

**Minutes of a Meeting of the Governance & Search Committee held on
Wednesday 24 November 2021**

Present Mr S Wilcox (Chair)
 Ms T Aust (Principal)
 Mr B Armstrong
 Mr J Allen (Clerk)

The meeting commenced at 16.30

WELCOME, APOLOGIES & DECLARATIONS OF INTEREST

1. The Chair welcomed everyone to the meeting. There were no apologies. There were no declared interests.

MINUTES

2. The minutes of the Governance & Search Committee held 29 January 2021 were agreed as an accurate record of the meeting (Paper 1).

MATTERS ARISING

3. There were no matters arising from the minutes.

RECRUITMENT OF HEAD OF GOVERNANCE/GOVERNANCE PROFESSIONAL

4. The recruitment process and timetable was agreed at the last meeting of the Committee.

5. The Principal confirmed recent contact has been made with two recruitment agencies. One has already replied and the other will reply by Friday. One of the agencies has specific FE sector experience in the recruitment of Governance Professionals/Clerks.

6. In terms of timescales for recruitment, the following was agreed:

- (i) To appoint a recruitment agency prior to the end of this term and to agree with the appointed agency the documents required to support the recruitment process;
- (ii) To short-list candidates in January 2022;
- (iii) To aim to hold interviews in the first week of February 2022; and
- (iv) For the appointed post holder to commence employment from 01 April 2022.

DRAFT GOVERNANCE REVIEW 2020-21 AND GOVERNANCE IMPROVEMENT PLAN 2021-22

7. The Committee received for review the draft of the Governance Review 2020-21 and Governance Improvement Plan 2021-22 (Paper 2).

8. The Corporation has agreed to undertake an annual review of governance for the proceeding academic year, with the final review report to be published in the autumn term covering following the same timescale for the College's self-assessment process.

9. The Corporation has agreed the following framework for the annual review of governance:

- I. To conduct a review of current performance against a number of governance good practise indicators outlined by the FE Commissioner (Published May 2019).
- II. Review of current performance against a number of agreed governance KPIs
- III. Skills analysis audit conducted on current governors
- IV. Chair to hold one-to-one review meetings with each governor
- V. Each Governor to be asked to review the Chair's Performance through completing a questionnaire - completed questionnaires to be evaluated by the Vice Chair and the evaluation to be made available to the Corporation
- VI. External Review of Governance
- VII. Succession planning
- VIII. Action planning arising from the Review

10. The review for 2020/21 commenced in the summer term, starting with conducting one-to-one review meetings between each governor and the Chair, and then for each governor to conduct a review of the performance of the Chair. The outcomes from these two components of the review framework were made available to the July meeting of the Corporation.

11. The remaining components of the review framework were completed in the autumn term, including action planning to address any areas of development identified through each of the review components.

12. The proposed grade for Governance is 'Good' (Grade 2). This is in line with Ofsted's descriptor for governance arrangements confirmed in the recent inspection of the College.

13. The key section of the review report was the '*Governance Action Plan 2021/22*' with particular focus on succession planning for governors, the Chair, and the Clerk. The Governance & Search Committee is tasked for monitoring the implementation of the action plan.

14. During the review of the action plan, it was agreed to make the following changes in the presentation of the plan:

- a) The plan to identify which actions are a set of 'principles' of good practice/intent for the Corporation to agree and work towards covering such areas as behaviour, operating principles, ie, not a specific action point with a target date for completion, but on-going; and
- b) The plan to identify which actions are specific actions with target dates.

15. Following review, it was **RESOLVED** to recommend to the Corporation at its meeting on 14 December 2021, to approve the “Governance Review 2020-21” and “Governance Improvement Plan 2021-22” and, to endorse and approve the proposed grade of ‘Good’ for governance.

ANY OTHER BUSINESS

16. There was no other business.

DATE OF NEXT MEETING

17. To be confirmed.

The meeting finished at 17.30

Signed: _____ Date: _____