

**Minutes of the meeting of the Governance and Search Committee held on Tuesday 7  
May 2024 at 4pm**

**Present:** Simon Perryman (Chair)  
Helen Jagger (Governor) (meeting Chair)  
Kay Dickinson (Governor) (By Teams)

**In attendance:** David Akeroyd (Principal/CEO Designate)  
Heather Jackson (Director of Governance & Clerk) (By Teams)

Minute	
<b>PROCEDURAL MATTERS</b>	
<b>G&amp;S24/001</b>	<b>Agenda Item No. 1:</b> Quorum  The meeting was quorate.
<b>G&amp;S24/002</b>	<b>Agenda Item No. 2:</b> Apologies for Absence  There were no apologies for absence.
<b>G&amp;S24/003</b>	<b>Agenda Item No.3:</b> Declarations of interest:  There were no declarations of interest.
<b>G&amp;S24/004</b>	<b>Agenda Item No.4:</b> Minutes of the Governance and Search Committee held on 5 October 2023.  The minutes were approved as a correct record.  It was <b>RESOLVED</b> to approve the Minutes of the meeting held on 5 October 2023.
<b>G&amp;S24/005</b>	<b>Agenda Item No. 5:</b> Actions arising from previous meetings  The Principal updated the committee on plans to use the lecture theatre for future Board meetings. All other items were included in the agenda.  It was <b>RESOLVED</b> to note the Rolling Action List.

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<b>G&amp;S24/006</b>	<p data-bbox="395 439 916 472"><b>Agenda Item No. 6: Any other business</b></p> <p data-bbox="395 506 1391 645">The Clerk updated the committee on recent matter concerning from IFGL and the previous Principal, David Eade. It was agreed that the Clerk would share the requested information. An update would be provided to the Board in May.</p>
<b>G&amp;S24/007</b>	<p data-bbox="395 719 1182 752"><b>Agenda Item No. 7: Board Constitution and appointments.</b></p> <p data-bbox="395 786 1326 819">The Clerk presented the Board Constitution and appointments papers.</p> <p data-bbox="395 853 1391 925">Governors discussed the constitution, terms of office, roles and succession planning.</p> <p data-bbox="395 958 1391 1097">Governors noted that the staff governor elections would commence shortly, they had been delayed slightly so that the job roles could be considered as part of the Governance Deep Dive. New staff governors should be in place for the summer.</p> <p data-bbox="395 1131 1391 1382">Governors noted that Carol Cooper-Smith had agreed to take on the role of Chair of the subsidiaries (BCDC. Think, ITS &amp; Smartstyle) when Kay stepped down. George Graham had taken up the role of Chair of the Audit Committee and Marie Lang had stepped down from the role of Chair and the Audit Committee. It was also noted that a couple of governors had expressed an interest in the role of vice-chair in the future and this would be followed up over the coming months.</p> <p data-bbox="395 1415 1139 1449">It was agreed to extend the term of office for Gavin Day</p> <p data-bbox="395 1482 1391 1585">Governors discussed potential new governors and upcoming vacancies. The Principal agreed to approach Carly Speechley, Executive Director of Children Services at BMBC.</p> <p data-bbox="395 1619 1391 1722">It was noted that attendance had slipped for a couple of governors and it was agreed that this would be discussed at the 1-2-1's with the Chair in the summer.</p> <p data-bbox="395 1756 1391 1966">Governors noted that link governor visits would start again once a new Vice Principal Students was appointed. It was also noted that the Governance Deep Dive had recommended that governors should rotate in the role every 3 years and that a couple of new areas should be added to existing roles. The committee agreed provisional changes and it was agreed that the Clerk would discuss this with individual governors.</p>

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	<p>Governors noted the training &amp; development undertaken by Governors and the Governance professional in the past year.</p> <p>Governors agreed to approve the addition of a sustainability role to the Executive committee</p> <p>It was <b>RESOLVED</b> to approve the extension of the term of office for Gavin Day.</p> <p>It was <b>RESOLVED</b> to approve the addition of a sustainability role to the Student Union Executive Committee</p> <p>It was <b>RESOLVED</b> to recruit a new governor from the education sector</p> <p>It was <b>RESOLVED</b> to agree a recruitment strategy for the current vice chair and Chair</p> <p>It was <b>RESOLVED</b> to note the report.</p>
<p><b>G&amp;S24/008</b></p>	<p><b>Agenda Item No. 8 – Succession Planning</b></p> <p>Governors discussed succession planning for the Board and potential interest from existing members for the Chair and Vice Chair roles as well as the need to recruit new members to the board.</p> <p>Governors discussed the skills required for new governors and it was agreed that an external search would be undertaken in the next academic year. A skills audit would be undertaken to identify any potential gaps and governors discussed the potential skills sets that the college might need including finance, regional business and from a younger age group. The Clerk would contact Southend City College who were undertaking some interesting activities around EDI. The skills matrix would also be added to future versions of the report.</p> <p>Governors also discussed the role of co-optees. It was noted that the Instrument and articles do not allow for co-optees on the board but they can sit on committees and it was agreed that this was appropriate.</p> <p>It was <b>RESOLVED</b> to note the report.</p>
<p><b>G&amp;S24/009</b></p>	<p><b>Agenda Item No. 9: Governance Deep Dive Recommendations</b></p> <p>Governors discussed the recommendations from the deep dive which would be due to be presented to the Board at the meeting in May.</p>

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	<p>It was noted that although no radical changes had been proposed there were a number of recommendations to improve the performance of the Board and Governors. The deep dive had provided governors with assurance that there was effective governance support. The deep dive had also recommended that the Board adopt the new Code of Good Governance. The report would be presented to the Board for approval in May before rolling out during the summer.</p> <p>It was <b>RESOLVED</b> to note the recommendations from the Governance Deep Dive.</p>
<b>G&amp;S24/010</b>	<p><b>Agenda Item No. 10: Review of Governor Surveys</b></p> <p>The Clerk presented the proposed surveys for 2024. These would be issued immediately after the Board meeting in May in preparation for 1-2-1 meeting with the Chair in June and July.</p> <p>The Board effectiveness survey was a recommendation from the Governance Deep Dive and aimed to delve deeper into Board values and behaviours and how they were put into practice by governors.</p> <p>Governors noted that the skills audit had been adjusted slightly to reflect link governor roles and emerging trends. It was agreed that more work would be done on this to ensure it identified the skills needed for future governor recruitment. It was also noted that the Vice Chair would feedback to the Chair on results from the Chairs review on an annual basis.</p> <p>It was noted that Donavan Hutchinson had recommended a number of changes to the equality and diversity audit and the Clerk would work with him to ensure that any requests were considered reasonable under GDPR.</p> <p>It was <b>RESOLVED</b> to approve the Governor Surveys</p>
<b>G&amp;S24/011</b>	<p><b>Agenda Item No. 11 External Review Actions &amp; Governance Improvement Plan</b></p> <p>The Clerk noted the updates to the External Board Review Action Plan. Governors agreed that the updated version would be shared on the website and with the external reviewer.</p> <p>It was also noted that the Governance Improvement Action Plan had been updated as part of the Governance Deep Dive. All of the new actions reflected recommendations from the Deep Dive.</p>

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	It was <b>RESOLVED</b> to note the update and recommend the Governance Improvement Action Plan to the Board for approval.
<b>G&amp;S24/012</b>	<p><b>Agenda Item No. 12 Review of Policies &amp; Procedures</b></p> <p>The Clerk presented a paper on the annual review of policies and procedures.</p> <p>It was noted that the Code of Conduct was likely to be updated by Eversheds during the summer following the publication of the College Financial Handbook. No amendments were recommended at this time.</p> <p>The register of interest’s policy was being updated by finance to reflect the new handbook and this would be presented to the Board as part of the changes to the financial regulations.</p> <p>No changes were recommended to the Instrument and articles of government.</p> <p>The terms of reference had been amended to reflect the recommendations of the deep dive. It was agreed that membership of Governance and Search would remain the same for the time being but would be reviewed again in October. .</p> <p>It was <b>RESOLVED</b> to note the report and recommend the proposed changes to the Board for approval.</p>
<b>G&amp;S24/013</b>	<p><b>Agenda Item No. 13: Any other Business</b></p> <p>There was no other business.</p>
<b>G&amp;S24/014</b>	<p><b>Agenda Item No. 14: Date and time of next meeting</b></p> <p><b>Tuesday 22 October 2024 – 4pm</b></p>

The meeting closed at 5:36pm