

Minutes of: Search and Governance Committee

Date: 13th March 2024

Location: Principal's Office

Present: Tony Bramley (Chair of Committee), Alan Layng (Chair of Governors), David Williams (Principal & CEO), Jeremy Nicholls.

Attending: Sam Tomkins (Temp Clerk to Governors), Ben Greenwood (Staff Governor sitting in), Ian Scott Bell (Independent Governor sitting in). Observed by Rob Lawson (AoC, attending online)

Quoracy: Meeting was quorate.

1. **Apologies for absence:** Laura Johnston
2. **Declarations of interest:** none
3. **Minutes of the last meeting**

a. **Approval of the minutes of meeting held on 22nd November 2023:** minutes approved as true and accurate record. All were happy with the new format of the minutes.

b. **Matters arising:** -

- Smartlog training completion by Governors – Clerk to follow up
- One page governor profile – self audit profile (Clerk) – outstanding
- Register of interest – all complete
- Student governor – no applications received following second advert
- Induction template (Clerk/Chair) - outstanding
- Workshop/Away Day schedule (Clerk) - outstanding

Actions: Clerk

c. **Approval of minutes of ad hoc meeting held on 23rd February 2024:** minutes approved as true and accurate record.

d. **Matters arising:**

- Clerk to arrange meeting between prospective governor and Committee Member
- Two unsuccessful applicants to be advised of outcome (Clerk)
- Clerk to arrange meetings for two applicants not yet progressed
- Applicant with no 23/24 availability - Clerk to share 24/25 meeting dates when confirmed
- Longstanding governor intentions – conversation outstanding (Chair)

Action: Clerk

Action: Chair

4. **Vacancies and succession planning**

a. **New governor applications** - None received beyond those discussed in 3d. above

b. **Review of governor advertisement** - Lack of (gender) diversity of Board but remains an ongoing action. Committee agreed it has identified rebalance of geography and education as a priority.

c. **Committee Membership and current vacancies**

- Audit Committee– currently includes two co-opted governors; no further action required
- Curriculum & Quality Committee – Priority committee for recruiting new governors to. Two Committee Members have two years left to serve. Prospective incoming governor may join this committee. Committee agreed to over-recruit to C&Q if opportunity arises, to build up experience. Committee agreed a balance of educators and business backgrounds is needed.
- Finance & Employment Committee – Could take one further member, but not priority currently
- Search & Governance Committee – Committee agreed that S&G Committee will comprised of the Committee Chairs

d. Consideration of 3 VPs attending Board meetings

Suggestion made for VPs to attend the Committee or Board meetings, as may be able to add immediate clarification in some areas. Committee agreed that it would be important to explain to VPs the benefits of attending and of their potential contribution, and invite them individually to specific meetings, but that in principle they were happy with this approach. Principal to speak to Deputy Principal as a first step.

Action: Principal

5. Governors Development and Training

a. Review of 6th February 2024 Governor workshop

The Committee agreed that this was a well-received event. Multiple information presented, and tour was very positive. Attendance of and presentation by Head of Estates and ICT was valuable, and it was suggested that middle managers could be involved in future meetings.

The Committee was reminded that the original purpose of Governor Workshops was for governor inductions and development. Therefore, inclusion of Curriculum is important. Other potential topics for the future workshops are: green tech, motor vehicle.

b. Priorities of Governor workshop

Governor workshops were further discussed, and priorities identified and changes approved by the Committee as:

- Curriculum in FTS, with revolving process every 3 years. This will ensure that governors are compliant with needs. AoC Comms Lead planned as a speaker for 4th July 2024 – to present national picture
- Focus of 3 workshops over the year: Curriculum; Current issues; External speaker
- Governor Away Day to be moved to end of September, with short board meeting for planning. 3 VPs to be invited to this.
- Remove annual workshop in February
- Campus visits to be scheduled so that they are regular
- Next year will be the preparation for the strategic plan – 2024/25 and then finalise the document 25/26. The Committee noted that the structure of the

plan needs to be more geographical, providing a framework/delivery plan for each campus. It was noted that methods of faculty engagement will need to be considered.

The possibility of a meeting/event in Cider Orchard Restaurant Hereford annually in February was discussed – agreed as potentially beneficial for marketing as well as entertaining. Attendees and purpose of the evening would need clarifying. Ideas for invitations included staff members with rewards, employers, school heads.

- c. **Governor induction process** - no update on draft induction process available due to Clerk temporary absence. Remains an action for Clerk, with support from Chair.

6. AoC 2023 Code of Good Governance – the Committee discussed this new Code and the associate template provided for governance analysis

- Committee were reminded that the 2015 version was a broad list of coulds/shoulds for good governance. This was revised last year into a document containing 6 high level principles and a detailed analysis of how they can be met. The Committee agreed that adhering to the updated 2023 Code is a positive aspiration for the Board.
- AoC Template provided has been initially completed to demonstrate how Board meets the principles currently. Committee reviewed this draft and agreed that a formal decision was needed to confirm the purpose of using this document going forward
- Committee agreed in principle to use the template and await feedback from the current External Governance Review before progressing further
Decision: Committee agreed to recommend to Board that we adopt the Code and its principles
Decision: Committee agreed that Code/template be added to the S&G agenda annually, linked directly with the Board self-assessment. (It was agreed that sections could go to other committees for review as appropriate)

7. HLNSC Scheme of Delegation March 2024

Update was presented for approval including the management of public monies. Committee agreed that document needs reviewing and simplifying due to size - Clerk to work with other colleges and AoC reviewing the document

Action: Clerk

8. External Governance Review

Currently in process. Clerk to supply papers. AoC Board Survey has now been circulated– Chair to advise all governors of the importance and advise that it has been completed.

9. Any other business - none

None recorded.

10. Date and time of next meeting: 1.30pm 26th June 2024 at Hereford Campus

