



Search and Governance Committee Minutes

Meeting	Search and Governance Committee	Date	Tuesday 4 th June 2019
Location	Boardroom J221, Canterbury College	Time	3.03pm
Membership	Jonathan Clarke (Chair), Charles Buchanan, Tim Kent and Graham Razey		
In Attendance	Tara Ashman (Clerk)		

* *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 29th January 2019	The Chair invited comments on the minutes of the meeting held on 29 th January 2019, which members approved as an accurate record and were duly signed by the Chair.	
4	Matters Arising	<p>The Chair asked whether the interview had taken place with Jamie Weir, CB confirmed that it had been undertaken and is prepared in readiness for publication when appropriate.</p> <p>The Clerk reported that Tom Price had resigned from the Corporation and Broadstairs Local Board with immediate effect. The Clerk provided feedback from the exit interview held earlier in the day and, although disappointed, members understood the rationale and were mindful of the comments made.</p>	
5	Local Boards Update	Members noted that the induction session held last October was invaluable to those Local Board Governors that could attend and agreed that this should be repeated this October.	

		<p>The Clerk asked the Committee for their thoughts on how the learner voice can be captured for IntoWork in advance of their first meeting being held tomorrow. The board felt the learner voice was important for all the Local Boards and representation for the students was key.</p> <p>Members suggested that the current membership for WorkHigher was light and proposed that the first meeting be pushed back into the next academic year. The Chair invited discussion on Local Board Chairs given the resignation of Tom Price and the current proposal for Ashford College.</p> <p>The Principal of Dover Technical College has asked for a direct replacement within Port of Dover to join the board (Emma Williams) and the Principal of Folkestone College has asked to fill a vacant position on the board with Christine Charlier.</p> <p>The Chair asked the Committee to formally ratify the appointments previously approved outside of the meeting cycle for the Local Boards.</p> <p style="text-align: center;">APPROVED – Emma Williams to join the membership of the Dover Technical College Local Board and Christine Charlier to join the membership of the Folkestone College Local Board</p> <p>Members agreed that all Local Board Governors should undertake the external online safeguarding and prevent training and the in-house health and safety and GDPR training over the next academic year. The Clerk to disseminate to the Local Board Clerks for monitoring.</p>	Clerk
6	Membership and Succession Planning	<p>The Chair invited discussion on membership and succession planning under the following headings;</p> <p>Skills Audit – Members identified that legal expertise remains a gap on the board. The Chair continues to chase up the potential lead noted by Miranda Chapman at the last meeting. It was agreed that geographical spread was not a priority but gender balance was important.</p> <p>Membership – CB as Corporation Chair had previously met with the Governors approaching the end of their term of</p>	

		<p>office and asked that the Committee formally recommend the successful one year term for both Tony Allen and Peter Wood and a further term of office for Jonathan Clarke. The Committee were pleased to recommend the terms of office to the Corporation.</p> <p>RECOMMEND – The Committee recommend the extension of the terms of office for Tony Allen, Peter Wood and Jonathan Clarke to 31 August 2023</p> <p>Governor Vacancies – CB reported he had met with a potential Finance Governor to strengthen the board and will follow this up with the Clerk and Chair. GR advised he may be able to approach a local construction MD to fill the gap in property and health and safety left by Tom Price. Members were supportive of this.</p> <p>Attendance – Current overall attendance is reported at 84.39% with the reportable Committees at 83.33%. Members reviewed the breakdown of meetings being on average between 10 and 16 per year. Discussion was held around the number of hours allocated to each meeting in term of preparation, travel and attendance.</p> <p>Governance Structure – Members discussed the current structure of Governance and Local Boards, mindful of Finance given the recent FE Commissioner’s letter. Carver was right for rapid change however moving into a period of stability a more committee style of Governance may be considered. There should be a definite shift back to strategic as opposed to operational oversight.</p> <p>It was noted that the FE Commissioner recommend Finance Committee <i>or similar</i> and members agreed that the scrutiny of finance and assurance of the board was vital in effective Governance. An option discussed could be to appoint a Chair of the Sub-Group that could report back on the management accounts to the board as opposed to the Executive Director of Finance. It is important for the board to identify if they can measure the effectiveness of the finance sub-group and if the board is comfortable with the level of assurance from this. External auditors could build into their schedule an assurance review or a piece of work could be commissioned around the effectiveness of financial scrutiny though an NLG or similar. The Committee will recommend this approach to Audit.</p> <p>RECOMMEND – Members recommend an assurance review of financial scrutiny to the Audit Committee</p>	<p>GR</p>
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7	Governor Development Programme 2019/2020	<p>Members discussed the importance of learner walkthroughs and student experience walks for the next academic year and the lack of time spent in the support departments. The proposed development plan places the emphasis on these areas and it was agreed that each Governor would be encouraged to undertake at least one of these per year. The Clerk will look at re purposing the Governor and Senior Leadership Team link visits to encompass more of a walk around element. Once the dates have been finalised with the Colleges and Business Units the programme will be circulated to all Governors.</p> <p>NOTED – Governors noted the Governor Development Programme 2019/2020</p>	Clerk
8	Governor Self Evaluation 2018/2019	<p>The Chair invited comment on the Self Evaluation and Skills Audit for 2018/2019. It was noted the questions remained the same for comparison with some additional information on attendance and outstanding training had been included.</p> <p>The Chair suggested that the walkthroughs and student experience visits be highlighted under the Training and Development section to encourage focus on this for the Governors. The Clerk to action prior to distribution.</p> <p>NOTED – Governors noted the Governor Self Evaluation 2018/2019</p>	Clerk
9	Draft Agenda for the next meeting	<p>The draft agenda for the September meeting was reviewed and agreed by members.</p>	
10	Any Other Business	<p>Members discussed the upcoming strategic afternoon and agreed that the focus of this would be an update on the current strategic plan and priorities for 2019/2020. Members briefly considered future regional or national specialisms and the focus on quality provision to date.</p>	

		The Clerk asked the board to reflect if there were any local board members for succession planning to the Corporation. Richard Brooks from Dover Technical College Local Board was considered and the Clerk will facilitate a meeting with both Richard and some of the Search and Governance Committee to take this further.	Clerk
11	Matters considered confidential	There were no items considered confidential at the meeting.	
12	Date and Time of Next Meeting	9.00am, Tuesday 24th September 2019, Broadstairs College	

There being no further business the meeting closed at 4.12pm

Signed: 

Print: Jonathan Clarke

Date: 24th September 2019