

MINUTES OF THE MEETING OF THE SEARCH & GOVERNANCE COMMITTEE

HELD: on 13 January 2022 at 17:00 in DHB Boardroom

Present	In Attendance
Cath Orange (Chair)	Sarah McKenzie (Clerk to Corporation)
Chris Webb (CEO)	
Paul Birtles	
Billy Khokhar	
Neil Ward	
Apologies	
John Williams	
Allison McEvoy (Assistant Clerk to Corporation)	

Item		Action
1.	<u>Introductions, Apologies for Absence and Disclosures of Interest</u>	
1.1	The Chair opened the meeting.	
1.2	Apologies were noted for John Williams and Allison McEvoy.	
1.3	There were no disclosures of interest.	
2.	<u>Chair's action</u>	
2.1	There had been no use of Chairs action since the last meeting.	
3.	<u>Minutes of the meeting held on 23 September 2021</u>	
3.1	RESOLVED: The Minutes of the meeting held on 23 September 2021 were approved as an accurate record and will be signed by the Chair.	
4.	<u>Matters Arising</u>	
4.1	The Matters Arising report was reviewed.	
4.2	The Committee discussed further the terminology used to describe the different categories of staff governor for the impending search for a new staff governor. It was agreed that it was difficult to categorise staff and that the advert should be less prescriptive and instead say that the Corporation welcomes applications for any member of staff but on this occasion it would particularly welcome staff from the support areas.	
4.3	ACTION: To run exercise during February & March to recruit a new staff governor.	Clerk

Effective Governance		
5.	<u>Governor Attendance</u>	
5.1	Members reviewed the governor attendance records for term 1 2021/22 and expressed concern for the attendance of some governors. Members commented that concerns and implications arising from Covid had impacted on attendance and agreed that hybrid arrangements should continue for anyone who is not able attend in person.	
5.2	ACTION: It was agreed that attendance records for Ann Kendal should be amended to reflect her sabbatical.	Clerk
5.3	ACTION: that the Clerk explores any attendance issues with any governor who appears to have struggled with attendance in term 1.	Clerk
6.	<u>Skills for Jobs White Paper – update (governance implications)</u>	
6.1	<p>The Clerk had provided an update against the requirements set out in the <i>Skills for jobs white paper: interim guidance on strengthening governance</i>, highlighting a number of mandatory requirements that were incorporated into the 2021-22 funding agreement. These were:</p> <ul style="list-style-type: none"> • Three-yearly external governance reviews. • Annual self-assessment – should be held every year from 2021-2022 onwards, except in the year of an external review. • Any person who is selected for appointment as the head of governance/clerk must have a qualification relevant to the role or equivalent experience. • Boards must report in their annual reports on activity undertaken over the year to develop governors/trustees and the head of governance/clerk. <p>It was noted that the College was either already fulfilling the mandatory requirements or had plans in place to respond effectively.</p> <p>It was also noted that there were a number of other areas of reform which are not mandatory but offer guidance. Of particular interest was the guidance around the participation of an external person on interview panels for senior post-holders, to bring objectivity and a different perspective.</p>	
6.2	ACTION: A new FE governance guide will be published in the Spring 2022. Clerk to provide an update paper at the next meeting.	Clerk

<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p><u>Succession Planning</u></p> <p>The term dates for members were presented to the Committee for consideration in relation to succession planning.</p> <p>The Committee discussed the role of Chair of Corporation noting that the term of office for Cath Orange runs to December 2023. It was agreed that in order to ensure timely succession that a Chair designate be identified in order to shadow Cath in her last year as Chair and governor.</p> <p>It was agreed that it would be preferred that the Chair be sought from within the current membership but that having discussions with current members now would leave time for an external recruitment exercise to take place should there not be the appetite to take on the role from within.</p> <p>That the Committee actively considers what appetite there may be across the Corporation membership for the role of Chair of Corporation beyond December 2023.</p> <p>ACTION: That the Clerk discusses a second term of office with both Paul Birtles and Neil Ward.</p> <p>ACTION: That the Clerk begins to have discussions with interested members about the role of Chair of Corporation.</p>	<p></p> <p>Clerk</p> <p>Clerk</p>
<p>8.</p> <p>8.1</p> <p>8.2</p>	<p><u>Skills Audit</u></p> <p>The Clerk explained that following the External Board Review carried out in May/June 2021 which had recommended that the current skills audit could be enhanced, an updated draft skills audit questionnaire was presented for consideration. The draft questionnaire sought to align the skills required with the responsibilities of the Corporation. As well as providing greater insight into the individual, their background, motivations and aspirations. With the view to the questionnaire serving as a starting point for the development of individual training and development plans which was another recommendation from the External Board Review.</p> <p>Members agreed with the approach taken but felt that the draft could be further enhanced by:</p> <ul style="list-style-type: none"> • Make clear in the introductory section that individual responses will be confidential and that only overall analysis for the group will 	<p></p>

8.3	<p>be provided to the Search and Governance Committee for the purpose of governor recruitment and training.</p> <ul style="list-style-type: none"> • Simplifying the scoring to an even number so that there is no sitting on the fence • Rationalise the skills list further with the view to it being even less onerous. <p>ACTION: That the Clerk makes the changes to the skills audit and requests that governors complete the questionnaire.</p>	Clerk
<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p>	<p><u>Governor Induction and CPD</u></p> <p>The Clerk introduced a paper, explaining that historically governor induction and CPD has not been well documented at Bradford College and highlighted that in line with requirements relating to the Skills for Jobs White Paper, that from 2021-22 the Annual Report must contain a statement on the development of governors. Also, that the External Board Review and therefore the Governance Quality Improvement Plan introduces the implementation of personalised development plans for individual governors.</p> <p>The Clerk shared a draft Governor Induction and CPD Checklist and explained that coupled with the enhanced Skills Audit, the checklist will allow for personalised plans to be developed and fulfil the requirements set out.</p> <p>The Committee asked that it be enhanced by explaining what governors might do under each item e.g. observe, attend and contribute, take account of... etc.</p> <p>ACTION: That with the changes, the Clerk implements use of the Governor Induction and CPD Checklist.</p> <p>ACTION: That the Clerk explores what opportunities may exist for governor peer to peer support between colleges.</p>	<p>Clerk</p> <p>Clerk</p>
<p>10.</p> <p>10.1</p> <p>10.2</p>	<p><u>Governance Quality Improvement Plan – update</u></p> <p>In reviewing the Governance Quality Improvement Plan, members commented that good progress was being made against the actions. This led to a wider discussion about the role of governor and the need to develop the ambassadorial role further.</p> <p>The discussion developed to consider training needs of governors and it was agreed that there was a need to offer training on both the character of the college and the curriculum, in terms of the</p>	

10.3	demographics as well as training on the different types of qualifications and levels of education offered at the college. ACTION: Clerk and CEO to consider training need and put in place arrangements for April 2022 governor training.	Clerk /CEO
Any other business		
11.	<u>Items for report to the Corporation</u>	
11.1	• Succession planning – Chair of Corporation	
12.	<u>Any other business</u>	
12.1	There was no other business.	
12.2	The Chair closed the meeting at 19.00.	
13.	<u>Meeting Evaluation</u>	
13.1	Link to meeting evaluation form to be circulated via email.	Clerk

Approved by the Committee:

C. Orange
Signed by the Chair

9.05.2022
Date

Agreed actions

No	Minute	Action	Who?
1	4.3	To run exercise during February and March to recruit a new staff governor.	Clerk
2	5.2	It was agreed that attendance records for Ann Kendal should be amended to reflect her sabbatical.	Clerk
3	5.3	That the Clerk explores any attendance issues with any governor who appears to have struggled with attendance in term 1.	Clerk
4	6.2	A new FE governance guide will be published in the Spring 2022. Clerk to provide an update paper at the next meeting.	Clerk

5	7.2	That the Clerk discusses a second term of office with both Paul Birtles and Neil Ward.	Clerk
6	7.3	That the Clerk begins to have discussions with interested members about the role of Chair of Corporation.	Clerk
7	8.2	That the Clerk makes the changes to the skills audit and requests that governors complete the questionnaire	Clerk/ Audit
8	9.2	That with the changes, the Clerk implements use of the Governor Induction and CPD Checklist.	Clerk
9	9.3	That the Clerk explores what opportunities may exist for governor peer to peer support between colleges.	Clerk
10	10.3	Clerk and CEO to consider training need and put in place arrangements for April 2022 governor training.	Clerk /CEO