

Search and Governance Committee Minutes

Meeting	Search and Governance Committee	Date	Tuesday 19 May 2020
Location	Teams Meeting (virtual)	Time	9.00am
Membership	Jonathan Clarke (Chair), Charles Buchanan, Tim Kent, Peter Cheney 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	Item 6 - PC declared an interest in having worked with Ella Brocklebank previously. There were no further declarations other than those previously declared.	
3	Minutes of the meeting held on 28 th January 2020 including any confidential minutes Minutes of the meeting held on 15 th April 2020	The minutes of the 28 th January 2020 and the minutes of the 15 th April 2020 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:	<p>With reference to the Governance Structure Review (page 1, item 3), CB agreed to continue with the Governor safeguarding lead responsibility.</p> <p>It was acknowledged that the new governance structure requires the below key accountabilities to be overseen by a designated governor.</p> <p>Safeguarding – Education Committee Health and safety – Education Committee Environment/Sustainability – Business Committee Equality and Diversity (Students and Education) – Education Committee</p> <p>It was recommended that each area be discussed by the relevant sub-committee and feedback from each committee be reported back to the Search and Governance committee meeting in the Autumn for potential approval at the December Board. SH to prepare draft role descriptions for each key accountability.</p>	SH
5	Membership and Terms of Office Update	<p>SH led members through the membership and terms of office update report.</p> <p>Local College Boards</p> <p>To avoid confusion, it was agreed that the stakeholders who sit on the Local College Boards should be referred to as Local College Board Members rather than local governors to avoid confusion with that of the composition of the Full Governing Body.</p> <p>The terms of office for the independent local college board (LCB) members was noted. It was acknowledged that the majority were due to end on 31st August 2020. With the relaunch of the local college boards SH suggested that LCB members (where suitable) be offered reappointment for a further two years from 1 September 2020 irrespective of how long they have served to date. Members agreed with the recommendation but felt that the recommendation should be considered by the Education Committee for approval. The Chair of the relevant LCB should be allowed discretion to tie members in for longer period should they wish to.</p>	

		<p>AGREED - Members agreed that the Education Committee should determine the re-appointment terms of office for the independent LCB members at their meeting on 2 June 2020.</p> <p>Full Governing Body Members noted the terms of office for Gail Clarke, John Korzeniewski, Peter Troke, Peter Cheney, Joanne Worby and Richard Brooks all of which are due to end on 31 August 2020. SH asked Members to consider their re-appointment for a further period of up to four years.</p> <p>Members considered each of the proposed re-appointments and agreed that all governors had clearly demonstrated their commitment, contribution, and value to the Board. SH was asked to establish each member willingness to stand again for a further three-year period. It was noted that governors could opt for a shorter period, if preferred.</p> <p>RECOMMEND – Members agreed to recommend the re-appointment of Gail Clarke, John Korzeniewski, Peter Troke, Peter Cheney, Joanne Worby and Richard Brooks (alongside their preferred term of office) to the Board for approval on 30 June 2020.</p> <p>CB offered to speak to RB to check his continued commitment in view of his new role outside of his governor duties.</p> <p>It was recommended that the student governor is offered a two-year appointment where possible. SH to check the re-appointment position of the current student member and report back to the Board in June.</p>	<p>SH</p> <p>CB</p> <p>SH</p>
6	Proposed new Governor remote interviews	The following candidates were invited to join the meeting via Teams for their remote interview.	

		<p>Allan Baillie - Allan has worked for Kent County Council (KCC) for 30 years. Allan is dedicated to his role at KCC and felt it was a perfect time to broaden his experience of the further education sector. Allan is very interested in post 19 training.</p> <p>Ella Brocklebank - Ella has 16 years' experience in the Construction industry. Ella started her career working for a small company as administrative support and now working for as a Business Development Manager for the Jenner Group. Ella felt the governor position would enable an opportunity to aid a joined-up approach between skills and the future. Ella also has a passion to encourage more females into Construction.</p> <p>Jason Howard - Jason is the Deputy Head Teacher at Queenborough Primary school in Sheppey, which is now part of the EKC Schools Trust. Jason has helped to shape and implement the strategic direction of the school and offers experience of educational leadership.</p> <p>The Committee were complimentary regarding all prospective candidates and were comfortable that all had areas of expertise required by the Full Governing Body. With the new governance arrangements, it was suggested that all are appointed to be a governor of EKC Group with the following responsibilities:</p> <p>Ella Brocklebank be recommended as the Chair of Folkestone Local College Board, with a six-month handover and mentor period from Miranda Chapman.</p> <p>Jason Howard be recommended as Chair of Sheppey Local College Board with a six-month handover and mentor period from Anne Leese and,</p> <p>Allan Baillie be recommended to join the Audit Committee.</p> <p>The Committee was mindful that all three governors interviewed were white and predominantly male. This was acknowledged however it was noted that the new additions would add youth to the Board.</p> <p>RECOMMEND – Members agreed to recommend for Board approval, the appointment of Allan</p>	
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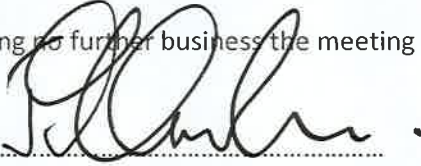
		Baillie, Ella Brocklebank and Jason Howard to join the Full Governing Body with effect from 1 August 2020.	
7	Succession Planning for Senior Post Holders	This item was considered Confidential and will be reported under Part A of the minutes.	
8	Proposed Governor Self Evaluation and Skills Audit 2020	<p>The committee reviewed the proposed governor self-evaluation and skills audit process and considered the introduction of an Equality and Diversity Monitoring form.</p> <p>Members noted that the audit would be extended to the Local College Board members.</p> <p>It was suggested that the audit should encourage feedback and thoughts in relation to how things may be improved. SH to update the evaluation form accordingly.</p> <p>AGREED – Members agreed the presented Governor self-evaluation and skills audit process for 2020 and the introduction of a short ethnicity and/or diversity form.</p>	SH
9	Governor Development Programme 2020/21	<p>SH reported that a Governors Summit facilitated by the Association of College’s is being held on 8th October in London. John Korzeniewski and Peter Troke have requested to attend this event. SH to register both governors for the event.</p> <p>The Governor Development programme is currently being worked up by SH. The programme will include external and internal development opportunities.</p> <p>Members noted that the development session held prior to the full governing body meetings in the past, whilst being useful, have not always been attended. It was suggested that development sessions could be held at varying times during the year and facilitated by members of the Executive or members of the Senior Leadership Team, via webinar.</p> <p>It was noted that sessions directed towards further education and the organisation for the Board are beneficial.</p>	

		SH to provide a draft of the Governors Development Programme at the June Board meeting for approval.	SH
10	Annual Calendar of Governance Meetings 2020/21	<p>SH presented a draft calendar of governance meetings.</p> <p>It was recommended that the strategy event should include a preparation session for Ofsted for the main board along with the launch of new governance arrangements.</p> <p>The Committee were supportive of Local College Board members joining an evening dinner event. GR advised that the main board members should be invited to stay overnight at The Yarrow should they wish to.</p> <p style="text-align: center;">AGREED – Members agreed the governance calendar of meeting dates for 2020/21</p>	<p>GR/SH</p> <p>SH</p>
11	Director of Governance Role	<p>[SH left the meeting for this item]</p> <p>The role of the Director of Governance was discussed.</p> <p>It was agreed that an extension of the current interim arrangements be agreed through to December.</p> <p>GR advised that SLT were supportive that the interim arrangements be made permanent.</p> <p>It was acknowledged that the legal aspect to this role is no longer included which may have been useful in terms of what is written in papers, however it was noted that Cripps are retained lawyers along with two other law firms on an ad-hoc basis.</p> <p>Governors were supportive that SH is appointed to the Director of Governance, subject to HR confirming the process required to proceed to formalising the appointment.</p>	
12	Performance review of the CEO update	This item was considered Confidential and will be reported under Part A of the minutes.	

<p>13</p>	<p>Performance review process of the Group Chair</p>	<p>[GR re-joined the meeting] [CB left the meeting for this item]</p> <p>The paper considered options regarding the performance review of the remunerated Group Chair. A member queried whether it was a legal requirement to have an independent review panel to appraise the remunerated Chair. SH clarified that it was not a legal requirement, but the Charity Commission could insist that the Board introduce one to ensure independent oversight that the Group is not exceeding its powers/still getting best value from the remunerated arrangement.</p> <p>It was agreed to proceed with option 2 consisting of a self-evaluation performance review. It was agreed that a sub-group is to be formed to review the outcomes, consisting of Jonathan Clarke (Chair of the Search and Governance committee), Peter Cheney, and Jo Worby, member of Remuneration Committee.</p> <p>Members noted that a review would need to take place before the start of the next academic year.</p> <p>SH to seek a view on the agreed process from Gillian Howard, the Group’s Legal Advisor on Employment matters and add guidance notes to the process for clarity.</p>	<p>SH</p> <p>SH</p>
<p>14</p>	<p>Any other business</p>	<p>[CB re-joined the meeting]</p> <p>Members reflected on the new sub-committee arrangements and the chairpersonship role of each committee. Members discussed potential governors from within the membership of each committee and their level of experience.</p> <p>RECOMMEND – Members agreed to recommend the following:</p>	

		<p>John Korzeniewski be elected as Chair of the Education Committee Tim Kent to be elected as Chair of the Business Committee Peter Cheney to be elected as Chair of the Audit Committee</p>	
15	Matters considered confidential	Items 7 and 12 were considered Confidential and will be reported under Part A of the minutes.	
16	Date and Time of Next Meeting	Tuesday 24 th November 2020, 9am.	

There being no further business the meeting closed at 11.50am

Signed: 

Print: Jonathan Clarke

Date: 24 November 2020



The FGB Chair, CEO and the Director of Governance have been given delegated authority by FGB to review confidential minutes on an annual basis. The following minute was released for publication following the review panel meeting held on 10 October 2022. Meeting of Search & Governance Committee 19/5/20 confidential minute 12

		COMMENTS	ACTION
12	Performance review of the CEO update	<p>[GR left the meeting for this item]</p> <p>CB advised that there had been no formal objectives set for the current year. CB and GR had drafted and agreed a formal set of ten objectives for this year. It was proposed that a performance review is undertaken in September to review these objectives and agree the objectives for 2020/21.</p> <p>It was queried how the objectives will be measured. It was acknowledged that targets do not have quantitative measures.</p> <p>It was queried whether additional scrutiny is required in this process. A governor suggested that some form of 360-degree feedback might be useful.</p> <p>It was recommended that an additional governor is invited to join the annual review process with the Chair of the Search and Governance Committee. Feedback will be sought from other SPHs.</p> <p>A member asked whether objectives are set on performance of the MAT. It was advised that this falls under the responsibility of the MAT Trust Board.</p>	

The FGB Chair, CEO, and Group Director of Governance have been given delegated authority by FGB to review confidential minutes on an annual basis. The following minute was released for publication following the review panel meeting held on 14.10.2024.

Search & Governance Meeting of 19.05.20 Confidential Part A, Item 7

	ITEM	COMMENTS	ACTION
7	Succession Planning for Senior Post Holders	<p>GR led the discussion regarding the succession of senior postholders.</p> <p>GR advised that the Deputy Chief Executive Officer (DCEO) had expressed an intention to resign from her role in the organisation should the Chief Executive Officer decide to leave EKC Group. GR assured members that there were no plans are in place for any departure of either postholders at the current time.</p> <p>GR noted that should the Deputy Chief Executive Officer choose to leave in the medium term, consideration would need to be given to splitting the role and investing in shadow arrangements to cover the educational responsibilities of the role. It was recommended that Lucy McLeod or Victoria Copp-Crawley are offered this opportunity.</p> <p>In terms of the Deputy Chief Executive Officer responsibilities of the role, it was recommended that Paul Sayers be considered as a deputy designate. Members were supportive of the proposal to look at internal succession planning for the DCEO role rather than source talent externally.</p>	

		<p>GR to work up a new role description for the shadow arrangements of the DCEO including the management of 2-3 colleges and, a separate role description to cover the deputy designate part of the DECO role.</p> <p>GR clarified that Tammy Mitchell could be a potential successor for the Chief Executive Officer role in a medium-term.</p>	GR
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