



Search and Governance Committee Minutes

<b>Meeting</b>	Search and Governance Committee	<b>Date</b>	Tuesday 23 November 2021
<b>Location</b>	Teams Meeting (virtual)	<b>Time</b>	08.30am
<b>Membership</b>	Jonathan Clarke (Chair), Charles Buchanan (CB), Tim Kent (TK), Peter Cheney (PC) and Graham Razey (CEO)		
<b>In Attendance</b>	Sharon Hollingsworth (SH) (Director of Governance) Kerry Hickmott (KH) (Minutes)		

*\* Italics notes absence*

		COMMENTS	ACTION
1	Welcome and Apologies for Absence	The Chair welcomed members to the meeting. No apologies were received.	
2	Declarations of Interest	There were no further declarations other than those previously declared.	
3	Minutes of the meeting held on 28 <sup>th</sup> April 2021 including any confidential minutes	The minutes of the 28 <sup>th</sup> April 2021 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:	There were no matters arising.	
5	Terms of Reference for the Committee	The terms of reference were reviewed.  The application process for the Recruitment and Attraction strategy was discussed.	

		<p>It was clarified that this Committee is responsible for recommending governors to Full Governing Body but has the delegated authority to approve members to the Local Boards.</p> <p><b>APPROVED: The Terms of Reference were agreed.</b></p>	
6	FGB, Committee, LCB Membership and Terms of Office update	<p>The Committee considered the current membership, vacancies, committee appointments, terms of office and membership of the local college boards.</p> <p>The Committee noted the vacancies for one independent Governor role and three independent LCB Member roles.</p> <p>In considering a replacement for the one vacancy on the Audit Committee, following the resignation of Peter Wood, it was agreed that Natalie Garner will come off Education Committee and be added to Audit Committee. CB to discuss this proposal with Natalie Garner.</p> <p>The appointment of Ethan Stocker as Student Governor was noted. Ethan has met the eligibility requirements of the role, and therefore his appointment will be proposed at the Full Governing Body December Board meeting.</p> <p>It was confirmed that staff governors are appointed for 2 years. It was recommended to increase the number of staff governors on the Board to 2 staff governors and look at an overlapping model so there is a mentoring period of a year. Members were supportive of a model of one member of staff from support and one from curriculum. Agreed that SH will commence the election process for a new staff governor.</p> <p>The role of the Student Governor and the election process was discussed. It was recommended to increase the number of student governors on the Board to 2. A suggestion was made to add a section to the student application form to enable applicants to declare an interest in standing for election as a student governor upon enrolment.</p>	<p>CB</p> <p>SH</p> <p>SH</p>

		<p>It was agreed to elect two student governors, ideally one from FE and one from HE, but it was acknowledged that HE is a small cohort. Elections take place in September. A one year appointment should be initially offered with the option to extend their appointment if they are a 2 year student.</p> <p><u>Terms of Office</u> - It was agreed to offer Natalie Garner and Jo Worby an extension of 4 years. SH to check their willingness to continue in their governor role and report back.</p> <p><b>AGREED:</b> The appointment of Natalie Garner to Audit Committee in replacement for the Education Committee and the invitation to extend her membership to the Board for a further 4 years.</p> <p><b>RECOMMEND:</b> The appointment of Ethan Stocker as Student Governor for the Full Governing Body and Education Committee.</p> <p><b>NOTED:</b> The e-appointments of Laura Cunliffe-Hall to the Dover Technical College Local Board and Jamie Speed to the Folkestone College Local Board.</p> <p><b>AGREED:</b> The election process to commence for a new staff governor to join the Full Governing Body.</p>	SH
7	<b>Recruitment to Governor and LCB Member Roles</b>	<p>Members were presented with a blind summary of the applicants for the role of Governor and/or LCB Members.</p> <p>After considering the applications put forward, it was agreed to proceed to hold an informal meeting with candidates 1, 3, 4 5.</p> <p>It was felt that candidate 2 may be a good addition for a Local Board. It was suggested that a meeting be arranged with the Chair and Principal of the Dover Technical College Local</p>	

		<p>Board.</p> <p><b>AGREED:</b> To proceed with interviews for candidates 1, 3, 4 and 5 for the Governing Body and invite candidate 2 to meet the Chair and Principal of Dover Technical College Local Board.</p>	SH
8	Scheme of delegation	It was agreed to defer this item given that there were no material changes to report.	
9	Code of Conduct for Governors	<p>In accordance with the above published Code, the Governing Body's existing Code of Conduct was reviewed to ensure it remains up to date and fit for purpose. Some minor proposed changes were proposed and agreed.</p> <p><b>RECOMMENDED:</b> The proposed changes to the Code of Conduct to the Full Governing Body for approval</p>	SH
10	New Code of Good Governance Sept 2021 / comparison against 2020/21 & 2021/22 Code	<p>The newly published AoC Code of Good Governance were presented for adoption</p> <p>The following key changes in the new Code were noted:</p> <ul style="list-style-type: none"> <li>• Review of the wording of the provisions in each principle</li> <li>• Introduction of Environmental Sustainability principle</li> <li>• Update of EDI principle</li> <li>• Governance Review principle combined with Governance Structure principle</li> <li>• Full integration of the SPH Remuneration Code. Therefore, to be compliant with the Code, colleges must adopt or have due regard for the Remuneration Code. As with any other principle or expectation, this will be on a 'comply or explain' basis.</li> </ul> <p>SH was asked to review what we do currently within the compliance checklist document and compare and identify any gaps.</p>	SH

11	Governor Self Evaluation and Skills Audit 2020-21	<p>The Committee were presented with the results of the current skills audit and recent self-evaluation undertaken by individual Governors.</p> <p>The comments on the length of papers were noted, however it was acknowledged that it is difficult to reduce the length of papers whilst responding to the requests of the chairs.</p> <p style="text-align: center;"><b>NOTED: The Governor Self Evaluation and Skills Audit 2020-21</b></p>	
12	Governor Development Programme 2021- 22	<p>The Director of Governance presented the draft Governor Development Plan for 2021/22.</p> <p>It was noted that the programme is reliant on governors self-studying.</p> <p style="text-align: center;"><b>RECOMMENDED: The Governor Development Programme be adopted by the Full Governing Board for 2021/22</b></p>	
13	Performance review of the Senior Post Holders including DoG [SH, KH not present]	<i>This item was considered confidential and will form Confidential Minutes Part A.</i>	
14	Performance review of the CEO [GR, SH, KH not present]	<i>This item was considered confidential and will form Confidential Minutes Part A.</i>	
15	Performance review of the Group Chair [CB, GR, SH, KH not present]	<i>This item was considered confidential and will form Confidential Minutes Part A.</i>	
16	Governor Attendance Annual Report 2020-21	The Governance Attendance Record for 2020-2021 was reviewed and considered by the Committee.	

		A slight dip in attendance due to the pandemic was noted.  <b>NOTED – Members noted the Governor Attendance Annual Report 2020-2021</b>	
17	Gifts and Hospitality Annual Report 2020- 21	The Gifts and Hospitality Annual Report for 2020-2021 was noted.	
18	Any other Business	There was no other business.	
19	Matters considered confidential	Item 13, 14 & 15	
20	Date and Time of Next Meeting	Date and time of next meeting 8 March 2022 at 9.00am.	

There being no further business the meeting closed at 11:10am

Signed: 

Print: Jonathan Clarke

Date: 8 March 2022