

**Minutes of the Search and Governance Committee held 15th September 2020 4:30pm
Virtual meeting**

MINUTES

Present

Nichola Harrison [Chair]
Mark Robertson
Heather Du Quesnay

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 5 th May 2020	<p>The Minutes of the meeting of 5th May 2020 were agreed to be a true record and signed by the Chair.</p> <p>Members noted that all outstanding actions would be covered under the items on the agenda for the meeting.</p> <p>H Du Quesnay updated Committee members on the work of Marina Gaze who was working with the College on Ofsted improvements. It was suggested that M Gaze be invited to a half day session with Governors towards the end of her contract. The focus would be on the finding in the Ofsted report that governors were not ensuring improvements were brought about quickly enough.</p>
4	Corporation and committee membership	<p>The Clerk introduced the paper on Corporation and Committee membership. Members noted that the Corporation had 19 full Corporation members.</p> <p>The immediate focus was on recruitment of student governors and a new staff governor from Huntingdon.</p> <p>New governors would be sought for the Audit and Risk Committee over the course of the year.</p> <p>Committee members reviewed the skills matrix and concluded that the Governing Body seemed balanced in terms of skills and experience.</p> <p>It was agreed that in the long term the College could also benefit from an additional FE professional, perhaps on a co-opted basis.</p>

		<p>It was noted that the Task and Finish Group should consider finishing at the end of the year, at which point there should be a review of its work and how it would be taken up by the different Committees. Working groups might also be considered.</p> <p>The Committee recommended to Corporation the extension of T van Ruth's term of office to February 2023 (four years from the date of her appointment).</p>
5	Governance Annual Performance Report	<p>The Clerk introduced the Governance Annual Performance Report 2019/20.</p> <p>Committee members noted Governance attendance at 80%. Although attendance fell slightly over the year as a whole compared to last year, it remained at target. There were also considerably more meetings over the course of the year due to the extra Task and Finish Group meetings.</p> <p>The Committee noted that due to College closure, Governors had not been able to undertake learning walks and college events since March 2020. Nonetheless Governors had attended a number of online lessons and virtual open days, and visited the College over the summer to view social distancing arrangements.</p> <p>The Committee reviewed the findings of the annual governor survey. Key points included:</p> <ul style="list-style-type: none"> - Positive responses for way in which Governors set strategic direction and level of challenge to management - Positive responses to chairing of Corporation and Committees, and for level of clerking support - Committees felt to be fulfilling their terms of reference - General positive feedback on virtual meetings but differing views on future mix of meetings - Some views that management reports could be further streamlined/shorter introductions - Request for more structure/guidance on the Governor Link scheme and some suggestions for training areas <p>The Committee agreed that meetings should remain virtual for the rest of the term, and would be reviewed again at the end of the year.</p>
6	Governance improvement plan	<p>The Clerk introduced the Governance improvement plan for 2020/2021</p> <p>The Governor Improvement Plan had been updated to take account of the governance actions that were agreed at Corporation May 2020.</p> <p>The Committee discussed the Governor Link scheme. They agreed it should be expanded with the option of linking some governors to specific areas requiring improvement. It was also suggested that E Baldwin write a brief for both the safeguarding and Higher Education governor link roles</p> <p>The Committee recommended the Governance Improvement Plan</p>

		2020/2021 to Corporation.
7	Confidential items	<p>The Clerk introduced the paper on confidential items.</p> <p>It had been agreed that confidential items would be reviewed by the Search and Governance Committee on an annual basis to check whether these should remain confidential.</p> <p>The Clerk outlined the items that had been deemed confidential in 2019/2020 and which had been removed from the minutes published on the website. The Committee reviewed the items and agreed that they should remain confidential in accordance with the College's stated policy on confidentiality.</p> <p>Wording around restructuring of the English and maths/apprenticeships departments no longer needed to be confidential.</p>
8	Terms of Reference	<p>The Clerk introduced the updated Terms of Reference with minor amendments.</p> <p>The Committee <u>recommended</u> the updated Terms of Reference to Corporation.</p>
9	Self assessment of meeting	There was no other business.

The meeting finished at 6pm.