

**MINUTES OF THE MEETING OF THE SEARCH & GOVERNANCE COMMITTEE
HELD: on Thursday 18 January 2024 at 17:00 in 4F34 DHB**

Present	In Attendance
John Williams (Chair)	Alina Khan (VPEDI&SE) (Items 1-7)
Paul Birtles	Allison Booth (Clerk)
Chris Webb (CEO/Accounting Officer)	Rachel Henry (Assistant Clerk)
Billy Khokhar	
Sharon West (via MS Teams)	

The quorum was three committee members

L/J Denotes the time any individual left/ re-joined the meeting.

Item		Action / Report Item
1.	<u>Introductions, Apologies for Absence and Disclosures of Interest</u>	
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.	<u>Chair's action</u>	
2.1	There had been no use of Chair's actions since the last meeting.	
3.	<u>Minutes of the meeting held on 28 September 2023</u>	
3.1	RESOLVED: The Minutes of the meetings held on 28 September 2023 were approved as an accurate record and would be signed by the Chair.	
4.	<u>Matters Arising</u>	
4.1	The Matters Arising report was reviewed: <i>6.2 – The VPEDI&SE to present the ED&I Data Dashboard to the next Search and Governance meeting in January. This would be presented to support item 5 on the agenda.</i> <i>12.2 –The Clerk to conduct a thorough review of the new AoC Code of Good Governance and add inputs and dates into the Code of Governance Compliance annex where there are gaps. The Clerk advised that this was ongoing and good progress was being made.</i>	

Effective Governance

5. Update on strategic objective – To become a truly inclusive College (verbal update)

5.1 The VPEDI&SE provided an overview on the updated strategic objective – To become a truly inclusive College.

5.2 Ensure learners feel safe at college
Internally, the recruitment of Student Engagement Officers and an increased security presence had seen a positive impact. Further work was required to increase the visibility and communications around what had been put in place.

5.3 Ensure learners feel safe in surrounding area of college
Security staff had been tasked with more visible patrols in the surrounding area of the College. The College was still awaiting the provision of an onsite Police Officer.

5.4 **Q. Have the police been made aware of the issue that was reported regarding verbal harassment in public spaces outside of the College?**
A. The police are aware and have been working with Bradford College and the University. Plain clothed officers have been patrolling the surrounding area. It has been acknowledged that communication around encouraging students to report concerns requires improvement. The College has now been given access to report any incidents through a Partnerships Intelligence Portal which is a live incidence log, informing the police intelligence base. It is hoped that this will improve the ease and frequency of reporting.

5.5 Students know how to access support with their mental health and wellbeing
The slight dip in this area was being addressed in Personal Development Tutorials.

5.6 Trans students feel able to be themselves on campus
The VPEDI&SE informed members that data for this category was being collated for the first time in 2023-24 and that data would be formally reported in Q2. Members acknowledged that some of the initial responses were positive.

5.7 All female candidates who meet essential criteria to be automatically shortlisted in Information Services, IT and Construction/Engineering
An opportunity to implement an automatic shortlist had been missed in Construction and Engineering. The VPEDI&SE advised that while this was disappointing, measures had been put in place to ensure departments were compliant with the strategy.

<p>5.8</p> <p>5.9</p> <p>5.10</p> <p>5.11</p> <p>5.12</p>	<p><u>CPD Delivered by Community Partners</u> CPD was being delivered but not all CPD events were being formally reported. Communications had gone out to advise that this was a requirement and to request that this was logged going forwards.</p> <p>The VPEDI&SE informed members that the areas without a rating or with an amber rating were those for which data has not been collected at the point of recording or where the first action was to establish/collect a new and specific dataset.</p> <p>Members discussed setting realistic levels for targets. It was noted that targets should be SMART and achievable. There should be headroom to allow for improvement and the narrative/ context should be taken in to consideration.</p> <p>The Committee requested that outcomes data from the previous academic year be added to the dashboard to enable effective comparison.</p> <p>ACTION: The VPEDI&SE to add outcomes data from the previous academic year to the dashboard.</p>	<p>VPEDI&SE</p>
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p><u>Annual Equality Diversity & Inclusion (ED&I) Report</u></p> <p>The Committee reviewed the Draft Annual ED&I Report for 2022-23 and suggested a number of amendments. The final version would be presented to the Corporation in March.</p> <p>Q. Who is the ED&I Report shared with? A. It is published on the College website and last year it was shared with the Local Authority and Bradford University.</p> <p>Members suggested the ED&I report also be shared with the West Yorkshire Combined Authority and the Education and Skills Funding Agency.</p> <p>The Committee noted that the report contained a lot of information and was an interesting read.</p>	
<p>7.</p> <p>7.1</p>	<p><u>Equality Diversity & Inclusion (ED&I) Policy and Procedure</u></p> <p>The VPEDI&SE advised that no changes had been made to the ED&I Policy as part of its annual review.</p> <p>Members requested that the Mission and Vision of the College were added to the Policy to link with the College Values.</p>	

7.2	<p>RECOMMENDATION: That, with the suggested amendment, the ED&I Policy be recommended to the Corporation for approval.</p> <p>L/AK</p>	
8.	<p><u>External Board Review- Determine Scope</u></p> <p>8.1 The External Board Review would be carried out by the AoC in spring 2024. Wendy Stanger would be the Consultant reviewer and Rob Lawson the Moderator.</p> <p>Phase 1, involving a scoping meeting with the AoC, CEO, Chair and Clerk, would take place on 7 March 2024. The scoping meeting would set the time frame for the review and an activity schedule would be discussed, agreed and shared, including the Boards own specific scope. Phase 2 would include a survey and a series of evaluations/ observations.</p> <p>The Committee agreed that the CEO, Chair and Clerk identify any areas of focus prior to the scoping meeting.</p> <p>ACTION: The Clerk to collate key documents in relation to the national picture of Governance to help inform on areas of focus.</p>	
9.	<p><u>Governor Attendance</u></p> <p>9.1 The Committee reviewed Committee/Corporation/individual attendance against the agreed target for attendance in 2023-24 of 75%. Average attendance was currently 82% and would continue to be monitored. Members discussed barriers around attendance and the Clerk advised that the meeting evaluation form gave members the opportunity to report any issues.</p>	
10.	<p><u>Governor 1:1s / Skills Audit Outcomes</u></p> <p>10.1 The Governor 1:1 Meetings were successfully rolled out across the summer and completed by September 2023. The feedback from the 1:1's and the Skills Audit had been collated into one working document to allow for fuller analysis and a subsequent action plan put in place.</p> <p>Members reviewed the 1:1 action plan and Governor Training Record and noted all Governor activity was now monitored, including:</p> <ul style="list-style-type: none"> ● Training courses ● Link Governor Visits ● Attendance at College events ● Any actions taken from the plan 	

	<p>Members were pleased to see such a positive number of Governors on various training courses. The Committee agreed, that where appropriate, members of other committees could observe committee meetings where they had expressed an interest in gaining more oversight.</p> <p><i>SW/L</i></p>	
11.	<u>Corporation - Draft Agenda</u>	
11.1	The draft Corporation agenda for the meeting of 21 March 2024 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 centred on the Governor Stakeholder Engagement Strategy.	
12.	<u>Governance Quality Improvement Plan Update</u>	
12.1	The Committee reviewed an updated version of the 2023-24 Governance Quality Improvement Plan and noted the positive progress that had been made across the majority of areas. The Governor Stakeholder Engagement Strategy would be addressed at the next Corporation meeting in March.	
13.	<u>Code of Good Governance (verbal update)</u>	
13.1	The Clerk informed members that the new AoC Code of Good Governance had been published in Autumn 2023. Members were advised that the College currently remained compliant with the existing Code and that the new Code would be recommended at the Search and Governance Committee Meeting in May and formally adopted at the May Corporation, to ensure compliance with the new code in the academic year 2024-25.	
14.	<u>Items for report to the Corporation</u>	
14.1	<ul style="list-style-type: none"> • Minutes of the meeting of 18 January 2024 • Annual ED&I Report 2022-23 • The ED&I Policy • External Board Review Update 	
15.	<u>Any other business</u>	
15.1	The Clerk asked members to consider the best way to garner opinion/ feedback from attendees at the Strategic Planning Event and it was suggested that this be facilitated at the event via a series of questions on white boards.	
15.2	The Chair closed the meeting at 18:48.	

16.	<u>Meeting Evaluation</u>	Assistant Clerk
16.1	To be circulated by the Assistant Clerk.	

Approved by the Committee:

.....**J. Williams**.....
Signed by the Chair

.....**02.05.24**.....
Date

Agreed actions

No	Minute	Action	Who?
1	5.12	The VPEDI&SE to add outcomes data from the previous academic year to the dashboard.	VPEDI&SE
2	8.1	The Clerk to collate key documents in relation to the national picture of Governance to help inform on areas of focus.	Clerk
3	16.1	Meeting Evaluation to be circulated by the Assistant Clerk.	Assistant Clerk