

**MINUTES OF THE MEETING OF THE SEARCH & GOVERNANCE COMMITTEE**  
**HELD: on Thursday 1 May 2025 at 17:00 in 4F07 DHB**

<b>Present</b>	<b>In Attendance</b>
John Williams (Chair)	Alina Khan (VPED&I) (Items 1-5)
Paul Birtles	Allison Booth (GD)
Chris Webb (CEO)	Rachel Henry (DGD)
Billy Khokhar	
Sharon West	
Bulbul Barrett	

The quorum was three committee members

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

<b>Item</b>		<b>Action / Report Item</b>
<b>1.</b>	<b><u>Introductions, Apologies for Absence and Disclosures of Interest</u></b>	
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.	
<b>2.</b>	<b><u>Chair's action</u></b>	
2.1	There had been no use of Chair's actions since the last meeting.	
<b>3.</b>	<b><u>Minutes of the meeting held on 16 January 2024</u></b>	
3.1	<b>RESOLVED:</b> The Minutes of the meetings held on 16 January 2024 were approved as an accurate record and would be signed by the Chair.	
<b>4.</b>	<b><u>Matters Arising</u></b>	
4.1	<p>The Matters Arising Report was reviewed:</p> <p>5.7 – The VPED&amp;I to present a paper on STEM at the next Search &amp; Governance meeting in May – The paper was to be presented under Item 5.</p> <p>5.10 – The CEO and SLT to review the measures/ratings on the Committee Dashboards – The CEO advised that the Data Dashboard for 2025-26 would be presented at July Corporation after it had been reviewed at each Committee.</p>	

	<p>12.2 – <i>The CEO to lead on the Governance Stakeholder Engagement Plan</i> – The CEO advised that he would now address this and report back.</p> <p>12.6 – <i>The GD to discuss a Link Governor review with the CEO towards the end of the academic year</i> – The GD advised that a meeting would be arranged to discuss this in July.</p>	
<b>Equality, Diversity &amp; Inclusion</b>		
<b>5.</b>	<b><u>Update on strategic objective – To become a truly inclusive College</u></b>	
5.1	The VPED&I provided an overview on the updated strategic objective – To become a truly inclusive College.	
5.2	<p><u>Students know how and where to report concerns and/or hate crimes</u> 93% of students stated that they knew who to contact if they didn't feel safe at College. Currently below target, but ahead of the previous year's position, it was expected this target would be met by Q4, following a number of mitigating actions.</p> <p>The CEO advised members that the Annual Reports which contained the statistics and data for ED&amp;I, Safeguarding and Prevent were annually presented to Corporation via the Q&amp;S Committee.</p> <p><u>Increase likelihood of underrepresented groups accessing CPD</u> Far less CPD overall had taken place so far in the current academic year compared to the last, due partly to the level of focus required for the Ofsted visit in October of last year. In Q4, the average for support staff was 3.5 hours and for curriculum staff 5.3 hours. In comparison, for this quarter, the average for support staff was 1.2 hours and for curriculum staff 1.5 hrs. This was expected to increase over the next 2 quarters.</p> <p><u>At least 4 EDI student led initiatives delivered by the Students' Union</u> This target had been exceeded, with a raft of student led initiatives being delivered and was considered to be well embedded.</p> <p><u>All staff complete staff induction within first 8 weeks of employment</u> 100% of eligible staff had been invited to complete the staff induction, which was now rolled out on a modular basis across the first six months of employment. The VPED&amp;I advised that completion of mandatory training was regularly monitored in Performance Reviews.</p> <p>Members suggested splitting the target into two KPIs going forward:</p> <ul style="list-style-type: none"> <li>• Completion of mandatory training – to be allocated into SO4.</li> <li>• Completion of the ED&amp;I component of the induction within the probationary period – to remain in SO1.</li> </ul>	

5.3	<b>ACTION:</b> The VPED&I to explore splitting the target on staff induction into completion of mandatory training and completion of the ED&I Induction component.	VPED&I
5.4	<p><u>Minimum of x6 EDI related comms on staff intranet and college social media channels per year</u></p> <p>Members commended the College's excellent utilisation of several social media platforms, including Instagram, Facebook, and TikTok, which were being used to engage with students, the community, and to share College news. Members requested, that due to the high volume of engagement on these platforms, that the target be increased for 2025-26. It was also suggested the College consider offering online short courses in this area.</p> <p><u>Increase recruitment of women into STEM subjects</u></p> <p>The Committee had previously requested further information on the endeavours that were being made to increase recruitment of female students into STEM subjects, including information related to finance, quality and recruitment.</p> <p>It was noted that recruitment of women into STEM subjects represented 51% of the apprenticeships to date, which had increased from 41% at this point in the previous academic year, reflecting the success of the inclusive strategies.</p> <p>Members acknowledged that the College was making significant progress in encouraging female participation in STEM, particularly through apprenticeships. The VPED&amp;I advised that there would be a continued focus on inclusive marketing and curriculum development. Strategic outreach was recognised as essential to sustaining the positive momentum seen.</p>	
5.5	The VPED&I asked the Committee to consider any changes or additions that they would like to see on the SO1 Data Dashboard for 2025-26.	
5.6	<b>ACTION:</b> The Committee to consider any changes/additions to the SO1 Data Dashboard for 2025-26.	
5.7	The CEO requested that members give consideration to the future Committee allocation of SO1 to determine if it was still appropriately allocated under the Search & Governance Committee's remit or whether SO1 should be allocated to the Quality & Standards Committee for oversight.	
5.8	<b>ACTION:</b> The S&G Committee to give further consideration to Committee allocation of SO1.	S&G Cttee

	L/AK	
<b>Effective Governance</b>		
<b>6.</b>	<b><u>Code of Good Governance Compliance Review 2024-25</u></b>	
6.1	<p>College Corporations are required to adopt a Governance Code. In 2024 the College adopted the new AoC Code of Good Governance.</p> <p>The AoC Code Template had been periodically updated to show compliance against the requirements of the Code. The Search and Governance Committee continued to monitor compliance with the Code and had incorporated it into the 2024-25 Governance Quality Improvement Plan.</p> <p>The Corporation is required to comment on its adoption and compliance against the Code in its Statement of Corporate Governance which is published alongside the Annual Financial Accounts. The Corporation is in a position to comment positively.</p> <p>Members reviewed the progress within the AoC Code Template and agreed that it was a comprehensive and thorough document and also acknowledged that the College was demonstrating good compliance with the new Code.</p>	
<b>7.</b>	<b><u>Governor Attendance</u></b>	
7.1	<p>The Committee reviewed the attendance report provided, which gave a summary of attendance by Committee/ Corporation/ Individual.</p> <p>It was noted the agreed target for governor attendance for 2024-25 was 75% and that average overall attendance was reported at 85%.</p> <p>Members discussed governor attendance at the Corporation meetings and it was highlighted that this currently stood at 78% which was an increase on last year's figure of 72%.</p> <p>The GD advised that a final review of 2024-25 attendance would be carried out at the end of the academic year and any issues would be raised with the Chair and reported to the Committee.</p>	
<b>8.</b>	<b><u>External Board Review - Action Tracker</u></b>	
8.1	<p>The GD advised that the External Board Review Report &amp; Action Tracker had been periodically updated and that the actions were being addressed in priority order. Members were asked to consider how to better engage Student Governors in all aspects of governance.</p>	

8.2	Members had an in-depth discussion on student voice and the expectation on student reporting in meetings. In view of the varying opinions, it was agreed that the GD would liaise with the SLT to arrange for a discussion paper to be presented at the next meeting to help the Committee to determine how best to incorporate the student voice within the Corporation.	GD/SLT
8.3	<b>ACTION:</b> The GD to liaise with the CEO to determine which member of the SLT would be most suitable to support a Student Voice discussion report.	
<b>9.</b>	<b><u>Governance Quality Improvement Plan Update</u></b>	
9.1	<p>The Committee reviewed progress against the Governance QIP 2024-25.</p> <p>It was noted that the QIP data was in a positive position and that good progress had been made across all areas. The GD advised that the QIP would continue to be updated with any further progress over the next few months.</p> <p>The GD requested that members consider items for inclusion on the Governance 2025-26 QIP. The CEO suggested that in view of the previous discussion, that how to incorporate the Student Voice in Governance would be a good topic.</p>	
<b>10.</b>	<b><u>Governor effectiveness review – plan</u></b>	
10.1	The Committee reviewed the proposed plan for the review of governance effectiveness for 2024-25.	
10.2	Members agreed the plan, noting its compliance with the new AoC Code. The GD advised that the level of engagement by Governors was outstanding this year, with members attending 153 training courses to date. The Governor 1:1s had closely informed the training offered and 9 training sessions had been attended by the Corporation in 2024-25; it was again acknowledged that this was a record high. There had also been an increase in member attendance at College events, which was recognised as another very positive development.	
10.3	<b>RECOMMENDATION:</b> That the Governance effectiveness review plan for 2024-25 be recommended to the Corporation for approval.	
<b>11.</b>	<b><u>Scheme of Delegation</u></b>	
11.1	The GD had engaged the SLT to assist with the review of the Scheme of Delegation and various updates had been suggested as a result.	

11.2	<p>Another meeting had taken place with the GD and CEO to further review and as a result, many changes had been made.</p> <p>The Scheme of Delegation had been updated to incorporate the change of the Clerk's role title to Governance Director, changes in responsibility, changes of references to key documentation and Government departments, and various corrections related to policy &amp; procedures.</p> <p><b>RECOMMENDATION:</b> That the Scheme of Delegation be recommended to Corporation for approval.</p>	
12.	<p><b><u>Committee Self-assessment against Terms of Reference</u></b></p> <p>12.1 The current Search &amp; Governance Committee Terms of Reference had been reviewed and the proposed changes were to reflect:</p> <ul style="list-style-type: none"> <li>• The change of the Clerk's role title to Governance Director.</li> <li>• The removal of reference to College subsidiaries, as this was no longer relevant.</li> </ul> <p>12.2 Members considered the Committee Self-assessment against the Search and Governance Terms of Reference and agreed that the Committee continued to perform well.</p> <p>12.3 <b>RESOLVED:</b> The Committee agreed that it had fulfilled its Terms of Reference in 2024-25.</p> <p>12.4 <b>RECOMMENDATION:</b> That the updated Search &amp; Governance Terms of Reference 2025-26 be recommended to the Corporation for approval.</p>	
13.	<p><b><u>S&amp;G Committee Schedule of Business for 2025-26</u></b></p> <p>13.1 The Committee reviewed the Schedule of Business which covered each S&amp;G meeting for the coming academic year. The Chair had previously requested that the Strategic Planning Event be incorporated into every meeting to ensure it was suitably monitored.</p> <p>Members agreed that the success of the 2025 Strategic Planning Event could be somewhat attributed to speakers being approached much earlier in the year. The GD advised that in view of this, the VPF&amp;CS had been invited to attend the June S&amp;G meeting to discuss the initial plan, rather than waiting until September.</p> <p>13.2 <b>RESOLVED:</b> That the schedule of business for 2025-26 is agreed.</p>	

<b>14.</b>	<b><u>Corporation Draft Agendas (22 May &amp; 10 July 2025)</u></b>	
14.1	Members had previously agreed that the strategic discussion for the May Corporation meeting be led by David Hughes, CEO of the AoC. The CEO advised that he would liaise with David Hughes on the subject of the Strategic Discussion. The GD & Chair suggested that the July and December Corporation agendas would not include a strategic discussion due to the volume of reporting.	
<b>Policies</b>		
<b>15.</b>	<b><u>Policy on the publication of Minutes, Papers and Agendas</u></b>	
15.1	The Policy on the Publication of Corporation Minutes, Papers and Agendas was last reviewed in March 2023. It had been reviewed again to ensure that it was consistent with the Instrument and Articles, the Standing Orders and individual Committee Terms of Reference.	
15.2	The policy had been updated to reflect the Clerk's change in title to Governance Director. In view of this being the only change, and as the title change had previously been approved by the Corporation, members agreed that it was appropriate for approval to be granted at Committee level.	
15.3	<b>RESOLVED:</b> That the Policy on the publication of Minutes, Papers and Agendas is approved.	
<b>16.</b>	<b><u>Items for report to the Corporation</u></b>	
16.1	<ul style="list-style-type: none"> <li>• Minutes of the meeting of 1 May 2025</li> <li>• Governance effectiveness review – plan</li> <li>• Scheme of Delegation</li> <li>• Committee Self-assessment against Terms of Reference</li> </ul>	
<b>17.</b>	<b><u>Any other business</u></b>	
17.1	The Chair requested that members consider the topics for monitoring in the 2025-26 QIP and also to consider what they would like to explore in terms of the September Training and Development Session.	
17.2	Members discussed how Corporation members assured themselves that the SPH salaries were proportionate and transparently disclosed. The Corporation Chair advised that the SPH salaries were presented in the Annual Financial Accounts; it was also noted that the CEO's salary was presented in the Remuneration Annual Report. Both of these reports were approved by Corporation and both documents were published on the College website. Members agreed that a report on	

	the remuneration for all 4 Senior Post Holders be presented to the Corporation at its next meeting in May.	
17.3	<b>ACTION:</b> The Remuneration Chair to present a paper to the Corporation in May on SPH salaries in the interest of transparency.	
17.4	There was no other business.	
17.5	The Chair closed the meeting at 18:30.	
<b>18.</b>	<b><u>Meeting Evaluation</u></b>	
18.1	To be circulated by the Deputy Governance Director.	<b>DGD</b>

Approved by the Committee:

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

.....**25.09.25**.....  
Date

#### Agreed actions

No	Minute	Action	Who?
1	5.3	The VPED&I to explore splitting the target on staff induction into completion of mandatory training and completion of the ED&I Induction component.	VPED&I
2	5.6	The Committee to consider any changes/additions to the SO1 Data Dashboard for 2025-26.	S&G Cttee
3	5.8	The S&G Committee to give further consideration to Committee allocation of SO1.	S&G Cttee
4	8.3	The GD to liaise with the CEO to determine which member of the SLT would be most suitable to support a Student Voice discussion report.	GD/SLT
5	18.1	Meeting Evaluation to be circulated by the Deputy Governance Director.	DGD