



**GOVERNING BODY
SEARCH & GOVERNANCE COMMITTEE
Annual Report 2021/22**

Introduction

The AOC Code of Good Governance for English Colleges states that under Effective Governance Structures - 10.31. The board, Search Committee, or other group delegated this function, should produce an annual statement or report which describes the work undertaken, including the board's recruitment policy and practices, a description of its policy on equality and diversity and any measurable objectives that it has set together with progress in their implementation. If there is not a separate report then the college's annual report should cover these areas.

The S&G Committee address the aspects of Governance at their meetings by following the key responsibilities in their terms of reference:

- advising on the appointment of members of the Governing Body and such other matters relating to membership and appointments (excluding staff and student members) in accordance with the Instrument and Articles of Government (IAG). The Governing Body may remit the Committee to gather, screen and shortlist nominations in respect of vacancies on the Board and determine the process whereby candidates are nominated.
- make recommendations to the Governing Body on the composition and balance of its members and its Committees.
- advise on such other matters relating to membership and appointments.
- advise the Board on its Committee structure and membership, and, where appropriate recommend candidates for the approval of the Board.
- will maintain an overview of the skills and expertise of Board members by undertaking annual skills audits.
- advise the Board on the induction, training and development of members
- initiate searches for potential candidates

Key Actions for the year:

Development of a training programme for Governors by creating bespoke training for key responsibilities presented by expert members of staff and supported by the ETF Modules.

The Committee following consideration of the role of the Chair of the Board and their responsibilities and remit achieved remuneration of the post, which should improve resilience.

A review of compliance with the new AOC Code of Good Governance for English Colleges and the creation of an action plan to ensure fulfilment of the Code.

Identified and appointed an assessor to conduct an External Governance Review.

Creation of a Job Description and appointment of a Senior Independent Governor (SIG).

Consideration of recruitment and makeup of the Board including succession planning.

Meeting Dates and key items of business

At each meeting the Committee considers Search and Governance items plus a review of actions from the last meeting and the relevant risk on the College risk register.

14 October 2021 – Key items of business: Attendance review 2020/21; Governance Self-assessment and Improvement Plan; Remuneration of the Chair; Governor Development Programme and review of Job descriptions.

27 January 2022 – Key items of business: Senior Independent Governor; External Governance Review; AOC Code of Governance; review the Governor Training Policy; Annual Review of the Chair process and review the Standing Orders.

28 April 2022 – Key items of business: Student Governor vacancy; Senior Independent Governor Job description; AOC Code action plan; Presentations by possible External Reviewers to tender for the contract to conduct the review of the Governing Body in 2022.

9 June 2022 – Key items of business: review and finalise the Annual Report; review Committee self-assessment and action plan; review the confidential minutes for publication review the Mentoring Policy, review the Governor training record;, review of the Committee Terms of reference and review of the EDI form.

Committee Membership and Attendance:

Member	Attendance
Angela Woodhouse (Vice Chair) – Chair from September 2021	100%
Martin Cook (Governing Body Chair)	100%
Simon Cook (Principal/CEO)	75%
Chris Reeves	100%
Chris Reynolds	100%

Recruitment in 2021/22

Student Governor, Radka Nedelcheva joined the Governing Body in December 2021.

A second Student Governor election is taking place and they will join the Governing Body once elected. They will join the Board in 2022/23.

Resignations in 2021/22

Christine Locke joined the Governing Body in December 2020 and asked to go on sabbatical. When this sabbatical ended in April 2022 she resigned from the Board.

Governors whose term of office finished in 2021/22

Michael Blanning
Andy Start

Re-appointment

Chris Reeves – March 2021.

Composition of the Governing Body:

External Governors	12
Staff Governors	2
Student Governors	2
Co-opted Governor	1
Principal/CEO	1
<u>Total</u>	<u>18</u>

The Committee is mindful of equality and diversity on the Board when considering membership.

Consideration of additional Governor roles:

Senior Independent Governor (SIG) - The Committee agreed that it was good practice to have a SIG in place. The Committee recommended this to the Board in March 2022 and a Governor was recruited to the role.

The Committee also considered recruiting a Governor from the Local Business Community but after considerable discussion, agreed that the Board is kept well informed of local employer engagement by the Executive and wanted to explore other ways for the Board to engage with local employers.

The Committee recommended the position of Deputy Chairs for each Committee to assist with succession planning. This was approved by the Board and put in place in 2021/22.

Self-assessment/Improvement plan/key actions:

The Committee self-assess against their terms of reference annually and produce an action plan which they monitor throughout the year.

During 2021/22 the Committee has fulfilled the duties set out in the terms of reference.

Chair/Clerk
April 2022

Approved GB 15/7/22
To be review S&G 8/6/23

Approved GB 15/7/22