



MidKent College

GOVERNING BODY

SEARCH & GOVERNANCE COMMITTEE

Minutes of the meeting of the Search & Governance Committee held on Thursday 26 January 2023 at 1700hrs via Teams.

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

3 Minutes of the Meeting held on 6 October 2022

The minutes of the meeting held on 6 October 2022, paper GBS&G22/464, were accepted as a true record and electronically signed by the Chair.

4 Matters Arising

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.
2	Student Governor	Second Student Governor required.	C Reeves met with C Hart to discuss away forward and can update at the meeting and under item 6.3

3	Membership review	Recruitment agency to be appointed.	Complete
4	Annual Statements & SAR	C Reeves to review both documents for GR&A Committee to see if they can be combined.	Agreed to be completed and reported to a S&G in April 2023
5	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
6	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.	C Reeves reviewing and will report back to S&G in April 2023
7	Skills Audit	Review the skills requested and how the outcome is used.	Proposal under item 5.4
8	AOB: F&GP Committee	Proposal to change name to Finance & Resources (F&R).	Approved by Governing Body
9	AOB: QTL Committee	Considering the Committee format.	No changes to the current format
10	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.
11	Governance Guide	Clerk to update the document to reflect the amendments made by the Committee	Update under Item 6.1
12	EDI Training	Clerk to canvas availability	EDI training has been arranged for 17 May 2023

			and will be conducted by the Advanced Practitioners.
13	Finance Training	It was agreed that internal staff could provide training to Governors	Martin Peat and Lisa Ford are running a training session online for Governors on 11 January 2023
14	Governor Induction	Update the process	It was not suitable for Governors to join the staff induction, so a bespoke session took place on 16/1/23 to include meeting the Exec team and touring the campuses but also practical items such as BI and IT.
15	Governing Body Duties	C Reeves agreed to review the document and set out the expectations of a Governor for use in induction.	Update at S&G April 2023.

5 Search Items

5.1 Attendance 2021/22 – paper no GBS&G22/466

The Committee annually review Governor’s attendance in line with the sector average which was 82.49% for 2021/22 (102 colleges). They noted that in accordance with the College’s Standing Orders, if any members do not attend for three consecutive meetings or their attendance falls to 50% of the meetings in one year, the Clerk will inform the Chair of Governors and such members shall be seen by the Chair to determine whether the member is able to continue effectively as a Governor.

Members reviewed the average attendance for Governing Body and Committees in 2021/22 and no concerns were raised although the lower attendance was noted.

It was noted that quoracy should be 40% or at least three members and this will be reflected in the annual review of terms of reference for all Committees.

5.2 Link Governor Review - paper no GBS&G22/467

Members considered the new curriculum structure in line with the current Link Governors. They discussed current engagement with the scheme and ways to encourage further participation by removing any barriers.

It was agreed that all Governors should be asked if there were any areas of particular interest to them or their skills set that they would like to be linked with and then the S&G Committee will match to areas of the College. M Cook agreed to email Governors.

As Nick Baveystock had only recently been appointed as a Link Governor for English and Maths this would be excluded from the list. Safeguarding will also be excluded and remain with the Safeguarding Governor. Link Governor positions for Careers Guidance and Sustainability will be included in the search.

Members wanted to encourage maximum participation by making the process of visiting the College as simple as possible and therefore agreed the proposed Governor Informal Visit (GIV) form was not mandatory, but Governors must inform the Clerk and or Chair of their visit and email comments.

Action: M Cook

Governors can still complete the GIV form if they wish, and the new form was agreed with the following amendment:

- Last box amend to say 'any suggestions following the visit'.

Action C Burkin to amend.

5.3 Apprentice Governor - paper no GBS&G22/468

At the last meeting members had asked the Clerk to research possible schemes to enable the Board to have candidates ready to fill vacancies as they become available, and a Governor Ready Programme was presented in paper GBS&G22/468a for members to consider.

Members noted that following the recent Governor recruitment, C Hare had kept in touch with some of the unsuccessful candidates. S Cook agreed to liaise with C Hare re the contacts and any other suggestions and report back at the next meeting. It was agreed that C Hare be invited to the next S&G Committee for further discussion.

Action: S Cook

5.4 Skills Audit - paper no GBS&G22/469

The Committee had recognised that the current skills audit needed reviewing and asked the Clerk to make a proposal.

The Clerk researched various options and presented four to the Committee. The Committee agreed Option 2, to align the responsibility/skills listed with the College's Strategic Priorities as with the G4FE template.

Action: C Burkin/A Woodhouse

The new template will be circulated to all Governors to complete. S&G will review the results to highlight any gaps.

Action: C Burkin

5.5 New Governor Update - paper no GBS&G22/470

Members were informed that the new Governors had completed their induction. Unfortunately, Andy Cole and Mohamed Abdel-Maguid were not able to attend, and alternative arrangements had been made. New Governors had been invited to their Committee and the Board meetings and now had a College email address.

6 Governance Issues

6.1 DfE Governance Guide Update – paper no GBS&G22/471

At the last meeting the Committee reviewed the guide table which set out the 'Must' and 'Should' and agreed amendments. The updated table was presented as paper GBS&G22/471.

Members discussed the outstanding action and agreed:

Local Need – J Mawby had set up a T&F Group including Governors, to ensure the Governing Body receive assurance that local need was being met and a statement would be published. An update will be presented to the March Governing Body meeting.

Governor Appraisal – although noted that the Chair conducts one to one meetings with all Governors and a review was conducted in their third term of office, members agreed to keep this under review and bring back following the outcome of the External Governance Review. They were mindful of wanting to mirror the process for staff appraisal.

Action: BF next meeting

Executive Pay - The Governing Body was also responsible for the appraisal of Senior Post Holders. Although the Remuneration Committee had previously agreed not to be involved, they have agreed to discuss this at their 9 March meeting and feed back to S&G Committee.

Action: RemCo

6.2 Bespoke Governor Training – reflection - paper no GBS&G22/472

The Committee reflected on how well this approach to Governor training has been received in 2022/23 and consider any changes for the 2023/24 schedule.

They noted good attendance to Safeguarding and Finance Training and felt this approach should continue in 2023/24.

It was agreed that where possible, all training should be recorded and shared with Governors not able to attend.

They noted the importance of the training and the requirement for all training to be logged and reported in the annual statements.

The Clerk will continue the plan for 2023/24 and log training received.

Action C Burkin

6.3 Student Governor Instrument & Articles (I&As) Review - paper no GBS&G22/473

Members noted that I&As state the Board should have at least two students and the Board currently only had one. They agreed the proposal to appoint the second student Governor through Student Voice and asked C Hart and C Reeves to take this forward.

Action: C Hart / C Reeves

It was also agreed that other ways for Governors to hear the student voice would be explored.

Action: S Cook to speak to C Hart

6.4 Standing Order Review - paper no GBS&G22/474

Members were reminded that it was good practice to periodically review the Standing Orders. They noted a line had been added to the membership at section 9.4 on page 7, to state that Committees have Vice Chairs.

Members agreed several amendments, that will be recommend to the Governing Body for approval.

Action: A Woodhouse

6.5 Proposal re Curriculum Spend – item withdrawn- paper no GBS&G22/475.

6.6 External Governance Review - paper no GBS&G22/476

Members noted the external governance review process was reaching its conclusion and they considered options for sharing the final report and action planning.

The Committee agreed to hold a special S&G Committee to consider the outcomes and areas for development from the final report and create an action plan for presentation at the March Governing Body meeting. Members will then decide the distribution method.

Action: S&G Committee – 6/3/23

7 College Risk Register paper no GBS&G22/477

Members reviewed the risk they were responsible for and agreed the update regarding new Governors.

No other changes were required.

8 Any Other Business

Third Year Evaluation – M Cook reported he had carried out three reviews which will be presented to the next meeting.

Action: BF Next meeting

The arrangements for staff governors to be allowed to fulfil governor duties in working hours was discussed and S Cook agreed to take this forward with Exec and ensure a fair process.

Action: S Cook to speak to C Hare

9 Date of Next Meeting

The next meeting is scheduled for Thursday 27 April 2023 at 5pm.

The meeting closed at 19.00.