

**MINUTES OF THE MEETING OF THE SEARCH & GOVERNANCE COMMITTEE
HELD: on 12 January 2023 at 17:00 in DHB Boardroom**

Present	In Attendance
Cath Orange (Chair)	Alina Khan (VPEDI&SE)
Chris Webb (CEO)	Sarah McKenzie (Clerk to Corporation)
Billy Khokhar (Via MS Teams)	Allison Booth (Assistant Clerk to Corporation)
John Williams	
Apologies	
Paul Birtles	
Neil Ward	

L/J Denotes the time a Governor left/joined the meeting

Item		Action
1.	<u>Introductions, Apologies for Absence and Disclosures of Interest</u>	
1.1	The Chair welcomed everyone to the meeting.	
1.2	Apologies were noted for Paul Birtles and Neil Ward.	
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 22 September 2022</u>	
3.1	RESOLVED: The Minutes of the meeting held on 22 September 2022 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	Governor Stakeholder Engagement - the clerk had obtained a template that could be used for development of a plan. It was suggested that the DfE requirement to evidence that the College is meeting local need could be linked with the Governor Stakeholder Engagement Plan.	
4.3	Link Governor Scheme - the Clerk suggested that the link governors beyond the statutory links may need to be revisited before meetings are set up as there had been a lot of movement between in Governors and in the executive.	

4.4	Governors discussed the proposed review of the Senior Leadership Team in collaboration with the Chief Executive. It was noted that there would need to be a discussion about the role and responsibilities of Senior Post Holders in support of this discussion.	
4.5	ACTION- That a session to discuss which posts should be designated as senior posts with the CEO and the Chairs is organised before the end of February 2023.	Clerk/Chair/CEO
Equality Diversity & Inclusion		
5.	<p><u>Update on strategic objective – To become a truly inclusive College</u></p> <p>5.1 The VPEDI&SE advised that progress had been made on the majority of the aspects set out in SO1. Some amber ratings remained due to data not being collected at the point of recording, and areas flagged were related to areas where the first action was to establish / collect a new and specific dataset.</p> <p><u>Encourage staff to share profile data-</u> Whilst this work is continuing and there has been a decrease in ‘prefer not to say’ for some characteristics, the College is putting less emphasis on the collection of staff EDI data, focusing on activities to build trust around the use of the data. It was noted that all new staff are asked complete details on their diversity profiles as part of their face-to-face induction.</p> <p>5.2 Q. Have we checked on how other public sector organisations are comparing with us on the data sharing aspect? A. Advice from the AoC is that we concentrate on interpreting and positively using the data we have and then more people will start to disclose their information.</p> <p>5.3 Q. Have we asked staff why they are concerned about sharing some characteristics? A. Some staff are uncertain about what we would do with their data.</p> <p><u>Embed best EDI practise within LTA-</u> No observations were reported in Q1.</p> <p><u>Investors in diversity-</u> in process.</p> <p>5.4 Q. Do we guarantee interviews for certain groups? A. We are a disability confident employer which will guarantee people with disabilities or on long terms sickness an interview, provided they meet the essential criteria for the role.</p>	

5.5	<p>Q. Is it made clear to that cohort of people that they would be guaranteed an interview?</p> <p>A. The wording on the adverts makes it clear that we are a disability confident employer.</p> <p><u>Early identification of risk for male students</u>- It is too early to report if this has been met and will be reported fully at the end of the year.</p> <p><u>Embed anti racism as a whole College approach</u>- HoDs were asked to incorporate activity into department action plans in July. Work is in progress in most areas and where appropriate, discussion is taking place now and throughout January on setting KPI's for master targets 23/24. All departments now have an ED&I action plan.</p> <p>Governors noted the progress made.</p>	
6.	<p><u>Annual ED&I Report</u></p> <p>6.1 The VPEDI&SE presented the Annual ED&I Report 2021-22.</p> <p>6.2 Q. Do we have a report that is very similar to this one?</p> <p>A. The protected characteristics data was taken from the Safeguarding Report. There has been an increase in males presenting harmful sexual behaviours which is pertinent to ED&I in terms of gender.</p> <p>6.3 Q. Who do we share the Annual ED&I report with?</p> <p>A. It is requirement to have it published on the College website, we have to report on gender pay gap but we don't circulate the report further.</p> <p>6.4 Q. Could we share it with the local authority to demonstrate what we do on ED&I?</p> <p>A. We could share it, it is not something we would be averse to.</p> <p>6.5 It was noted that there was a worrying rising trend in misogynistic behaviours at the College and that endeavours were being made to address this.</p> <p>6.6 Q. Has there really been an increase in sexually inappropriate behaviours, stalking and violent and threatening behaviours or is it being reported more because there is more empowerment to report it?</p>	

6.7	<p>A. It can be attributed to both an increase in cases and an improvement in reporting. We have seen a spike post pandemic, so we had a 2-year period where young people were not given structure or boundaries.</p> <p>Q. Is the sharp rise in mental health support caused because it has become culturally acceptable to discuss mental health?</p> <p>A. We are discussing mental health more frequently and openly but again the rise is attributed to a rise in referrals and better reporting.</p>	
6.8	<p>Q. Will you be able to ultimately demonstrate that the mechanisms you have put in place will have benefited staff and students?</p>	
6.9	<p>A. The more we report, the more we address, so we doubt we will see a reduction in referrals going forward. It would be tracked on the impact of those individuals that have needed intervention.</p>	
6.9	<p>Governors noted that it was an excellent report and asked the VPEDI&SE to reflect on how governors can support her strategically.</p>	
7.	<p><u>ED&I Policy and Procedure</u></p>	
7.1	<p>The VPEDI&SE advised that the Equality Diversity & Inclusion Policy had been updated to include intent and the launch of S01, the Procedure had also been revised and updated and was presented alongside the policy for context.</p>	
7.2	<p>It was noted that Equality Impact Assessments will now be going to a sub group of the ED&I Committee to review processes before policies are circulated wider to the SLT.</p>	
7.3	<p>RECOMMENDATION: The ED&I Policy is recommended to Corporation for approval.</p>	
7.4	<p>ACTION: That within the procedure, procurement is listed as having responsibility for contractors and sub-contractors complying with the College’s Equality, Diversity & Inclusion Policy as part of the tender process.</p>	VPEDI&SE
Effective Governance		
8.	<p><u>Governor Attendance</u></p>	
8.1	<p>The Committee reviewed Committee/Corporation/individual attendance against the agreed target for attendance in 2022-23 of 75%.</p>	
8.2	<p>Governors had some concerns regarding a lack of governors with</p>	

	significant FE experience on the Q&S Committee and agreed to discuss this under the succession planning agenda item.	
9.	<u>Governor 1:1s</u>	
9.1	As part of the Governance Improvement Plan, it was agreed that consideration would be given to governor 1:1s as part of the existing annual board self-assessment exercise.	
9.2	The Clerk proposed a number of scenarios for discussion on how the 1:1s might operate if adopted. The Committee agreed that Governor 1:1s should be adopted.	
9.3	Members discussed the need to facilitate 3 or 4 areas for discussion on to a template for the 1:1's and that they should be carried out by the Committee Chairs.	
9.4	ACTION: To bring a plan for Governor 1:1's to the next S&G Committee on 27 April 2023 with a view to implementation at the end of the 2022-23 academic year.	Clerk
10.	<u>Training and development policy for governors</u>	
10.1	The Clerk advised that the purpose of the Training and Development Policy for Governors was to support governance improvements by providing Corporation Members with sufficient information about the range of support and development opportunities available, both internally and externally, to enhance development both as individual Corporation Members and the Corporation as a whole.	
10.2	It was explained that the Post 16 Education Act now requires that a summary of the training and development activities undertaken by governors and the Clerk are included in the Annual Report.	
10.3	ACTION: <ul style="list-style-type: none"> • To change the wording on '<i>attend at least one social event</i>' to '<i>attend one student facing activity</i>'. • To change the wording on '<i>Achieve at least 75% attendance at all Corporation and Committee meetings annually</i>' To '<i>Achieve the Governors set target for attendance</i>'. • To add the word '<i>of</i>' after summary on Item 10.2 	Clerk
10.4	RECOMMENDATION: That the with the suggested changes incorporated, the training and development policy for governors recommended to Corporation for approval and adoption.	

11.	<u>Procedure for the appointment of governors</u>	
11.1	The Clerk advised that the existing Procedure for the appointment of governors had been updated to include the need to have a diverse interview panel and additional methods for ways of attracting candidates.	
11.2	RECOMMENDATION: That the Procedure for the appointment of governors be recommended to Corporation for approval.	
12.	<i>This item was discussed after item 13b.</i>	
12.1	<u>Corporation - draft agenda</u> The draft Corporation agenda for the meeting of 30 March 2023 was reviewed. In terms of identifying an appropriate topic for the strategic conversation for inclusion in the agenda it was agreed that this would be reviewed following the Strategic Event on 27/28 January.	
13.	<u>Succession Planning</u>	
13.1	a. Governors It was noted that Neil Ward was unfortunately suffering with ill health and it was agreed that he should takes a leave of absence to be reviewed at Easter 2023. Cath Orange will cover his responsibilities as Chair of F&GP and Chair of the Capital Special Interest Group. The Committee considered a number of issues related to succession planning and agreed the following:	
13.2	RECOMMENDATION: That Billy Khokhar and Lendy Ho are appointed for a second term of office of 4 years from 31.06.23 to 30.06.27.	
13.3	RECOMMENDATION: That on taking up the role of Chair of Corporation, John Williams will move from being Audit Chair to member of F&GP Committee.	
13.4	RECOMMENDATION: That Chris Webb will take on the role of Director of Inprint and Design.	
13.5	RESOLVED: That a recruitment exercise takes place, specifically seeking:	

<p>13.6</p> <p>13.7</p> <p>13.8</p> <p>13.9</p> <p>13.10</p> <p>13.11</p>	<ul style="list-style-type: none"> • An Audit Chair • A Q&S member with a teaching and learning background • A Q&S member with a local employer voice • An additional F&GP member with a senior finance background <p>ACTION: It was also identified that a discussion should be held with the Vice Chair of Corporation about the potential for renewing his term of office in the role beyond December 2023.</p> <p>It was also noted that Lendy Ho had expressed she wished to move from F&GP Committee and the Committee agreed that her skills might be best utilised on Audit Committee. It was noted, however that membership of Audit Committee will mean that she can no longer be a member of Remuneration Committee and of the Capital Special Interest Group.</p> <p><i>L-AM</i></p> <p>b. Clerk Following the resignation of the Clerk, there was a need to plan for the recruitment of a new Clerk.</p> <p>It was agreed that in line with internal College policy, an internal recruitment exercise would take place first.</p> <p>Governors had already recently reviewed the job description and person specification and used benchmarking information made available to them to determine an appropriate salary for the role.</p> <p>It was agreed that the post would be advertise at a salary of up to £55,000 and up to full time. The Committee suggested panel members in line with the requirements set out in the Articles of Government and agreed an outline recruitment plan.</p> <p>ACTION: The Clerk and CEO were tasked with making the arrangements for an internally run exercise.</p>	<p>Clerk</p> <p>Clerk/CEO</p>
Any other business		
<p>14.</p> <p>14.1</p>	<p><u>Items for report to the Corporation</u></p> <ul style="list-style-type: none"> • Minutes of the meeting of 12 January 2023 • Annual ED&I Report 2021-22 • The ED&I Policy • Succession Planning Governors & Clerk • Procedure for the appointment of governors 	
<p>15.</p>	<p><u>Any other business</u></p>	

15.1	There was no other business.	
15.2	The Chair closed the meeting at 19.45.	
16.	<u>Meeting Evaluation</u>	Assistant Clerk
16.1	Link to meeting evaluation form to be circulated via email.	

Approved by the Committee:

C. Orange
Signed by the Chair

02.05.23
Date

Agreed actions

No	Minute	Action	Who?
1	4.4	That a session to discuss which posts should be designated as senior posts with the CEO and the Chairs is organised before the end of February 2023.	Clerk/Chair/ CEO
2	7.4	That within the procedure, procurement is listed as having responsibility for contractors and sub-contractors complying with the College's Equality, Diversity & Inclusion Policy as part of the tender process.	VPEDI&SE
3	9.4	To bring a plan for Governor 1:1's to the next S&G Committee on 27 April 2023 with a view to implementation at the end of the 2022-23 academic year.	Clerk
4	13.6	It was also identified that a discussion should be held with the Vice Chair of Corporation about the potential for renewing his term of office in the role beyond December 2023.	Clerk
5	13.11	The Clerk and CEO were tasked with making the arrangements for an internally run exercise.	CEO/ Clerk
6	16.1	Link to meeting evaluation form to be circulated via email.	Assistant Clerk