee. It was proposed that Gail Clarke should be asked to join the Audit committee given her current role on the Finance sub-group. A member queried whether it is appropriate for the same governor to sit on both the Education Committee and the Business Committee. Members decided that they were comfortable with the proposal and viewed it as being complementary to each committee rather than a conflict of duties. CB agreed to speak to Gail Clarke to establish her willingness to take on membership of the Audit Committee.</p> <p>GR commented that on reflection as Chief Executive Officer of the Group he felt that he should also be a member of the Business Committee and Education Committee. It was agreed that GR will sit on both the Education Committee and the Business Committee.</p> <p>Members recognised that the challenge was to find three additional governors to sit on the Full Governing Body.</p>	CB
--	--	--	----

		<p>RECOMMEND: Members agreed to recommend the presented Membership of Committees to the Full Governing Body for approval with the following amendments:</p> <ul style="list-style-type: none"> - Audit Committee to be increased by 1 member; - Gail Clarke to be a member of the Audit Committee - GR to be a member of both the Education Committee and the Business Committee. <p>Governor visit protocol</p> <p>GR advised Members that the protocol for governor visits has been proposed by the Chairs of the Local College Boards and had been updated following discussions at the recent sub-committee meeting. Members noted that the Chairs of the Local College Board were satisfied with the presented protocol and were keen to implement the process alongside the new governance structure.</p> <p>RECOMMEND: Members agreed to recommend the Governor Visit Protocol to the Full Governing Body for approval.</p>	
4	Actions for the recruitment of new Governors	<p>A discussion took place regarding the recruitment of new Governors to fill the vacant positions within the new structure. Members reflected on the current skills set of the Governing Body to ensure that any significant skills gaps are addressed.</p> <p>GR informed the Committee that he had previously approached Ella Brocklebank of Jenners who was to be a member of the WorkHigher local board. It was suggested that Ella be invited to join the Full Governing Body, given that the WorkHigher local board will not exist in the new governance structure. It was noted that given Ella’s knowledge and expertise she would also be a good fit to potentially chair the Folkestone College Local Board. CB informed Members that Miranda Chapman had expressed an interest in chair of the new Ashford College local board. It was proposed that Miranda Chapman be asked to chair both the Folkestone College local board and Ashford College local board in the interim. It was further suggested that Ella shadow Miranda for a period of 6 months whilst attending the Folkestone College local board, if this was the agreed appointment. When a period of shadowing is complete Miranda would then relinquish the Folkestone College chairpersonship to Ella.</p>	

		<p>Members discussed the possibility of a governor being selected from the schools within EKC Schools Trust. SH offered to speak to Tammy Mitchell regarding potential candidates.</p> <p>GR recommended that the Committee look at potential candidates from Kent County Council (KCC) and suggested Allan Baillie, Skills and Employability Manager and, possibly a Head of Sixth form of a special needs school.</p> <p>CB suggested that Paul Barrett, Managing Director at Barretts Motor Group who used to sit on the Governing Body at Canterbury College might be interested in being a Governor. Members agreed that Paul is a well-regarded business professional in the local area and was well connected.</p> <p>Members agreed the following actions:</p> <ul style="list-style-type: none"> - JC to approach Ella Brocklebank to establish her willingness to join the Full Governing Body and to chair one of the local College board's. - GR to approach Allan Baillie of KCC to establish his willingness to join the Full Governing Body - CB to approach Paul Barrett to establish his willingness to join the Full Governing Body - CB to speak to Miranda Chapman in regards to transferring to chair the Ashford College local board and further to establish her willingness to continue in the chair of Folkestone for a transitional period of up to 6 months while mentoring Ella Brocklebank with the intention that Ella will take responsibility for either Ashford College or Folkestone College local board at the end of the transition period. 	<p style="text-align: center;">SH</p> <p style="text-align: center;">JC</p> <p style="text-align: center;">GR</p> <p style="text-align: center;">CB</p> <p style="text-align: center;">CB</p>
5	Any other business	The next stage of the Governance Review is to agree the terms of reference. SH is working through these and will circulate to members of the Governance sub-group in due course.	

		It was agreed that TK will remain chair for the June meeting of the Audit Committee.	
6	Matters considered confidential	There were no items considered confidential at the meeting.	
7	Date and Time of Next Meeting	Tuesday 19 th May 2020, 9am.	

There being no further business the meeting closed at 11.50am

Signed: 

Print: JONATHAN CARKE

Date: 19th May 2020