



**Minutes of the Meeting of the  
Search and Governance Committee  
held remotely on Wednesday 23 June 2021**

**Present: -** Tony Ford (Chair)  
Igor Andronov  
Laura Johnson  
Alan Layng  
David Williams (Principal)

**In Attendance: -** Linda Watkins (Clerk to the Corporation)

The meeting was quorate as five Governors were present.

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| <p><b>1. Apologies for Absence</b><br/>No apologies.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |               |
| <p><b>2. Declarations of Interest</b><br/>Tony Ford declared an interest regarding appointment of Chair of the Committee.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               |
| <p><b>3. Minutes of the last Meeting and Matters Arising: 24 March 2021</b><br/>The Committee agreement that the Chair should sign the minutes of the last meeting as a true record.</p> <p>All items would be covered on the agenda with the exception of progress of an independent review of governance by another college within the tertiary group of colleges with a reciprocal arrangement. Exeter College have agreed to conduct a review in the autumn. The Clerks to the Corporations have arranged to discuss terms of reference and the focus of the review which could concentrate on behaviour and ethics rather than systems which will be addressed by the internal audit on governance next year.</p> | L Watkins     |
| <p><b>4. Vacancies and succession planning on the Board 2021/22</b><br/>The Clerk reminded Governors that there are currently two vacancies for Independent Governors. North Shropshire is being targeted for one of the vacancies. It was noted that it has been challenging to make new contacts during the pandemic. The Principal was making enquiries in North Shropshire and would raise with the CEO at the Chamber. Governors agreed that predominantly Governors need to be committed and make a contribution as there are a wide range of skills represented on the Board.</p>                                                                                                                               |               |

As part of succession planning it was noted that the majority of Governors will have completed their current term in office next year, with four Governors due to complete their second term as a minimum. This would be considered as part of succession planning.

Committee membership was discussed with no changes proposed until further appointments are made to the Board. It was noted that Jeremy Nicholls had indicated that he would like to leave the Audit Committee as he did not feel that his skills and experience were geared to this Committee. In discussion, Governors felt that it was useful to have representation on the Audit Committee from a member who had a broad background as opposed to a specific audit background.

The Committee agreed: -

- To continue to seek potential Governors with relevant skills agreeing that any applications received would be shared with the Committee to progress appropriate appointments

**5. AoC Code of Governance: Principles and Values**

This report demonstrated overall compliance to the Code with specific evidence provided against the principles and values. Comments were invited.

The Committee agreed: -

- To issue to Governors for information

**6. Verbal update on Governors' one to one reviews**

The Chair of the Corporation reported that he had completed one to one reviews with Governors. He summarized key points including diversity of backgrounds, effective use of IT and using personal College log-ins and representation of geographical areas.

The Ofsted Education Inspection Framework (EIF) and how Governors could evidence practices against the EIF had been raised. An example included demonstrating how committees manage elements of the EIF. There was discussion about leadership and management noting that Governors complete safeguarding training annually. The Clerk maintains a list of training, much of which is completed at Governor Workshops. Governors could be assigned training on Smartlog (the software used by the College to deliver online training to staff). Learning walks and visits would be arranged next term. Governors are invited to participate in the self assessment moderation which was confirmed as a useful activity.

L Watkins

A celebration would be arranged for Ian Peake following his retirement last year. This would be arranged late September or early October. A gift would be sought, potentially made by a student or an ex-student. The Clerk would liaise with the Principal's PA.

L Watkins

**7. Governors' Workshops**

The outline proposal for training agreed at the last meeting was noted. In addition, following Governors' one to ones, it was agreed to arrange some additional training. The Clerk raised the revised Audit Code of

Practice which had proposed the Audit Committee consider if its members had sufficient skills and training to serve on the Committee. The Clerk suggested considering arranging a training event for colleges in Herefordshire which could cover generic training on the role and skills for the Audit Committee, risk management, safeguarding and Ofsted. This would be investigated.

L Watkins/  
D Williams

The Committee agreed the following outline programme: -

- July - strategic planning (mission and values)
- Separate meeting in September/October to focus on Ofsted followed by celebration with Ian Peake
- October/December - estates and technology including estates strategy, digital strategy and optional campus tours
- April 2022 - health and safety and risk management
- The Clerk and Principal to make enquiries regarding a training event for colleges in Hereford

**8. Board and Committees' Calendar of Business Items 2021/22**

This was a working document which showed business items during the next academic year. This also took into account the scheme of delegation and the Corporation's standing orders and terms of reference.

The Committee agreed: -

- To adopt the business timetable which would be issued to Governors
- This calendar of business items and dates for meetings would be added to Moodle.

L Watkins

**9. Annual item for Committee**

The Committee agreed: -

- To appoint Tony Ford as Chair of the Committee for 2021/22
- The Committee self assessed its performance concluding that it was effective and adequately met the requirements of its terms of reference
- No changes were required to the terms of reference

**10. Any Other Business and comments**

There were no items.

**11. Date and Time of Next Meeting**

The next meeting was arranged for Wednesday 24 November 2021 commencing at 2.00 pm.