

Minutes of the Search and Governance Committee held 5th May 2020, 2pm

Virtual meeting

MINUTES

Present

Nichola Harrison [Chair]

Heather Du Quesnay

Mark Robertson

In attendance

Emily Baldwin [Clerk]

1	Apologies for absence	There were no apologies for absence.
2	Declaration of interest	There were no declarations of interest.
3	Minutes of the meeting held on 12 th September 2019	<p>The Minutes of the meeting of 12th September 2019 were agreed to be a true record.</p> <p>Members noted that all outstanding actions would be covered under the items on the agenda for the meeting.</p>
4	Corporation and committee membership	The Clerk introduced the paper on Corporation and Committee membership. Members noted that the Corporation comprised 17-20 members, of which 12-15 were reserved for external members. Corporation currently had 20 members.

		<p>Three governors were nearing end of their first term of office (Judith Coplowe, Paul Gaudin and Martin Clapson July 2020). The Clerk has emailed them to ask about renewing their terms of office. J Coplowe had indicated she would be stepping down in June 2021. M Clapson and P Gaudin had agreed to stay on for a further term of office.</p> <p>It was noted that A Jennings was stepping down as Chair of Audit and Risk Committee and J Coplowe had agreed to take on the Chair position from September 2020.</p> <p>B Fyfield was stepping down as Governor. N Harrison would approach other members of the L&Q Committee to take over as Chair.</p> <p>T Arthur had agreed to chair the Remuneration Committee in his capacity as Vice Chair.</p> <p>The Audit and Risk Committee could benefit from further members. It was suggested that N Harrison moved to Audit and Risk Committee, and that an additional co-opted member was sought.</p> <p>T van Ruth (Staff Governor) would be asked to move from the Commercial Strategy Committee to the Emergency Planning Task and Finish Group.</p> <p>It was noted that T Butcher's term of office expired November 2020. It was expected that a third staff governor with teaching experience, and primarily based in the Huntingdon campus, would be sought in the autumn term. T van Ruth was no longer a member of the teaching staff due to a promotion, so the remaining two staff governors were non-teaching. However, the Search Committee were keen to retain the expertise of T van Ruth who had made a valuable contribution to the governing body.</p> <p>The Committee recommended to Corporation</p> <ul style="list-style-type: none">• Extension of Terms of Office of J Coplowe (July 2021), Paul Gaudin and Martin Clapson• The proposed committee membership• T Arthur as Chair of Remuneration Committee• J Coplowe as Chair of Audit and Risk Committee• That N Harrison and H Du Quesnay discuss possible appointments to the Chair of L&Q Committee prior to Corporation
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<p>5</p>	<p>Governance self-assessment</p>	<p>The Clerk introduced the report on governance self-assessment.</p> <p>Governors had been asked to respond to two questions in light of the Ofsted report:</p> <ol style="list-style-type: none"> 1. Do you think that governors work effectively with management to bring about improvements (advising, questioning, supporting, challenging, monitoring, following up, holding to account and any other key governance activity)? 2. In what ways could we improve our governance? <p>Committee members noted the key themes arising from the feedback and discussed the following actions:</p> <ul style="list-style-type: none"> • Arrange meeting with Ofsted Regional Lead and NLG to get feedback on how governance could be improved; it was agreed that the Ofsted lead would be invited to the next Task and Finish Group. M Robertson would speak to M Doel about possible NLGs. • Enable more opportunities for Governors to meet more staff members; it was suggested that there be a joint governor/CMG event on Ofsted in the autumn term • SMT to consider how reports could be shorter/focused and include best/worst case scenarios • Template to be developed for significant changes - paper should describe change, what are reasons, what will success criteria be and how it will be monitored by SMT and governors during implementation. The Clerk agreed to provide a template for the next Task and Finish Group • Governors to email Clerk after Governor link meetings • Clerk to maintain rolling actions list and to email relevant Committee Chair/Chair at least once between meetings to give update on actions. Some actions may require report to all Governors • Corporation to review gaps/cross-cutting themes across committees and how these will be dealt with (e.g. apprenticeships) • Induction should include the opportunity for all new governors to speak to the Chair • Governors to encourage each other to ask probing questions and to be proactive at bringing up issues • All Governors to be informed about all committee meetings (with the agenda in the body of the email rather than
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		<p>attachment), and to be encouraged to ‘sit in’ on committees where there are items of interest to them.</p> <p>It was agreed that the governance proposals would be taken forward to the May Task and Finish Group.</p>
6	<p>Standing Orders & Instruments annual review</p>	<p>The Clerk introduced the College’s Instruments and Articles and the College’s Standing Orders.</p> <p>The Instruments and Articles and Standing Orders have been checked to ensure that they were fit for purpose in the current situation. They already allow meetings to be held virtually and for emergency decisions to be made by the Chair in-between meetings (which was ratified at the last Corporation meeting).</p> <p>The Committee</p> <ul style="list-style-type: none"> recommended the Instruments and Articles and Standing Orders (with no changes) to Corporation
7	<p>Self assessment of meeting</p> <p>Any other business</p>	<p>The Committee agreed it had been a productive meeting and that further discussion was required at the Task and Finish Group.</p>

The meeting finished at 4pm.

Emily Baldwin
Head of Governance

Minutes approved at Search and Governance Committee 15 September 2020