



MidKent College

GOVERNING BODY

SEARCH & GOVERNANCE COMMITTEE

Minutes of the meeting of the Search & Governance Committee held on Tuesday 21 January 2020 at 1730hrs in the Principal's Office at the Medway Campus.

Present:	Mrs P Baxter	Chairman
	Mr S Cook	
	Mr N Davies	
	Mr C Reeves	On phone
	Mr C Reynolds	
In attendance:	Ms C Burkin	Clerk to the Governing Body

1 Declaration of Interests

None declared.

2 Apologies for Absence

Apologies for absence were received from Mr A Start.

3 Minutes of the Meeting held on 1 October 2019

The minutes of the meeting held on 1 October 2019, Paper GBS&G19/354, were accepted as a true record and signed by the Chairman.

4 Matters Arising

Matters arising were taken within the Clerk's report.

5 Clerk's Update

Members discussed Paper GBS&G19/355 and supporting papers including the following outstanding matters:

- 5.1 Mandatory Training – the Clerk continues to monitor the completion of the training and reported that two Governors currently have some training outstanding. These Governors have received reminders. Members noted a change in the College rules meant that certificates obtained externally can no longer to be used by Governors to claim completed training, therefore some Governors will be required to update their training. Members agreed with this process for Safeguarding, PREVENT and GDPR training but felt a sensible approach should be taken regarding other training on an individual basis. The Clerk is working with HR to monitor this – **ongoing**.
- 5.2 Governance Structure/Remuneration of the Chairman – this action remains on hold - **ongoing**.
- 5.3 Vacancies – a recruitment update will be given under item 6.1 – **ongoing**.
- 5.4 Chairman Job Description update – **complete**.
- 5.5 Recruitment of Governors – item 6.1 – **ongoing**.
- 5.6 Specialist Finance Governor – specialist organisations have been identified for future contact – **ongoing**.
- 5.7 MKCTS – timeline explained to give clarity in paper GBS&G19/356 – **complete**.
- 5.8 Student Governor mentor – Chris Reeves – **complete**.
- 5.9 GIV – all Governors are reminded of their expectation. Update on completed visits under item 7.1 – **complete**
- 5.10 S&G Terms for Reference – approved GB – **complete**
- 5.11 Governance Handbook ETF Modules included – **complete**
- 5.12 Governance Audit – re-appointment form amended to include GB formal approval and S&G justification - **Ongoing**

6 Search Issues

- 6.1 Recruitment Update – Members noted that James Williams and Angela Woodhouse have been appointed to the Governing Body and accepted the appointment but there still remains up-coming vacancies on the Board.

Members considered the new appointments for Committee membership and proposed:

- James Williams – Members felt his skills set would make most impact on the QTL Committee. It was agreed that the Chairman of QTL would speak to J Williams at the Strategic Away Day regarding this.
- Angela Woodhouse – F&GP or R&A or S&G Committee – Members discussed the skills set and agreed A Woodhouse would be suitable for

all these Committees. It was agreed that the R&A Committee Chairman would speak to her at the Strategic Away Day.

Action: Clerk to inform Committee Chairs

Members also discussed the need for a member from MKCTS Board on R&A Committee. They noted that the relationship between the College and MKCTS was to be clarified at the Strategic Away Day and at present such a member was not required. If in the future this changes, then a member will be appointed.

Applications for Phase 2 of the recruitment were presented. The following were considered and outcome agreed:

- Marie Woolston – S Cook informed members that he had taken M Woolston for a tour and informed them of her range of skills. It was agreed she would be **interviewed**. It was noted that her skills set meant she could sit on either F&GP or QTL Committee.
- Sheila Potipher – Member noted that P Baxter had spoken to S Potipher to explain the current situation and she was able to join the Governing Body with a view to becoming an interim Chairman if required. Members noted the urgency for a Chairman had decreased with the current Chairman being able to stay in post for another 12 months, therefore members felt it could be a risk to appoint an interim. It was agreed that S Potipher be invited for an **interview** where expectation could be clarified. P Baxter agreed to update the GB Chairman.

Action: P Baxter

- Barbara Adewumi – Members considered the application and agreed to invite her for **interview** where her skills and experience could be explored further.
- Zena Wroe – Members were informed of her background and some work already carried out with the College. It was felt this conflict was manageable. Members agreed she would be invited for an **interview**.

The shortlisted candidates will be contacted and offered an interview on Monday 10 February 2020 from 9am. The Panel will comprise of P Baxter, C Reeves and S Cook.

Action: P Baxter/Clerk

Members also noted that an applicant from Phase 1 was still to be considered as she had been unavailable on the two interview dates offered. They decided that due to the new candidates this applicant would not be interviewed at this time.

Action: Clerk to contact

Chris Reynolds informed members that he met with Claire Richardson with a view to co-opting her onto the R&A Committee. He also

recommended her for consideration as a full Governor. Members agreed the co-opted role thus allowing time to consider a full Governor role in the future as vacancies arise.

Action: Clerk to invite to R&A Committee

Members thanked C Hare for his assistance with this search and asked that he continues to contact those who have shown an interest. It was agreed the recruitment will be ongoing with Phase 3, as current members leave the Board.

Action: C Hare/Clerk

It was noted that replacements for Governors leaving in December 2021 will continue in Phase 3. This phase will include a rigorous search for a Governor with financial expertise. Members agreed to gain quotes for recruitment support from financial organisations.

Action: Clerk

The successful candidate could have a transitional period alongside Ian Daniel. N Davies agreed to stay on the F&GP Committee as a co-opted member after his term of office ends in May 2020. This was agreed by the Committee and will be **recommended** to the Governing Body.

Action: P Baxter

6.2 Upcoming Vacancies

Members noted the following vacancies alongside the applications:

- Neil Davies will be leaving on 21 May 2020 – James Williams has been appointed from Medway Council. N Davies expertise as a Governor with recent financial expertise remains to be replaced. He has however offered to remain a co-opted member on F&GP Committee. This will be discussed with the F&GP Chairman and recommended to the Governing Body.
- David Innes will be leaving on 31 March 2020 and will be replaced by the new MKCTS Chairman Nick Baveystock
- Rohin Aggarwal will be leaving on 16 July 2020 – further applications will be considered in due course through Phases 2 & 3 of the recruitment process.

7 Governance Issues

7.1 Members noted the following visits since the last report:

- Chris Reynolds - 11/11/19 - Link visit to Construction & Engineering
- Andy Start - 10/12/19 - HE meeting with Manager and Director.
- Pim Baxter – 16/12/19 - Sports/Health and Social Care/Graphics - Link
- Ian Daniel – 10/1/20 Link visit to Sport.
- Ed Sallis – 17/1/20 - English & maths.

7.2 Third Year Evaluations – paper GBS&G19/360 & 360a:

Members noted that the evaluations for Ian Daniel and David Innes have been completed by the Chairman of the Governing Body with no concerns with comments regarding the balance of strategic and contextual discussions, noted. The required records of the evaluations are being completed and will be filed by the Clerk. Any actions from the evaluations are being appropriately followed up.

Evaluation meetings remain to be scheduled for Rohin Aggarwal, Pim Baxter and Neil Davies.

Action: A Start

8 College Risk Register – Paper GBS&G19/361

Risk 32 is allocated to the S&G Committee and is in regard to effective Governance. The Clerk monitors and updates this risk as required. Members noted that it is currently scored low/amber as recruitment of new Governors progresses and agreed no adjustment is required.

Members noted that the Risk Register is being reviewed at the next R&A Committee meeting where the risk may change.

9 Any Other Business

There was no any other business.

10 Date of Next Meeting

The next meeting is scheduled for Tuesday 5 May 2020 at 5.30pm.

The meeting closed at 18.45.