

**MINUTES OF THE MEETING OF THE SEARCH & GOVERNANCE COMMITTEE
HELD: THURSDAY 14 JANUARY 2021 AT 17:00 VIA MICROSOFT TEAMS**

Present	In Attendance
Cath Orange (Chair)	Sarah McKenzie (Clerk to Corporation)
Chris Webb (CEO)	Allison McEvoy (Assistant Clerk to Corporation)
Paul Birtles	

The quorum was two Committee members

L/J Denotes the time any individual left/rejoined the meeting.

Item		Action/ Report Item
1	<u>Introductions, Apologies for Absence and Declarations of Interest</u>	
1.1	The Chair opened the meeting.	
1.2	Apologies were received for Paul Ashton and June Durrant.	
1.3	There were no disclosures of interest.	
2	<u>Chair's Actions</u>	
2.1	There had been no use of Chairs action since the last meeting.	
3	<u>Minutes of the meeting held on 24 September 2020 and Matters Arising</u>	
3.1	RESOLVED: The Minutes of the meeting held on 24 September 2020 were approved as an accurate record and will be signed by the Chair.	
3.2	The Matters Arising report was considered and it was noted that the action relating to the Annual Governance Report will be picked up when the report is next considered – September 2021.	
4	<u>Legal Update</u>	
4.1	The Committee received a verbal update from the legal team representing the College in a forthcoming tribunal case. The Committee reflected on the impact and risk to the delivery of the strategy. Members noted their concern for the health and wellbeing of all staff involved in the case. The Committee awaits the outcome of the case and will update the Corporation accordingly.	
5	<u>Governor Attendance</u>	

<p>5.1</p> <p>5.2</p>	<p>As set out in the Terms of Reference, the Search and Governance Committee shall be responsible for advising the Corporation on the appropriate target for aggregate Governor attendance and for monitoring the achievement of any target set. The previously agreed target for attendance in 2020-21 is 75%.</p> <p>Members reviewed the attendance report and it was noted that governor attendance remains a standing item on the Committee’s agenda. No concerns were recorded.</p>	
<p>6</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p>	<p><u>Succession Planning</u></p> <p>The Committee reviewed the Succession Planning Report.</p> <p>The Clerk had met with all governors during the autumn term to understand individual circumstances, plans and aspirations, this had informed the Succession Plan presented to the Committee.</p> <p>The following activity is currently underway:</p> <p>a) External recruitment provided free of charge via DfE for the recruitment of four new governors with experience in the following sectors:</p> <ul style="list-style-type: none"> • Audit • Finance • HR/Legal • Community/Local Authority <p>b) Election of a new staff governor (academic) to replace Andy Naylor and his membership on Audit Committee.</p> <p>c) The Students Union constitution was being refreshed. The updated version states that the elected President of the SU has the role of student governor and that based on the status of the President (either FE or HE) that the relevant Education & Welfare Officer will take up the second governor slot.</p> <p>The Clerk noted that she had fed into the review of the SU Constitution and that once the amended constitution has been ratified by the board of trustees, this will come to the Corporation for formal approval.</p> <p>In the meantime, elections have taken place for roles that will cease at the end of the current academic year. This means that Marvinia Newton who is studying on a distance learning course is the proposed FE student governor and Sura Al-Ani is therefore the second student governor as the HE Education & Welfare Officer.</p> <p>Q. Is a distance learning student able to communicate with the student body?</p> <p>A. They have a hierarchy of meetings within the Student Union in place where they communicate with each other are able to represent the students. This particular student is based in Leeds so relatively local to the college. The VPQSE and Student Union will be responsible for ensuring the FE Student Governor will have a presence at the college.</p>	

<p>6.5</p> <p>6.6</p>	<p>It was noted that the new student governors should be inducted as soon as possible and that they be invited to attend the Strategic Planning Event on 29 and 30 January 2021.</p> <p>RECOMMENDED: The appointment of both student governors and their membership on Quality and Standards Committee will be recommended to the Corporation for approval.</p> <p>The Clerk had recently received an email from Bradford Council regarding an immediate change to the Quality and Standards Committee co-opted member, Cllr Naveed Riaz. This is to be changed to Cllr Kyle Green. The Clerk asked the Committee if they wished to consider the current arrangements with Bradford Council. The Committee agreed that the current arrangements should be reviewed at a later date.</p> <p>RECOMMENDED: The appointment of Cllr Kyle Green as co-opted member to Q&S Committee will be recommended to the Corporation for approval.</p> <p>It was agreed that the proposed succession plan presented by the Clerk should be kept under review and considered inline with the outcome of the independent governor recruitment exercise.</p>	
<p>7</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p><u>Governance Quality Improvement Plan: 2020-21</u></p> <p>Members reviewed progress against the Governance Quality Improvement Plan. It was noted that good progress was being made but it was also acknowledged that the implementation of a mechanism for feeding back the views of parents/carers and employers may take longer than anticipated.</p> <p>The Clerk drew the Committees' attention to the actions relating to subsidiaries and joint ventures, noting that an Audit was carried out in 2015 on the 'Governance Arrangements and Reporting Arrangements for the Subsidiaries', after which a number of recommendations were implemented. It was agreed that the Clerk will compile a report for the Audit Committee providing the current position. Therefore, a revised timescale of March is required.</p> <p>The Chair thanked the Clerk for the effort that has gone in to the Quality Improvement Plan and noted that the Governor Link Scheme was a great idea and should be rolled out as soon as possible.</p>	<p>Clerk</p>
<p>8</p> <p>8.1</p>	<p><u>Publication of Minutes Policy</u></p> <p>The Policy on Publication of Corporation Minutes, Papers and Agendas was last reviewed by Corporation in February 2018. It had been reviewed again to ensure that it is consistent with the Instrument and Articles, the Standing Orders and individual Committee Terms of Reference. The key change is that it is proposed that minutes from Committee meetings and Written Resolutions are published on the College website alongside the already published Corporation minutes.</p>	

8.2	RECOMMENDED: The Search and Governance Committee recommends the updated Policy on the Publication of Minutes, Papers, and Agendas to the Corporation for approval.	
9	<u>Meeting Schedule 2021-22</u>	
9.1	To aid the College in developing the corporate calendar for 2021-22 the Clerk has been asked to confirm the meeting dates for governance meetings. The proposed meeting schedule had been shared with the Committee. It largely follows the same format as 2020-21 with some exceptions, which had already been discussed between the Clerk and the Executive Leads.	
9.2	ACTION: The schedule of business for 2021-22 is under review by the Clerk and will be shared with the Search and Governance Committee at its next meeting on 22 April 2021.	Clerk
9.3	RECOMMENDATION: That the Meeting Schedule for 2021-22 be recommended to the Corporation for approval.	
10	<u>Any Other Business</u>	
10.1	The Chair reflected on the meeting in terms of identifying risk and it was noted that there was a potential risk to succession planning.	
10.2	The Chair closed the meeting at 6.45	
11	<u>Meeting Evaluation</u>	
11.1	Link to meeting evaluation form to be circulated via email.	Assistant Clerk

Approved by the Committee

Cath Orange

13.05.2021

Signed by the Chair

Date

Agreed Actions

#	Minute	Action	Who
1	7.3	Governor Link Scheme to be rolled out as soon as possible	Clerk
2	9.2	The schedule of business for 2021-22 is under review by the Clerk and will be shared with the Search and Governance Committee at its next meeting on 22 April 2021.	Clerk
3	11.1	Meeting evaluation to be circulated	Assistant Clerk