



MidKent College

GOVERNING BODY

SEARCH & GOVERNANCE COMMITTEE

Minutes of the meeting of the Search & Governance Committee held on Thursday 6 October 2022 at 1700hrs via Teams.

Present: Mrs A Woodhouse Chair
 Mr S Cook
 Mr M Cook
 Mr C Reeves

In attendance: Ms C Burkin Clerk to the Governing Body
 Mrs S Collier External Reviewer Observer

1 Declaration of Interests

None declared.

2 Apologies for Absence

Apologies for absence were received from Mr C Reynolds.

3 Minutes of the Meeting held on 9 June 2022

The minutes of the meeting held on 9 June 2022, Paper GBS&G21/452, were accepted as a true record and electronically signed by the Chair.

4 Matters Arising

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| 1 | Matters – training update | Chairs to encourage Committee members to complete the relevant ETF Modules. | All Governors have received joining instructions for the new platform. Chairs continue to encourage completion. Instructions are being written and will be shared. Clerk to enrol and support Governors |
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Chair 

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| | | | Update under item 6.2 |
| 2 | Student Governor | Second Student Governor required. | Update under item 5.3 |
| 3 | Membership review | Recruitment agency to be appointed. | Update under item 5.2 |
| 4 | SIG JD | Noted at GB. | Approved GB July 2022 |
| 5 | Annual Statements & SAR | C Reeves to review both documents for GR&A Committee to see if they can be combined. | Agreed to be completed by January 2023 |
| 6 | Governor Training | Consistency across the training log. | Clerk has reviewed. |
| 7 | S&G terms of Reference | Recommended to GB. | Approved GB July 2022 |
| 8 | S&G SAR/IP | Recommend to GB. | Approved GB July 2022 |
| 9 | AOC Code – action plan | AOC action plan and S&G Improvement plan will be combined with the External Review findings. | TBC once External Review completed |
| 10 | Policies | Ensure only policies required to be approved by GB and considered. | The Clerk checks if the policies should be approved by GB. A new policy review process and template are being considered by DPO & Exec. |
| 11 | Review of minutes | Members considered minute writing practice in the context of risk and it was identified that a review was being undertaken by the SIG on this matter. | Agreed to be completed by January 2023 |
| 12 | Skills Audit | Review the skills requested and how the outcome is used. | Agreed to be completed by January 2023 |
| 13 | AOB: F&GP Committee | Proposal to change name to Finance & Resources (F&R). | S&G to consider under item 6.6 |
| 14 | AOB: QTL | Considering the | Update at the meeting. |

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| | Committee | Committee format. | |
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| 15 | AOB: S&G Committee | Review the format of the S&G papers to ensure smooth running order. | Clerk and Chair have amended the format for this meeting. Feedback welcome. |

5 Search Issues

5.1 Resignation - GBS&G22/454 – following the resignation of E Sallis over the summer and other potential changes, the Committee considered how best to ensure organisational memory was retained whilst considering succession planning. The Committee agreed the following:

QTL Committee – recommend that E Sallis remains on the Committee as a co-opted member. C Reeves has agreed to Chair. Members noted that M Woolston was deputy Chair however, she had indicated her wish to focus on her Safeguarding Governor role.

Chris Reynolds – it was proposed that an extension of two years (May 2025) be recommended to retain his historical organisational knowledge. Members noted that whilst this was not seen as good practice it was considered that the circumstances were exceptional and agreed to recommend this to the Board.

Investment Liaison Governor – Alison Currie has agreed to take on this role in the interim as F&GP Committee Chair.

English & Maths Link – Members agreed this was an area of focus for the whole Board and would be monitored at QTL Committee and by Governor visits.

Members **agreed** the recommendations to the Governing Body.

Action: A Woodhouse

5.2 Recruitment Update - GBS&G22/455 – working with Peridot Partners a Panel of Governors were interviewing 10 candidates. As the interviews were continuing after the S&G Committee meeting, the Committee **agreed** to delegate its power to recommend appointments to the Recruitment Panel to make the recommendation to the Governing Body on 17 October 2022. It was noted that any offers will made would be subject to DBS checks.

5.3 Student Governor Update - GBS&G22/456 – Members were reminded that the Instrument and Articles state the Board should have two Student Governors. At the Student Conference on 12 & 13 October 2022, the Student Governor role will be highlighted by the current Student Governor, and it was hoped a second Student Governor would be found. Members reflected on previous Student Governors who were



appointed as part of the Student Union which had since been disbanded. Members noted that other mechanisms were in place to ensure the Student Voice was heard.. They also noted the recent appointment of the Executive lead for Student Experience, Christina Hart, who would be able to take this forward. C Reeves agreed to meet with C Hart to explore ideas and then feedback to the Committee.

Action: C Reeves

6 Governance Issues

- 6.1 Governance Guide for FE - GBS&G22/457 – Members were reminded that the DfE published a Governance Guide for FE in June this year which included ‘Must’, legal requirements and ‘Should’, good practice actions for Boards to consider. The guide had been reviewed and members discussed and agreed the actions outstanding. The Clerk will update the document to reflect the amendments made in the meeting to enable the Committee to monitor compliance with the Guide.

Action: Clerk

- 6.2 Governor Development - GBS&G22/458 – Members were reminded that it was a requirement that the training and development of Governors and the Clerk were reported in the Annual Financial Statements.

Members discussed the ETF Modules and difficulty in accessing. C Reeves volunteered to complete all the modules and reflect on which he felt were best value. He will feed this back to give other Governors a steer and clear direction.

Action: C Reeves

Members had an in-depth discussion of the bespoke training plan for 2022/23 and agreed the following:

Safeguarding training – scheduled for 13 October 2022 by an external trainer.

ED&I – the Committee considered the proposal but were concerned that Governors would not be able to commit to an on-site training session. The Clerk will canvas for availability and identify alternatives for provision if needed.

Action: Clerk

Finance Masterclass – Members reviewed the proposal from the AOC for five sessions over consecutive weeks but felt this would not be good use of Governors time or value for money. It was suggested that when the AOC run these sessions nationally, all Governors will be informed. It was agreed that internal staff could provide training to Governors.

Action: Clerk

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- 6.3 Governor Induction - GBS&G22/459 – with new Governors joining the Board this year it was felt timely to update the Induction Programme. Members agreed with the proposal for new Governors to join part of day 1 of the staff induction programme. Instead, the afternoon slot could be used to meet the Chair/Vice Chair, their Mentor, Exec members and Committee Chairs. New members would also be invited to tour the College and informed of external inductions by the AOC. The Clerk will also update the Handbook as a source of information.

Action: Clerk

- 6.4 Governing Body Duties - GBS&G22/460 – members noted the document for information. The paper brought together all the Governor duties and responsibilities as a single point of reference. C Reeves agreed to review the document and set out the expectations of a Governor for use in induction.

Action: C Reeves

- 6.5 Workforce data return for Governors - GBS&G22/461 - Members were reminded that it was mandatory requirement for all Colleges to complete the workforce data collection and return it to the ESFA by 25 November 2022. This data was collected biannually from Governors on the E&D form, which has been amended to reflect the information required by the ESFA. Members noted the return had been completed.

- 6.6 F&GP Committee proposed name change - GBS&G22/462 - The F&GP Committee proposed a name change to Finance and Resources Committee (F&R) to reflect their growing remit including investment. Members agreed to recommend this to the Governing Body.

Action: A Woodhouse

- 7 College Risk Register - GBS&G22/463** – the Committee were responsible for the risk - Failure of effective Governance. Members noted the content of the register and mitigations in place.

No amendments were required.

8 Any Other Business

There were no items of any other business.

9 Date of Next Meeting

The next meeting is scheduled for Thursday 26 January 2023 at 5pm.

The meeting closed at 19.28.



Chair

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