



MidKent College

GOVERNING BODY

SEARCH & GOVERNANCE COMMITTEE

Minutes of the meeting of the Search & Governance Committee held on Thursday 27 April 2023 at 1700hrs via Teams.

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

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 26 January 2023

The minutes of the meeting held on 27 April 2023, Paper GBS&G22/478, and the minutes of the Special Meeting held on 6 March 2023, GBS&G22/481, were accepted as a true record and signed electronically by the Chair.

4 Matters Arising - Paper GBS&G22/482

The matters arising items were considered, updated and those outstanding will be brought forward to the next meeting.

1. Training - ETF Modules are available and Governors are encouraged to **complete**.
2. Student Governor - **Complete**
3. Annual Statement & SAR – this is no longer required – **Complete**.
4. AOC Code – awaiting final version once the consultation is finalised. **Ongoing**.

5. Review of minutes – this is no longer required – **Complete**.
6. Skills Audit – agenda
7. Governing Body duties – members felt this review was worthwhile and C Reeves will complete for the next meeting – **outstanding**.
8. Link Governor – agenda
9. Apprentice Governor – on agenda
10. DfE Guidance update – on agenda
11. Executive Pay – on agenda
12. Bespoke training – **Next meeting**
13. Student Governor – **Complete**.
14. Standing Order Review – **Complete**
15. External Governance review – S&G to monitor – **Complete**.
16. Third year review – on agenda
17. Remission for staff Governors – S Cook to review a fair solution and report back at the next - **outstanding**.

Attendance – M Cook raised a general concern regarding governors' attendance of scheduled meetings but also for those organised outside of the meeting cycle. There is also a concern regarding availability of governors to volunteer for ad hoc groups and events. It was agreed that A Woodhouse will speak to individual Governors regarding these concerns and report back so the Committee can consider a way forward.

Action: S&G June 2023

5 Search items

5.1 Rebalancing & Redistribution of roles Paper GBS&G22/483

Members discussed and agreed the following:

- Apprentice Governors – members discussed whether this is still required as there are currently no vacancies. They agreed this was not currently needed.
- Mike Prentis has been co-opted to GR&A Committee.
- Ed Sallis – it was agreed to offer Ed Sallis a continuation of his co-opted membership for 6 – 12 months from July 2023.

Action: C Reeves

- Membership of the committees – it was agreed N Baveystock will be invited to join QTL Committee as he is Link for English and maths.

Action: C Reeves

Members considered the external review findings regarding the membership of Committees and balance of roles and responsibilities. It was agreed this will be managed until new Governors had settled in and should be reviewed at the beginning of the next academic year.

Action: S&G October 2023

- S&G Committee membership – C Reeves will leave this Committee at the end of the academic year after which the S&G membership will be reviewed.

Action: S&G October 2023

- Student Governor mentor – C Reeves to handover to M Gillespie.
Action: C Reeves
- Senior Independent Governor – Members to review at June S&G Committee.

Action: S&G June 2023

- QTL Chair – C Reeves will remain Chair until he leaves the Board in March 2024. During this time the Committees Vice Chair will be offered the Chair but if they are unable to take up the role, a successor will be found. There will be a planned period of handover to the new Chair.

Action: M Cook speak to M Woolston

- Link EDI – C Reeves will speak to M Quadri who has expressed an interest in this area. If she cannot take on this role, A Woodhouse will offer the link area to all Governors.

Action: C Reeves/A Woodhouse

- C Reeves will remain a member of GR&A Committee to the end of the academic year.

5.2 Link Governors Review Paper GBS&G22/484

A review of link Governors was required following the recruitment of several new members, a desire to balance workload amongst Governors and to consider the curriculum restructure. All Governors were given the opportunity to register their interest in certain areas and members considered the replies. All the areas were **agreed**, where interest had been indicated as per the papers. The Governors will be informed.

Action: C Burkin

It was noted that there was a requirement to have a Link for Careers and a desire for Link for Skills. Members agreed to approach Mark Gillespie for the Careers Link due to his skills set and M Cook to speak to Mohamed Abdel-Maguid re the Skills Link. He will also clarify with D Gagie the areas he will cover. A Woodhouse agreed to Link with the Digital Delivery area.

Action: A Woodhouse/M Cook

The Committee recognised that not all SLT members need a Link Governor as areas can be covered by Governor visits (GIV) which all Governors are encouraged to undertake.

The request for a vice safeguarding lead governor was discussed, the request had been made to ensure safeguarding was well understood and given appropriate attention by the Governing Body. It was agreed that safeguarding will continue to be reported to Governing Body and will also be given a spotlight at the QTL Committee by the Link Governor, Marie Woolston with the support of the Executive Lead.

5.3 Link Governors Scheme Procedure Review Paper GBS&G22/485

The Link Governor Scheme Procedure was due for review and presented to the Committee with tracked changes. The changes reflected recent discussions regarding Link and Governor visits.

Members discussed the requirement of the procedure and if it was a helpful document. They agreed its was useful but needed to include Governor informal visits (GIV). It was agreed that this be approved subject to A Woodhouse and C Burkin amending the procedure to reflect GIV visits.

Action: A Woodhouse/C Burkin

5.4 Skills Audit Form Review Paper GBS&G22/486

Following discussion at the last meeting, the Committee noted that the current Skills Audit process required updating and agreed Option 2. This aligned the College's Strategic Priorities with the responsibility/skills listed in the agreed template. Amendments had also been made following the Strategic Away Day and feedback from the External Review.

Members agreed further format changes with the listed skills added as bullet points. They felt many of the skills were repeated and could be reduced further before circulation.

Action: A Woodhouse/C Burkin

Members also discussed the new 'What's On' guide and the impact it was having on Governors attending College. They also spoke about reintroducing some face-to-face Committee meetings if appropriate.

Action: C Reynolds/C Burkin

5.5 Third Year Evaluation forms:

- Babs Jossi Paper GBS&G22/487
- James Williams Paper GBS&G22/488
- Angela Woodhouse Paper GBS&G22/489

M Cook took over the Chair for this item. He had carried out the reviews and found it a useful and positive process which encouraged valuable discussions. He suggested all three Governors are recommended to the

Board for a further four-year term. Members agreed the **recommendation**.

Action: M Cook

6 Governance Items

6.1 External Review Action Plan Paper GBS&G22/490

The action plan was presented to the Governing Body on 23 March 2023, and it was agreed the S&G Committee will monitor the actions under the three sections. Members recognised that some of the actions were long term. Members updated the action plan as follows:

- Risk appetite workshop – meeting on 30/5/23 with the Internal Auditors to discuss away forward.
- Governance Skills Gap – budget restrictions do not currently allow for this to be filled this academic year. S&G to revisit next academic year.

The action plan will be updated and reviewed at the next meeting.

Action: C Burkin

6.2 New FE Code Paper GBS&G22/491

Members noted the new code which had been developed to support colleges to continually improve their governance to the highest standards. They noted the new code does not use 'should' or 'must', it was made up of six Principles compared to the previous ten. The College had responded positively to the consultation.

Members agreed to recommend the Board adopt the new code.

Action: A Woodhouse

6.3 DfE Governance Guidance Paper GBS&G22/492

Members discussed the following actions from the guidance:

- Governor Appraisal – it was noted that the Chair of the Governing Body regularly meets with all Governors and will use this forum to 'appraise' them, this approach aligns with the approach for staff at the College. The proposed action learning sets will be facilitated by A Woodhouse annually using the questions from the three-year evaluation form.

Action: M Cook/A Woodhouse

- Meeting Local Need – the Task & Finish Group met to discuss the accountability statement re Local Need and this will be brought to the next Governing Body for approval.

- Executive Pay – the Remuneration Committee will discuss this at their meeting on 16 May 2023.

6.4 Governor Recruitment & Succession Policy Paper GBS&G22/493

Members noted the AOC Code of Governance (10.31) states that the College should have a recruitment and succession policy for Governors and this requirement falls under Principle Six of the new code – Board and organisation effectiveness.

Members discussed the tracked changes and made some further amendments. It was agreed S Cook would review the wording for the Student and Staff sections and circulate to the Committee for approval and recommendation to the Governing Body.

Action: S Cook/C Burkin

7 College Risk Register Paper GBS&G22/494

Members noted the risk for which the Committee is responsible, and it was agreed S Cook would review the wording of the risk for the next meeting to ensure mitigations and actions taken, were up to date.

Action: S Cook/C Burkin

8 Any Other Business

None.

9 Date of Next Meeting

The next meeting is scheduled for Tuesday 6 June 2023 at 5pm on Teams.

The meeting closed at 19.12.