

Minutes of Search and Governance Committee

(All resolutions passed were the unanimous decision of the Search Committee members present unless otherwise stated)

Meeting Title	Search and Governance Committee
Date	28 January 2020
Members Attending	Dr J. Brumwell Ms K. Driver Mr R. Foulston Cllr S. Gordon - Chair Mr P. Mayhew-Smith - Group Principal / CEO
Attendees	Mrs H. Meredith - Head of Governance
Items for discussion	
1.	WELCOMES, APOLOGIES AND DECLARATION OF INTEREST
1.1	Members were welcomed to the meeting. Apologies were received from Mr Willett.
1.2	DECLARATION OF INTEREST Members confirmed that they did not have any pecuniary or other interest in any agenda item.
2.	MINUTES OF LAST MEETINGS 18 SEPTEMBER, 26 NOVEMBER 2019 AND 20 JANUARY 2020 AND MATTERS ARISING
2.1	<u>Accuracy</u> . The three sets of minutes of this committee were accepted as an accurate record by those in attendance at the meetings and were signed by the Chair.
2.2	<u>Matters arising</u> The Action Log was reviewed and the following actions agreed: <ul style="list-style-type: none"> • To set up ‘buddies’ for new governors and to appoint Mr. Foulston as buddy for Cllr Cook and Ms Driver as buddy for Mr. Monger-Godfrey; • Governor appraisals- The Corporation Chair will prepare some questions (based on templates from the AoC) to send to governors in advance of an appraisal meeting; • The Student Governor election had been delayed pending the nomination of a student from South Thames College. It was resolved that the election should go ahead so as to have a Student Governor in place without further delay.
3.	GOVERNOR APPOINTMENT
3.1	The Committee noted that the Head of Governance will try to re-schedule an interview with a candidate who was unable to attend the interviews for a financially qualified governor on 20 January. The interview panel made no recommendations for any appointments.
4.	CURRENT GOVERNOR VACANCIES AND UPDATE ON RECRUITMENT STRATEGY TO FILL VACANCIES
4.1.1	After discussion the Committee resolved to recommend to the Corporation: <ul style="list-style-type: none"> • To amend the Instrument and Articles of Government to re-designate one of the skills- based governor vacancies to become a second Student Governor vacancy;

4.1.2	<ul style="list-style-type: none"> To note that the current governor vacancies would then be for 2 student governors, one governor to be nominated by RBK and for one financially qualified governor. <p>When next recruiting for a skills-based governor the committee suggested actively advertising the vacancy in organisations representing those with any protected characteristics which are currently under-represented on the Corporation.</p>
4.2	<p>SHORTLISTING OF PROSPECTIVE GOVERNORS FOR INTERVIEW</p>
4.2.1	<p>The Committee received a number of CVs, profiles and covering statements from prospective governors. Consideration of these was deferred as the Committee asked for a list of criteria based on the STCG governor role profile, identified skills gaps and geographic area where an applicant lives, against which to short-list these. The committee agreed that governors should live within a 30-mile radius of the colleges to enable them to attend meetings and know the communities which the colleges serve.</p>
4.2.2	<p>The shortlisting exercise will be carried out by email following the meeting rather than delaying a decision until next term.</p>
4.3	<p>TO REVIEW LENGTH OF TERM OF OFFICE FOR STUDENT GOVERNORS</p>
4.3.1	<p>After discussion, and to try to increase student voice:</p>
4.3.2	<p>It was resolved to recommend to the Corporation to</p> <ol style="list-style-type: none"> extend the term of office of Student Governor to two years, so long as the student remains a student of the College Group; <p>and</p> <ol style="list-style-type: none"> Amend the Instrument and Articles of Government to re-designate one of the other skills-based governor vacancies to a second Student Governor vacancy and for two students to be elected to fill these vacancies.
4.3.3	<p>The Committee suggested inviting the students to write and present a report to a Corporation Meeting in the summer term to increase student voice.</p>
5.	<p>REVIEW OF COMMITTEE AND LINK GOVERNOR MEMBERSHIPS FOR 2019-20 FOLLOWING RECENT GOVERNOR APPOINTMENTS/ RESIGNATIONS</p>
5.1	<p>A governor resignation necessitated further review of the previously agreed committee memberships. The Committee reviewed these noting the resignation of Mr Byrne-Price as a governor with effect from 10.12.19 leaving a vacancy on the Audit Committee.</p>
5.2	<p>After discussion the Committee resolved to recommend to the Corporation to ask Mr Allen to move from the FP & R Committee to the Audit Committee in time for the March Committee meeting.</p>
5.3	<p>It was resolved to note the Report.</p>
6.	<p>CORPORATION ANNUAL BUSINESS CYCLE – FOR APPROVAL</p>
6.1	<p>The Committee reviewed the draft Annual Business Cycle and asked for this to be revised to Group the areas of business under the following headings:</p> <ul style="list-style-type: none"> Finances Curriculum and Quality People and wellbeing Systems and governance.

<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p>DISCUSSION - IDEAS FOR IMPROVING STREAMLINING GOVERNANCE AND MAKING BEST USE OF GOVERNORS' TIME</p> <p>The Committee asked how to focus on the key issues in a paper. Governors need to receive a well-reasoned and succinct argument to support each recommendation by officers.</p> <p>The Committee suggested amending the directions on an Agenda to have items for governors to:</p> <ul style="list-style-type: none"> • Note • Approve • Give a steer to the College <p>The Committee suggested holding a development session on this for report writers.</p>
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p>	<p>COMPLIANCE REVIEW OF CODE OF GOOD GOVERNANCE</p> <p>Governors discussed the Responsiveness section of the Code of Good Governance and the proposals in the Curriculum Strategy for setting up Employer Based Advisory Boards starting with a Digital Skills Board which will report to the QLS Committee. This will gather employer feedback to help with the development of future curriculum particularly with regard to student employability skills. The Committee suggested calling this the 'Future Skills Board'.</p> <p>The Group Principal reported that a significant amount of work is undertaken at all levels across the Group on the development of employability skills and working with employers and the committee discussed how best to report on that work to governors. The Committee suggested changing the name of the QLS Committee to QLS and Employability.</p> <p>The Committee also discussed the marketing review currently being undertaken by the Group which will be reported to the QLS Committee. The Group Principal reported that he will be rewriting the Group Marketing and Communications Strategy in response to this. It was agreed that at the Corporation Meeting on 25 February should receive an update on issues emerging from the marketing review.</p> <p>The rest of the review was deferred to the next meeting, as there was insufficient time to give this proper consideration.</p>
<p>9.</p> <p>9.1</p>	<p>PROGRESS UPDATE ON GOVERNANCE COMPLIANCE REVIEW AGAINST DFE GUIDE TO GOVERNANCE</p> <p>This item was deferred to the next meeting, as there was insufficient time to give this proper consideration.</p>
<p>10.</p> <p>10.1</p>	<p>REVIEW OF BOARD RISK AREAS</p> <p>The Committee questioned whether the assessment of net risks was up to date and asked that officers review this after publication of the January 2020 Internal Audit of Governance as the assessment referred to May 2019 and therefore appeared to be out of date.</p>
	<p>NEXT MEETING</p> <p>The next scheduled meeting is on Tuesday 5 May 2020@ 6:30pm at Carshalton College.</p>
	<p>The meeting closed at 8:30pm</p> <p>Signed..... Date.....</p>

ACTION LOG		Responsible	Deadline	Signed off
1.	To appoint buddies (mentors) for new governors and to appoint Mr. Foulston as buddy for Cllr Cook and Ms Driver as buddy for Mr. Monger-Godfrey.	HoG, RF , KD		
2.	The Chair of Corporation will put prepare some questions to send to governors in advance of a one to one appraisal meeting based on templates from the AoC Governance Library.	RF/ HoG		
3.	Student Governor election should go ahead regardless so as to have a formal Student Governor appointed	HoG		
4.	Re-schedule an interview with the other candidate for financially qualified governor vacancy	HoG		
5.	Shortlisting of governor applications deferred. HoG to prepare a list of criteria against which to short-list these and shortlisting to be carried out by email following the meeting.	HoG	March 2020	
6.	Revise the draft Cycle of business to group items under subheadings	HoG	Deferred to next meeting	
7.	Compliance Review of Code of Good Governance	HoG	Deferred to next meeting	
8.	Progress update on governance compliance review against DfE guide to governance	HoG	Deferred to next meeting	