



MidKent College

GOVERNING BODY

SEARCH & GOVERNANCE COMMITTEE

Minutes of the meeting of the Search & Governance Committee held on Tuesday 29 September 2020 at 1730hrs via Zoom.

Present: Mrs P Baxter Chair
Mr S Cook
Mr M Cook Incoming GB Chair
Mr C Reynolds
Mr A Start GB Chair
Mrs A Woodhouse

In attendance: Ms C Burkin Clerk to the Governing Body

1 Declaration of Interests

None declared.

2 Apologies for Absence

No apologies for absence were received.

3 Minutes of the Meeting held on 5 May 2020

The minutes of the meeting held on 5 May 2020, Paper GBS&G19/384, were accepted as a true record and signed digitally by the Chair.

4 Matters Arising

Matters arising are included in the Clerk's report.

Vice Student Governor – this position remains vacant. The recruitment of the Student Council is underway with the aim for a second Student Governor being appointed.

Action: J White

The Clerk informed members that J White had written to thank Governors for the stipend payment.

Chair 

Date 26 January 2021

5 Clerk's Update

Members discussed Paper GBS&G20/385 and supporting papers. They noted the following outstanding matters and update to table:

	Item from the last meeting	Action	Complete
1	Mandatory training log to be maintained and reminders sent.	Clerk continues to send reminders to Governors who have not completed the training.	Ongoing
2	Charities Commission - permission to remunerate the Chairman.	The Chairman has written to CC for permission and is expecting a reply in May.	Clerk to action. A Start to continue the process for remunerating the MKCTS Chair
3	Vacancies – Chairmanship	Exec Search company to be deployed	Complete
4	Specialist Governors Finance	Governor recruitment continues in this area. A Specialist organisation could be considered if required.	Complete
5	Governance Audit: Re-appointment form	Review to include formal approval by the GB and S&G justification as recommended by Internal Auditors.	Complete
6	Committee membership	Chairs to consider new Governors for Committees.	Complete
7	Recruitment	This continues and two applicants are being interviewed.	Complete
8	Executive Search Company - Chair	Peridot Partner - It was agreed they should also speak to each of the Committee Chairs, MKCTS Chairman and Exec Members to get a fuller understanding of the whole Group.	Complete
9	Student Governor Update	Members agreed that this stipend should be recommended to GB in line with previous practice. Members asked that evidence is gained from the Mentor and QTL Committee Chairman regarding his contributions.	Complete
10	Phase 3 Recruitment	The panel agreed they would recommend to the Governing Body	Complete

		that N Swain is co-opted onto the F&GP Committee Peridot Partners will be asked to search for two qualified finance Governors.	
11	Committee Membership	R&A Committee – Babs Jossi and James Williams QTL Committee – Marie Woolston S&G Committee – Angela Woodhouse S&G Chairman - Andy Start from December 2020 F&GP Committee – Nikki Swain (Co-opted) Remuneration Committee – F&GP Chairman (C Reeves)	Complete
12	Annual Update	Equal Opportunities form - Advice sought from the College's Information Security Team and HR.	Clerk to pursue and AW to assist if required
13	Committee Governance Self-assessment and Improvement plan	Amendments made and recommended to Governing Body for approval.	Complete
14	Confidential Minutes Review.	It was agreed that the two set of minutes regarding Closed Sessions with Auditors, paper GBS&G19/377 & 378, would be disclosed and published on the College website.	Complete
15	Mandatory Training Log.	Members noted that some of the training is out of date and individuals will be contacted to update.	Complete but the training is ongoing
16	GIV visits.	Members agreed that Governors can remain in touch with the College even during closure and encouraged Link Governors to contact and speak to their respective areas.	Complete

6 Search Issues

6.1 Recruitment Update

Members noted the recent recruitment process and the appointment of two new Finance Governors. They considered the current size and membership of the Board along with other possible candidates and decided to hold all

recruitment until the new Governors and Chair have settled in. The Membership with responsibilities Paper GBS&G20/387, was referred to when considering the composition of the Board. Members noted the need for a balance of time rich Governors but also those who represent the demographic of the College and local area. They are mindful of the diversity of the Board and aim to address the balance in any future recruitment. They also noted that diversity and representation could be achieved in other ways with local panels and not always with Governor recruitment. It was noted that the gender balance of the Board is now good. Members agreed to re-visit the Board membership at the next meeting.

Action: Next Meeting Jan 2021

Members noted the upcoming vacancies and concerns regarding losing historical knowledge. They noted that under exceptional circumstances a third term can be recommended to the Board. They agree the Skills Audit form, paper GBS&G20/386 needs to be reviewed in line with the required skills, to be agreed.

Action: Committee

6.2 Committee Items

F&GP Committee – members noted that new Governor, Alison Currie will take over as F&GP Chair following a handover period with C Reeves which they will arrange at their convenience.

Members discussed the remaining Committee members and new Governors. They agreed to ask Ade Orhiere to either join the F&GP or R&A Committee, to ensure her skill set matches the remit of the Committee or enable her to add most value. The offer of speaking to both Chairs of the Committees will be made to assist her decision.

Action: M Cook

Members debated the statutory requirement of financial expertise on the Board and requested clarification.

Action: Clerk

Members discussed the Committee membership of the new Chair of Governors and he agreed to decide in due course.

Action: M Cook

At this point members also discussed the end of term for C Reeves and agreed they would recommend a second term to the Governing Body. It was noted that C Reeves had indicated he would accept a second term if he was able to reduce some responsibilities due to his work commitments. The following was suggested: Link Governor role on Apprenticeships to be taken on by C Richardson as this is an area of her expertise and interest; step down from F&GP Committee but remain on R&A Committee. It was agreed this would be taken forward in his evaluation meeting with A Start and thereafter the appropriate recommendation form be completed.

Action: A Start/Clerk

S&G Committee Chair – although it had been suggested that A Start took over the Chair of S&G this is not feasible due to work commitments. Members felt the new Committee member may be able to step into this role in the future. It was agreed that C Reynolds would take on the Chair of S&G in the interim and mentor the new Governor in this role.

Action: C Reynolds/A Woodhouse

6.3 Attendance 2019/20

Members reviewed the attendance figures for 2019/20 and no concerns were raised.

Committee	Attendance % 2019/20	Attendance % 2018/19
Governing Body	82%	83%
F&GP	90%	73%
QTL	89%	83%
R&A	100%	100%
S&G	86%	72%

Members noted that MKC Governing Body attendance is in line with the average for the sector compared to an annual survey conducted by the Clerks' Network which showed the average attendance of 82 Colleges = 83.77%.

6.4 Link Governors/Governors with special responsibilities - Paper GBS&G20/388.

Members reviewed the current Link Governors and noted that several areas of provision do not have a Link. However, they agreed that the areas of concern in the College do have a Link Governor and the others areas are covered by the Governor visits. Therefore, there was not urgency at this time. It was agreed that this is an important scheme and will be reviewed at the next meeting.

Action: Next meeting Jan 2021

As previously suggested, C Richardson will be invited to take over the Link with the Apprenticeship area.

Action: P Baxter

It was noted that M Cook will take over the Link from P Baxter and introductions will be made before December 2020.

Action: P Baxter/M Cook

It was suggested and agreed, that the areas of provision that do not have a current Link Governor, would be circulated to all Governors to ask if they have any particular interest in an area and would like to become a Link.

Action: Clerk

E&D Governor - although there is currently no Governor with special responsibilities for this area, all statutory requirements are being met through other Committees. It was agreed this will be revisited once new members have settled onto the Board.

Action: BF Jan 2021

Safeguarding Governor - M Woolston has agreed to take on this role and P Baxter has organised a handover and introduction to colleagues at the College.

6.5 Upcoming Vacancies

Members noted the vacancies:

- Pim Baxter – December 2020
- Andy Start - December 2021 – M Cook and A Start to discuss this confidentially at their 1:1 meeting to agree finishing date. **(Action)**
- Chris Reeves March 2021 = A Start to discuss a second term at the evaluation meeting on 30 September 2020.
- Michael Blanning – December 2021 – MC to consider way forward with M Blanning. **(Action)**

6.6 Skills Audit – members agreed the process of recording skills needs to be reviewed.

Action: Committee

7 Governance Issues

7.1 Terms of Reference Review – paper GBS&G20/389 – Members noted further review may be required in year but considered and agreed the proposed amendments for recommendation to the Governing Body.

Action: P Baxter

7.2 Third Year Evaluation – paper GBS&G20/390 - Chris Reeves evaluation meeting is scheduled for 30 September 2020 with A Start. The outcome and document will be reviewed at the next meeting.

Action: Next Meeting

8 College Risk Register

Chair



Date 26 January 2021

Members noted that Risk 32 – Failure of effective Governance - Risk Priority Medium – had been updated by the Clerk in the Risk Register. They felt this Register needed reviewing as the current actions had been completed and a new focus is required going forward.

It was agreed that S Cook and Clerk will review and bring forward to the next Committee.

Action: S Cook/Clerk

9 Any Other Business

A Start gave a vote of thanks to Pim Baxter, outgoing Committee Chair, for her commitment and contributions to the Committee. All agreed she leaves behind a legacy of a strong Board.

All members were asked in turn but there was no other AOB.

10 Date of Next Meeting

The next meeting is scheduled for Tuesday 26 January 2021 at 5.30pm. This will be Chaired by C Reynolds.

The meeting closed at 18.55hrs.