



MidKent College

GOVERNING BODY

SEARCH & GOVERNANCE COMMITTEE

Minutes of the meeting of the Search & Governance Committee held on Tuesday 6 June 2023 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

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 27 April 2023

The minutes of the meeting held on 27 April 2023, Paper GBS&G22/495, were accepted as a true record and electronically signed by the Chair.

4 Matters Arising

- 1 Skills Audit – to be updated and circulated by the end of term – **ongoing.**
- 2 Remission – this has been organised with HR – **complete.**
- 3 Attendance – A Woodhouse to contact all Governors – **ongoing.**
- 4 Rebalancing – Speak to E Sallis re continuing co-opted role – **complete.**
- 5 Rebalancing – speak to N Baverstock regarding joining QTL – **complete.**
- 6 Rebalancing – Chair workload – **BF next meeting.**
- 7 Rebalancing – S&G Membership – **BF next meeting.**

- 8 Speak to M Gillespie re student governor mentor – **complete**.
- 9 SIG succession – on agenda 5.2 – **complete**.
- 10 Speak to M Woolston re QTL Chair. It was agreed M Woolston will continue as Vice Chair and Safeguarding Lead – **complete**.
- 11 Link Governor for EDI – **ongoing**.
- 12 Link – Write to confirm once all agreed – **ongoing**.
- 13 Link - Speak M Gillespie re Careers – **complete**.
- 14 Link – Speak to M Abdel-Maguid re Skills – complete but he would like further information. S Cook is working on a structure for re skills agenda and will work with C Hare and involve M Abdel-Maguid.

Action: S Cook

- 15 Link - Speak to D Gagie – **complete**.
- 16 Link – Safeguarding – **complete**.
- 17 Link Procedure – on agenda 5.3 – **complete**.
- 18 What's on guide – **complete**.
- 19 Third year review recommendations – **complete**.
- 20 External Review Action plan – item 6.3 - **ongoing**.
- 21 New FE Code – **complete**.
- 22 Governor Appraisal – learning sets to be held in 2024 – **BF July 2024**.
- 23 Governor recruitment & Succession Planning policy – **complete**.
- 24 Risk register – update – **complete**.

Members also agreed that M Prentis will be invited to attend the July Governing Body for the Budget item.

Action: Clerk

Members agreed that the outstanding action re Duties is no longer required.

5 Search Items

5.1 Bespoke Training – Paper GBS&G22/497

Members discussed the following possible topics for training for 2023/24:

- Safeguarding/PREVENT - 11 October 2023
- Finance - 11 January 2024
- GDPR - 14 March 2024
- EDI - 16 May 2024
- Risk Appetite & Strategic Risk Register – workshop date to be agreed.
- Challenging question skills training
- SEN - Christina Hart to present.

Members discussed the number and frequency of sessions it was agreed that Finance and GDPR should be carried out biannually and be

moved to 2024/25, making way for the additional topics or questioning skills and SEN training. These would be added to the programme for 2023/24. The Clerk clarified that the risk appetite will be discussed at GR&A Committee and Board after which it will be decided if training was still necessary.

Action: Clerk/S&G

Members noted that all Governor training was logged and reported in the financial statement. The Chair stated that he referred to the log in his one to ones with Governors.

5.2 Succession Planning for Senior Independent Governor (SIG) – paper GBS&G22/498

The current SIG reflected on the role. Members discussed the impact of the role and decided that whilst it had proved valuable, the duties could be picked up by other roles on the Board.

It was agreed that the Chair's evaluation could be conducted by the future Independent Chair of GR&A Committee who could also be the contact for any governance concerns that cannot be raised with the Chair or Vice Chair.

Action: Chair of GR&A

It was agreed the current SIG will report the Chair's evaluation at the next Governing Body meeting, after which he will step down and the role will cease.

5.3 Link Governor/GIV Procedure – paper GBS&G22/499

Members considered and agreed the updated document. This will be recommended to the Governing Body for approval.

Action: A Woodhouse

The Committee raised concerns about Governor engagement and agreed to encourage other Governors to participate in visits and attend events. It was noted that the Executive team had invited Governors into the College, with some success and that one-to-one meetings were being set up with S Cook.

5.4 Third year Review for Nick Baveystock – Paper GBS&G22/460

Members discussed the evaluation and reflected on the valuable contributions and continued commitment of the member. They agreed to **recommend** a second term of office for Nick Baveystock.

Action: A Woodhouse

6 Governance Issues

6.1 Scheme of Delegation – paper GBS&G22/501

Members were reminded that it was good practice to have a scheme of delegation as was noted in the external review of governance. Research had shown that many colleges used a standard template adapted to their college while others created their own table or spreadsheet. Member considered the examples and reflected on the usefulness and impact of having such a document.

They noted that some of the documents included college policies and discussed the current process at MidKent. They were informed that the management for College policies was the responsibility of the DPO and was being improved. Members requested an update on this at the next meeting to be able to understand the process and the Governing Body's responsibilities.

Action: Clerk

It was agreed that no other action was required at the moment, as current governance documents set out the delegation but when the Committee reconsider the Head of Governance role next year, the creation of a scheme will be reviewed as part of their remit.

Action: BF S&G 2023/24

6.2 Confidential Minutes Annual Review – Paper GBS&G22/502

Members considered the list of 17 confidential minutes for 2022/23 and agreed, that due to their content, none should be disclosed.

6.3 External Review Action Plan Update – paper GBS&G22/503

Members reviewed the action plan and noted updates since publication. They were pleased to see the modelling of improved board papers had begun and asked for examples of templates at the next meeting.

Action: S Cook

Members also noted that it was a requirement for the Board to report when an external governance review was carried out, and by whom, in their annual report and financial statements. It was also recommended that a summary was made available on the College website. It was agreed this will be actioned.

Action: Clerk

6.4 Committee Annual Report – paper GBS&G22/504

Members reviewed and agreed the draft report which outlined the activities of the Committee over the past year.

This will be recommended to the Board and published on the website.

Action: A Woodhouse/Clerk

6.5 Committee Terms of Reference – paper GBS&G22/505

Members reviewed, amended and agreed the terms of reference for recommendation to the Board.

Action: A Woodhouse

6.6 Committee Self-assessment and Improvement Plan – paper GBS&G22/506

Members noted that they had met all the requirements in their terms of reference. After some reflection, they agreed the actions in the External Review action plan would be their responsibility for 2023/24 and therefore the Committee will use this action plan as their improvement plan and continue to update and monitor this throughout the year.

Action: S&G

7 College Risk Register – paper GBS&G22/507

Members noted the update to risk 16. As this was now scored low due to the outcome of the external review, it could be removed from the register. This will be recommended to the GR&A Committee on 13 June 2023.

Action: C Reeves

8 Any Other Business

It was noted that C Reeves was stepping down from this Committee and Members thanked him for his valuable contributions. The membership of the Committee will be an agenda item at the next meeting.

Action: S&G

9 Date of Next Meeting

The meeting scheduled for 2023/24:

4 October 2023
25 January 2024
57 April 2024
20 June 2024

10 Confidential Item – Remuneration of the Chair of the Governing Body

[This item was minuted separately.](#)

The meeting closed at 19.00.