

Search and Governance Committee Minutes

Meeting	Search and Governance Committee	Date	11 March 2024
Location	Folkestone Executive Boardroom	Time	9.30am
Membership	Miranda Chapman (Chair), Charles Buchanan (CB), Gail Clarke (GC), <i>Peter Cheney (PC)</i> and Graham Razey (CEO)		
In Attendance	Sharon Hollingsworth [SH] – Group Director of Governance Georgia Shelton [GS] – Governance Officer		

	ITEM	COMMENTS	ACTION
1	Welcome and Apologies for Absence	The Chair welcomed members to the meeting. Apologies were received for Peter Cheney, and Gail Clarke attended via Teams. The Chair of Search and Governance noted the excellent result in the AOC Beacon Award for Excellence in Governance, and congratulated governors and executive team involved.	
2	Declarations of Interests	There were no further declarations other than those previously declared.	
3	Minutes of the meeting held on 21 November 2023	The minutes of the meeting held on the 21 November 2023 were agreed as an accurate record and were signed by the Chair.	
4	Matters arising not covered by this Agenda.	There were no matters arising.	

5	FGB, Committee, LCB Membership and Terms of Office Update	<p>The Group Director of Governance (GDG) updated the committee on the current Full Governing Body (FGB), Committee, and Local College Board (LCB) membership, as well as vacancies and terms of office.</p> <p><u>FGB & Committee Membership</u> Governors were made aware that the current FGB membership is at 18 members, with a maximum of 20 being allowed.</p> <p>The GDG informed members of a vacancy within the Audit Committee following Allan Baillie’s retirement and in addition notified the committee of two potential candidates for Governor roles on FGB, namely Janet Hill CBE and Glyn Davies. It was noted how both profiles appear to be impressive and attuned to the Group’s ethos and approach.</p> <p>Next steps in this process were questioned, and it was suggested that it would be beneficial for two members of Search & Governance Committee to have an informal conversation with these candidates to make recommendation to the Full Governing Body; Miranda Chapman and Charles Buchanan volunteered to be involved in this process.</p> <p style="text-align: center;">AGREED: The Chair of Governors, and the Chair of the Search and Governance Committee to have an informal conversation with the above candidates and make recommendation to the Full Governing Body meeting in March.</p> <p>Members suggested that if both candidates are appointed, the vacancy within the Audit Committee could be filled. A governor questioned whether we could appoint to the Audit Committee from external accountancy firms if neither candidate is appropriate for the role. It was suggested that the Governing Body are always looking for new members and are keen to continue to enhance its membership.</p> <p><u>LCB Membership</u> Governors were made aware of the membership of the Local College Boards, and that there is one vacancy within Ashford College.</p> <p>The CEO updated governors on EKC Training board. Four independent members have now been</p>	CB/MC
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6	External Board Review	<p>The Chair of the Full Governing Body summarised the External Board Review and its recommendations.</p> <p>Members of the Search and Governance Committee were in attendance for this item's presentation at the Audit Committee and so were aware of all recommendations made.</p> <p>The following actions have been made on the recommendations:</p> <ul style="list-style-type: none"> - Succession planning for the Chair of Governors and other Full Governing Body members is being addressed as can be evidenced in the previous item. 	

		<ul style="list-style-type: none"> - Equality, Diversity and Inclusion will continue to be improved, and with the potential appointment of Janet Hill CBE, this should begin to progress at a quicker pace. - To encourage better communication between committees and local boards, the Chair of Search and Governance recommended the distribution of a governance newsletter to be sent to governors and local boards. The Group's Chief Communications Officer to support the development of the newsletter. <p style="text-align: center;">AGREED: A Governance Newsletter to be distributed to governors and local board members twice a year.</p> <p style="text-align: center;">NOTED: The External Board Review Final Report</p>	SH/MC
7	Annual Calendar of Governance Meetings	<p>The Annual Calendar of Governance Meetings was presented by the Group Director of Governance.</p> <p>It was suggested that due to the change in Chair for EKC Training Local Board, these meeting be flexible in terms of dates and times.</p> <p style="text-align: center;">APPROVED: The Annual Calendar of Governance Meetings.</p>	
8	Review the Senior Post Holders Disciplinary, Capability, Redundancy, Sabbatical and Grievance Policies	<p>The Group Director of Governance presented the updated policies to governors and asked for comments.</p> <p>Governors suggested that as these policies need to be reviewed every 3 years, it would be beneficial to have these formally reviewed through a legal advisor.</p> <p style="text-align: center;">AGREED: The Senior Post Holder, Disciplinary, Capability, Redundancy, and Grievance policies to be reviewed by a legal advisor and presented at the next meeting.</p> <p>Due to a misprint within the Senior Post Holder Sabbatical Leave Policy, members questioned whether the policy presented is the most up to date version. It was suggested that the final version be confirmed before being presented to FGB.</p> <p style="text-align: center;">NOTED: The Senior Post Holders Disciplinary, Capability, Redundancy, Sabbatical and Grievance Policies Review.</p>	SH SH

9	Performance Review of Senior Post Holders [GDG, GO not present]	<i>This item was considered confidential and will form Confidential Minutes Part A.</i>	
10	Performance Review of the CEO [CEO, GDG, GO not present]	<i>This item was considered confidential and will form Confidential Minutes Part A.</i>	
11	Performance Review of the Group Chair [CB, CEO, GDG, GO not present]	<i>This item was considered confidential and will form Confidential Minutes Part A.</i>	
12	Any Other Business	There was no other business.	
13	Matters Considered Confidential	Items 9, 10 and 11 were considered confidential and will form Confidential Minutes Part A.	
14	Date and time of next meeting	The date and time of the next meeting is to be confirmed.	

There being no further business the meeting closed at 11.27am.

Signed: 

Print: M L Chapman

Date: 19/11/24