

Minutes of the Search and Governance Committee
14th September 2021 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 4 th May 2021	The Minutes of the meeting of 4 th May 2021 were agreed as a true and accurate record of the meeting.
4	Corporation and committee membership	<p>E Baldwin introduced the paper on Corporation and committee membership. There were currently 18 full Corporation members & 1 co-opted member. The College's Standing Orders allowed for between 17 and 20 full members.</p> <p>It was noted that T Arthur's first term of office would expire in November 2021, and the Committee agreed that he should be asked to stay for a second term of office. It was noted that M Cole's first term of office finished in January 2022. The Chair agreed to speak to M Cole directly about continuing for a second term of office.</p> <p>Student governor recruitment had commenced with the aim to have two new governors in place by mid-October.</p> <p>A staff governor election would take place in October 2021 to replace A Houghton who was leaving CRC. It was agreed that it was important that the Staff Governor had a teaching background in order to complement the skills of the existing governors. In order to ensure that there was a wide pool of candidates, it was agreed that the position would be open to all teaching and learning support staff at both campuses. The Clerk agreed to amend the Standing Orders accordingly</p>

		<p>for Corporation approval.</p> <p>Recruitment was underway for at least 2 more external governors. The Clerk had contacted several candidates through recruitment agencies. The Clerk would also be exploring other recruitment routes through the alumni network and social media. It was suggested she work with the College's marketing and HR departments. N Harrison agreed to contact Allia once the sale of iBlock had been concluded. It was important to keep ahead of vacancies so that committees had sufficient members. Governors discussed Committee membership. They agreed that, subject to his availability, Richard Tunnicliffe would be asked to attend both Commercial and L&Q Committees in the autumn term so that he could see which would be most appropriate for him.</p> <p>Governors underlined the importance of diversity in the governing body and that this should be an important consideration in recruitment. It was noted that diversity included background and age, as well as gender and ethnicity.</p> <p>The Committee discussed whether the maximum number of governors should be increased in order to plan for Governors leaving. It was agreed that this should be kept under consideration if the maximum number of Governors was reached.</p> <p>The Committee approved the current Committee membership.</p>
5	Annual Performance Report	<p>E Baldwin introduced the Annual Performance Report.</p> <p>The Committee discussed governor feedback on virtual meetings. It was noted that the majority of Governors favoured face-to-face meetings and it was agreed that this should be the aim for meetings later in the term. The Clerk would explore using the room in H block and having desks spaced out, as well as testing the facility for Governors to dial in. After some discussion, it was agreed that the September Corporation meeting would be held virtually.</p> <p>Governors discussed the other responses to the annual governor survey. They noted the positive responses to the questions regarding the way in which Governors set the strategic direction of the College and the level of challenge to management, to the chairing of Corporation and Committees and to the level of clerking support. There were also positive responses to the progress made with Ofsted improvements and the way in which Committees were fulfilling their terms of reference.</p> <p>There were a number of individual responses which N Harrison suggested were pulled into the Annual Report. It was suggested that the Annual report included a response to some of the individual comments. The Committee discussed the comment about staff morale and noted that this issue needed to be monitored alongside staff surveys and feedback.</p> <p>Governors discussed the need to streamline some of the data in reports to make the key issues clearer to governors.</p>

		<p>The skills matrix was noted.</p> <p>The Clerk agreed to resend meeting and college dates to Governors.</p> <p>The Clerk agreed to make amendments to the Annual Report and circulate to the Committee before Corporation.</p>
6	Governor improvement, training plan and link scheme	<p>The Committee discussed the Governor improvement plan. They agreed the targets as set out in the report.</p> <p>The Committee discussed the responses to governor training in the annual survey. They noted that there were a broad spread of responses to suggestions for future training. It was recommended that the training options be added to the Annual Report in a list form, including how the training would be taken forward.</p> <p>Governors went on to discuss the Governor Link scheme. They agreed the five key governor lead areas as set out in the paper. They also agreed that there would no longer be Governor links to individual departments. It was agreed that there would not be a link Governor for English and Maths as assurance in this area was covered by the Task and Finish Group and L&Q Committee. The Clerk agreed to rewrite the Governor link scheme on that basis and circulate to the Committee.</p>
7	Review of 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 2020/2021 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>
8	Terms of Reference	<p>The Clerk introduced the Terms of Reference with no amendments.</p> <p>The Committee recommended the Terms of Reference to Corporation.</p>
9	Self assessment of meeting	<p>There was no other business.</p>

The meeting finished at 6pm.