

Search and Governance Committee Minutes

Meeting	Search and Governance Committee	Date	Tuesday 24 th September 2019
Location	Executive Boardroom, Broadstairs College	Time	09.00am
Membership	Jonathan Clarke (Chair), Charles Buchanan, Tim Kent and Graham Razey		
In Attendance	Sharon Hollingsworth (Acting Clerk in the absence of <i>Tara Ashman</i>)		

* *Italics notes absence*

	ITEM	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	Minutes of the Meeting held on 4 June 2019	The minutes of the meeting held on 4 th June 2019 were reviewed by the Committee and approved as an accurate record.	
4	Matters Arising	A Governor asked whether a local construction firm had been approached to fill the gap in property and health and safety left by Tom Price. GR advised that he had intended to approach Jenner Contractors Ltd. This matter is discussed further under item 6, below.	

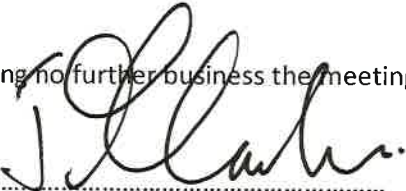
5	Local College Board Update	<p>Members were comfortable with the presented Local Board Governor Skills Audit, there were no suggested changes.</p> <p>The Chair invited discussion on the Local Board Development Programme 2019-2020. Members agreed that the programme is a good idea, however the Plan itself requires further work and should mirror the devolved responsibilities of the Board and, include sessions around educational matters such as T Levels and Apprenticeships reforms. GR noted concern regarding the requirement of his senior team to lead and deliver sessions in view of their current workload. Members agreed that local business units should own the Plan and procure the resource to deliver it which might include executive members and/or external facilitators. The Search and Governance committee should retain oversight of the Plan. The Clerk to liaise with business unit leaders to develop the programme further.</p> <p>Members considered the presented Student Governor Confidentiality Disclaimer (IntoWork) and agreed they were satisfied with the detail contained therein.</p> <p>GR commented on the first LCB meeting for the Into Work Local Board and that some additional guidance is required for the new chair. Members discussed the importance of competency levels for all LCB Chairs. CB agreed to follow the matter up informally with the local chair.</p> <p>GR asked members to consider a change to the format of the current local board agenda to support effectiveness and productivity at meetings. A risk based format was proposed and discussed. Members were supportive of the move and GR agreed to take this forward with the Local Boards.</p>	<p>Clerk</p> <p>CB</p> <p>GR</p>
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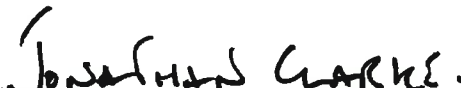
6	Succession Planning	<p>CB reported that Penny Williams had advised him of her intention to resign from both the main and local Board. Members noted that Penny will see out the current consultation regarding the proposed changes to enhance Clerking.</p> <p>The current membership and skill set of Governors was reviewed. The need to fill the upcoming vacancy of a Chair on the Sheppey College Local Board and the potential appointment of a Chair for the Ashford College Local Board was noted.</p> <p>A Governor questioned whether the current governance structure is fit for purpose given the size of the Group and the Group’s plan for further expansion. GR confirmed that a review of governance is needed and that he had already researched some of the top further education colleges to look at alternative structures. GR added that some colleges had moved away from a formal meeting agenda and instead meetings focus purely on a risk based approach. It was noted that the new EKC Group Strategic Plan creation process starts at the October Governing Body Strategic Event. Members agreed that it would be sensible to review some alternative governance structures and asked GR to work on this. The findings should include the implications of any resource and the scheme of delegation to see what the governing body is comfortable with.</p> <p>A Governor suggested holding an additional Search and Governance Committee meeting before the next scheduled meeting to discuss initial thoughts from the Strategic Event in relation to governance structures; 1.00pm on Thursday 14th November 2019 was agreed.</p> <p>The Chair invited discussion on replacements for Penny Williams and Tony Price. Members debated several potential candidates to join the main board and agreed that any appointment would be on a temporary basis pending the review of the governance structure. GR offered to approach Martin Sandell and Ella Brocklebank at Jenner Contractors Ltd and CB offered to approach Geoff Miles from the Folkestone & Hythe Network. Members were supportive of this approach.</p> <p>The presented Sub-group Terms of Reference were noted.</p>	<p>GR</p> <p>Clerk</p> <p>GR CB</p>
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7	Governor Development Programme	<p>The Chair invited comment on the Governor Development Programme 2019-2020. GR commented on the Education & Training Foundation launch of a strategic financial training module for Governors about Strategic Financial Management and Understanding Funding. GR explained that his intention is to provide Governors with the opportunity to explore the self directed module during the Governor Strategy Event. Members were supportive of this approach and there were no further comments.</p> <p style="text-align: center;">APPROVED – Governors approved the Governor Development Programme 2019-2020</p>	GR
8	Governor Attendance Report	<p>Members discussed the content of the Governor attendance report noting that attendance is lower than target and marginally lower than average sector comparison statistics.</p> <p>Members agreed that whilst attendance was low in the minority of cases, the individuals dedication to the Governor role was high and that prioritising unavoidable work matters is difficult but understandable.</p> <p>The Chair noted that membership of the governing body is good which will support long term planning.</p>	
9	Governor Self Evaluation and Skills Audit	<p>The Chair invited comment on the findings from the Governor Self Evaluation 2018-2019. It was noted that e-governance is a challenge particularly given the General Data Protection Regulations and Cyber Security. GR reminded members that Governors do have the option to use an EKC Group IT device, but some choose to use their own which can cause access issues.</p> <p>Members reviewed the results from the Skills Audit 2018-19 noting that a Governor had suggested the inclusion of more HR specific skills within the skills matrix. Members reviewed the matrix categories and agreed the category of Organisational Development sufficiently covered the level of HR skills required for the Board. It was noted that membership is strong on Commercial/HR Management.</p>	
10	Draft agenda for next meeting	<p>The draft agenda for the January meeting was reviewed and agreed by members. The only exception being Item 6 - Succession Planning, which is to reference the review of Senior Post Holder and Senior Staff succession planning.</p>	Clerk

11	Any other business	The acting Clerk reminded members that Penny Williams is unable to attend the first Sheppey College Local Board on Friday, 18th October. Members discussed options; it was agreed that Anne Leese would be asked to act as Chair on this occasion.	GR
12	Matters considered confidential	There were no items considered confidential at the meeting.	
13	Date and Time of Next Meeting	1.00pm, Thursday 14 th November 2019 (additional Search and Governance meeting to discuss initial thoughts on new Governance Structure)	Clerk

There being no further business the meeting closed at 10.20am.

Signed: 

Print: 

Date: 14 November 2019