

SEARCH & GOVERNANCE COMMITTEE

MINUTES (Part One – non-confidential)

DATE: THURSDAY 30 JUNE 2022

PLACE: Meeting held VIA ZOOM

TIME: 11am

PRESENT:

Dr Barbara Spittle	Chair of the Committee
Andrew Baird	Chair of the Corporation
Dr Andrew Gilchrist	Chair of Audit Committee
Fred Gray	Chair of Resources Committee
Jackie Pearson	Chair of Curriculum Performance & Review Committee
Christine Ricketts	Principal & CEO

IN ATTENDANCE Natalie Watt (Clerk to the Corporation)

	STANDING AGENDA ITEMS	Action By
1.	Action in the Event of Fire	
	Meeting held via ZOOM.	
2.	Welcome & Apologies for Absence	
	The Chair welcomed those present and confirmed that all those on line were able to fully participate in the meeting.	
	Apologies	
	Fred Gray – Due at another meeting at 12.20pm	
	Andrew Baird – Due to withdraw at 11.30am for another commitment.	
3.	Declarations of Interest	
	3.1 The Chair of the Corporation declared his other relevant position as Chair of Orbital South Colleges.	
	3.2 Dr Andrew Gilchrist declared that he was a Governor of Croydon College.	
4.	Notification of Any Other Business	
	<ul style="list-style-type: none"> Job Title for Clerk – Part Two. 	
5.	Part One Minutes of the Part Two Meeting held on 17 May 2002.	
	Considered under Part Two.	
6.	Matters Arising	
	None for Part One.	

Items for Information, Discussion & Approval

7. Governance Update – Presented by the Clerk.

Items discussed:

7.1 Update Report Following FEC Stock Take

- The Clerk summarised the feedback received regarding feedback noting that there were no new Governance recommendations.
- The Committee were informed that the FEC had commented that Governors were clear about risks and opportunities, that they were committed to the development project and that new Governors were contributing well.
- The Clerk informed the Committee that it was anticipated that the report would contain two governance focussed suggestions.
 - The first was to broaden the diversity of the Board.
 - The second was a proposal that the Clerk attend SLT meetings at Committee times to facilitate developing Committee agendas. The Principal & CEO confirmed that both suggestions were being taken on board.
- The Principal & CEO informed the Committee that she had been advised that two recommendations were likely to now be included in the report.
 - The first related to progressing financial planning to work towards a sustainable surplus position.
 - The second was to access free advice and support funded by the FEC when reviewing curriculum efficiencies.
- It was noted that the final report would come to the Corporation when published.

Update RECEIVED.

7.2 Quality improvement Plan 2021/22 & Governors Self-Assessment process 2021/22.

- The Committee received the report outlining delivery of the plan during 2021/22. It was noted that there were some challenges in delivering face to face sessions due to the continuing impact of Covid.
- The Clerk discussed the scope of work remaining in developing and updating Governance policies generally.
- It was noted that this would be summarised and included in the handover to the new postholder in due course. Discussion followed on the areas of proposed work to ensure that any outstanding questions from the self-assessment process last year had been fully addressed.
- The Committee noted and approved the use of the previous year's self-assessment questionnaire. It was agreed that this would be distributed by the new Clerk in the Autumn term.
- The Committee discussed the proposal to introduce a post meeting questionnaire.
- The Clerk proposed that this take place on an annual basis. Following discussion, it was agreed that the questionnaire would be adopted and labelled as an annual questionnaire of a Corporation meeting.
- The Chair of the Corporation requested that the questionnaires be collated and fed back to him so that he could use any findings/themes to inform his one to one sessions with Governors. It was agreed that this would be included in the handover.

Clerk

Clerk

Update RECEIVED Post Meeting Questionnaire APPROVED subject to above amendment.

7.3 Attendance & KPIs

- The Committee discussed attendance in depth at individual, Committee and Corporation level.
- The Clerk drew the Committees attention to the additional duties undertaken and meetings attended during the course of the year.
- It was noted that some of the newly appointed governors the previous year did not have sufficient advance notice of dates and had pre-existing commitments. It was anticipated that this would not be the case this academic year.
- It was also noted that the attendance of the external Member of the Audit Committee also needed to be included for completeness. Agreed.
- The Committee discussed the need for a full events calendar to be made available at the earliest opportunity to enable Governors to participate in performance reviews and student activities and events. Noted.

Principal & CEO

The Report was RECEIVED and the recommendation to issue an events calendar was APPROVED.

8. Governor Training and Development – Presented by the Clerk

Items discussed:

- The Committee discussed the need for a short term streamlined suite of on-line courses for Governors and the importance of a face to face session with external experts.
- The Clerk informed the Committee that they needed to be registered with FutureLearn to access the (previously ETF) courses and that this would be taken forward by the new Clerk.
- It was noted that Chairs' of Committees had participated in the termly network meetings held by the AoC. The Clerk informed the Committee that two Governors had also registered for the recently released masterclass sessions.
- The Committee noted the request for a separate Governors Budget to be established to support the commitment to holding off site strategic planning events. This was agreed.
- The Principal & CEO informed the Committee that she was already sourcing a venue for the 2022/23 event.
- The Clerk drew Members attention to the planned joint PREVENT training event to be held with East Surrey College.
- It was agreed to explore more options for joint training to maximise input and reduce costs.
- Members of the Committee expressed their keenness for face to face events with case studies.
- It was also proposed that the Clerk circulate a table of mandatory training that was required with each Governor requested to complete the form and return it.
- It was hoped that this would capture the extensive training undertaken outside of the College by Governors in other roles.
- This was agreed as an action for the Autumn Term.

Clerk

Principal & CEO

Clerk

Report RECEIVED and recommendations APPROVED.

9. Governor Role Descriptors – Presented by the Clerk.

Items discussed:

- The Committee discussed the proposed role descriptors. It was agreed that the draft role descriptors would be issued to each of the current role holders for comment and approval. (With the exception of the sustainability descriptor which had already been through this process).
- Members drew to the Clerk's attention that the role descriptor for the Chair needed to be updated to ensure consistency, when referring to the term of office. (Confirmed as two years at Brooklands). Noted.
- The Clerk drew Members attention to the proposal for a SEND role descriptor to be drafted. Discussion followed on the scope of the role, how the role was

Clerk

Clerk

Clerk

used in other education sectors and the need to ensure that Corporate responsibility for areas was still maintained.

- Following detailed discussion about the role and the potential requirements, it was agreed that the matter would be given further consideration at the next meeting of the Search and Governance Committee, following feedback on the other role descriptors.

Clerk

Report RECEIVED and Role Descriptors APPROVED.

10. Governor Structure & Core Documents – Presented by the Principal & CEO

Items discussed:

- The Committee noted the proposed changes and confirmed that both the Resources and CPR Committee Chairs were in support of the proposed changes.
- The Clerk informed the Committee that the Governors section of the website was currently not accessible and that efforts were being made to reinstate the information. Noted.
- The Clerk informed the Committee that proposals for an external Board Portal had been discussed in outline. East Surrey were proceeding with a portal that potentially offered considerable time savings to the Clerk. The Chair of the Corporation confirmed that he would take the matter up with the new Clerk.
- The Committee proposed that the next dispatch be contained in one single PDF document and then zipped. It was agreed that the Clerk would seek to carry out the dispatch using this format.

Clerk

Chair of the Corporation

Clerk

Report RECEIVED and recommendations APPROVED.

11. Draft Annual Schedule – Presented by the Clerk

Items discussed:

- The Clerk summarised the planning process and the parameters within which the schedule had been developed.
- The Committee were advised that an additional date for the Summer Term would be added, **Wednesday 28th June 2023 at 6pm** on site, for the SPEC Committee to meet. Noted.
- Members of the Committee requested that additional dates particularly regarding performance reviews be made available asap in light of the dates on the schedule. Agreed.

Clerk

Clerk

The Annual Schedule was APPROVED for recommendation to the Corporation

**12. Any Other business
(Part Two)**

**13. Date of Next Meeting
To be Confirmed**



Signed By: _____

Date: _____