

MINUTES OF THE MEETING OF THE EXTRAORDINARY SEARCH & GOVERNANCE COMMITTEE

HELD: Wednesday 14 June 2023 at 17:00 via MS Teams

Present	In Attendance
Cath Orange (Chair)	Alina Khan (VPEDI&SE)
Chris Webb (CEO)	Allison Booth (Clerk)
Paul Birtles	
Billy Khokhar	
John Williams	

Item		Action
1.	Introductions, Apologies for Absence and Disclosures of Interest	
1.1	The Chair welcomed everyone to the meeting.	
1.2	There were no apologies for absence.	
1.3	There were no disclosures of interest.	
2.	Chair's action	
2.1	There had been no use of Chairs action since the last meeting.	
3.	Strategic Objective - To be a truly inclusive college	
3.1	The VPEDI&SE presented the Strategic Objective- To be a truly inclusive college, advising that the key deliverables remained unchanged. The Committee considered the 4 Key Objectives in turn:	
3.2	<p><u>To create a supportive and inclusive culture</u></p> <p>Aspect- An environment where learners feel valued, safe and treated with dignity. Action- Create a sense of belonging for learners through a revised programme of induction – every dept to acknowledge this, written in their plans. Students know how and where to report concerns and/or hate crimes, through a robust induction and good promotion of student services.</p> <p>It was noted that responses to the student survey results were looked at by different departmental areas to check that the key messages were getting through. There had been a slight percentage decrease that had prompted actions to ensure the key critical messages were delivered to students within the first 2 days of induction.</p>	

	<p>The VPEDI&SE advised that a plan was in place to employ a new team of Student Engagement Officers who would work across all of the campus sites, this was to provide the kind of presence that students had said they required to feel safe in their feedback.</p> <p>There had been a lot of debate on gender neutral toilets which had been driven by the students, staff and the media. It had been determined that adjustments could not easily be made to existing campus buildings to accommodate this but as each site was being refurbished, at least one gender- neutral toilet would be put in place.</p> <p>95% of Staff felt they were treated with fairness, dignity and respect by their managers, which created a sense of belonging. It was noted that this should also include ensuring that managers were afforded the same amount of value.</p> <p>‘No’ disparity gaps would be changed to ‘review’ disparity gaps to enable a better understanding of what was behind them.</p> <p>Thus, creating an environment that’s ‘comfortable’ for our underrepresented groups of students. To be changed to ‘more conducive to learning’.</p>	
3.3	<p><u>To drive engagement in EDI at all levels within the organisation</u></p>	
	<p>All female candidates who meet essential criteria to be automatically shortlisted for roles in Construction & Engineering, Information Services and IT -should reflect male candidates who meet essential criteria being shortlisted for roles in areas where they are also underrepresented.</p> <p>Measures were in place to increase the likelihood of staff from underrepresented groups accessing CPD or non-mandatory training by 10%.</p>	
3.4	<p><u>To deliver curriculums that are inclusive, representative and decolonised</u></p>	
	<p>Members discussed the various role models that students identified with and the process to decolonise the curriculum. It was noted that this was a national piece and that many other educational organisations were demonstrating the same principle.</p> <p>It was noted that the Enrichment programme would now include EDI, sustainability and social responsibility themes across all campuses.</p>	
3.5	<p><u>To enhance EDI activity that is clearly embedded across the college.</u></p>	

<p>3.6</p>	<p>There was now engagement with a broad range of local and regional employers for work experience partnerships – captured on Navigated and reported through PR process.</p> <p>A revised due diligence process was in place to ensure any procurement partners were committed to the Bradford College ED&I strategy and values.</p> <p>Mission 44 looks to specifically recruit apprentices for ethnic minority females in to STEM subjects. A plan was in place to deliver the objectives. 5 students had been selected to visit Silverstone as guests as part of Mission 44.</p> <p>Measures were in place to ensure that the APP addresses key demographic gaps through impactful and inclusive strategies. It was noted that funding was being discussed and could be factored in to the Colleges long- term budget plans.</p> <p>The CEO advised that prioritising SO1 ensured that it cascaded in to all of the other strategic objectives which demonstrated the determination to become a truly inclusive College.</p> <p>Members agreed that the plan was front and centre and were very positive about taking in to the Corporation. The Chair thanked the VPEDI&SE for all of her hard work in pulling the plan together.</p> <p>RECOMMENDATION: With the changes identified that the Strategic Objective- to be a truly inclusive college be recommendation to Corporation for approval.</p> <p><i>AK/L</i></p>	
<p>4.</p> <p>4.1</p>	<p>Link Governor</p> <p>At the January S&G meeting the Clerk had suggested that the link governors beyond the statutory links would need to be revisited before meetings were set up as there had been a lot of movement in Governors and in the Executive.</p> <p>At the April S&G meeting the Assistant Clerk had suggested that she meet with the CEO to discuss ideas and planning. Members agreed this would give more time to create a clear proposal.</p> <p>After some discussion between the CEO and the Clerk, it is suggested that:</p>	

<p>4.2</p>	<p>a) governors review the link areas beyond the statutory links (see appendix 1), inviting wider Corporation members to join the scheme afresh in the new academic year.</p> <p>b) a focus is given to both parties agreeing the purpose and structure of the link engagement prior to the visit.</p> <p>c) time is added to each Corporation agenda for governors to briefly share the insight that they have gained from their engagement. This could begin with the statutory links at the July meeting.</p> <p>d) to carry out a Link Governor training session on 14 September 2023 with Governors and the Executive.</p> <p>It was noted that there had been a lack of communication and some misunderstanding about what the link governor scheme was and its purpose. The CEO advised that the plan was to resurrect the scheme and give Governors a greater depth of understanding of it. Members could then join the scheme afresh in the new academic year.</p> <p>Members discussed the merits and benefits that they had personally experienced by being link governors, particularly around on-site visits and agreed a reintroduction to the scheme via a training session would be very valuable.</p>	
<p>4.3</p>	<p>ACTION: To arrange a Link Governor training and development session with the executive and Corporation.</p>	<p>CEO/ Clerk</p>
<p>4.4</p>	<p>ACTION: The Clerk to circulate the link governor areas list prior to the training session.</p>	<p>Clerk</p>
<p>5.</p> <p>5.1</p>	<p>Planning for January 2024 Governor’s Strategic Event</p> <p>Members commenced discussions around planning for the January 2024 Governor’s Strategic Event.</p> <p>A number of potential topics and speakers were identified:</p> <ul style="list-style-type: none"> • ChatGPT • ED&I- 2- year sense check • City of Culture • Capital Programme • External speaker- Political landscape <p>There was also a discussion about which topics to discuss as part of the student engagement item, it was suggested that the committee go directly to the Student Union to garner opinion on what the students themselves would like to discuss.</p>	

5.2	ACTION: The VPF&CS and Clerk to present a DRAFT agenda to the September S&G meeting.	VPF&CS/ Clerk
6.	Brief review of 1:1 roll out (verbal update)	
6.1	The implementation of the plan had previously been recommended by the S&G Committee and approved by the Corporation. However, a plan to roll out the 1:1's still needed to be agreed by the Chairs. Members discussed which order to carry the 1:1's out and it was agreed that the S&G Chair would conduct the initial sessions with the other Chairs first and then the Chairs would carry them out at Committee level. The Q&S Chair would delegate some of the 1:1's to the Q&S Vice Chair.	
Any other business		
6.	Items for report to the Corporation	
6.1	a) Minutes of meeting – 14 June 2023 b) Strategic Objective - To be a truly inclusive college c) Governor's Strategic Planning Event	
7.	Any other business	
7.1	The Chair advised members that she would be stepping down at the end of the academic year and that the current Chair Designate would then start his tenure as Chair. A communication would be circulated to inform the wider Corporation.	
7.2	The Chair closed the meeting at 18.30.	
8.	Meeting Evaluation	
8.1	Link to meeting evaluation form to be circulated via email.	Clerk

Approved by the Committee:

John Williams

28.09.23

Signed by the Chair

Date

Agreed actions

No	Minute	Action	Who?
1	4.3	To arrange a Link Governor training and development session with the executive and Corporation.	CEO/ Clerk

2	4.4	The Clerk to circulate the link governor areas list prior to the training session.	Clerk
3	5.4	The VPF&CS and Clerk to present a DRAFT agenda to the September S&G meeting.	VPF&CS/ Clerk
4	8.1	Link to meeting evaluation form to be circulated via email.	Clerk