



**Minutes of the Meeting of the Search and Governance Committee  
held on Monday 21 March 2022**

**Present: -** Tim Newsholme (Chair)  
Abigail Appleton (Principal)  
Mervyn Jones

**In attendance: -** Linda Watkins (Clerk to the Governors)

The meeting was quorate as three Members were present.

**1. Apologies for Absence**

Apologies were received from Katie Seekings.

**2. Declaration of Interests**

Tim Newsholme declared an interest regarding his re-appointment to the Board.

**3. Minutes of the Last Meeting and Matters Arising**

The Committee agreed the Chair should sign the minutes of the meeting held on 22 November 2021 as a true record.

Matters arising would be addressed during the meeting.

The Committee agreed: -

- To approve the minutes of the last meeting

**4. Vacancies on the Board and Committees 2022 and succession planning**

The Clerk reminded Governors that there are currently three vacancies for Independent Governors. It had already been agreed to continue to seek to appoint a qualified accountant. The Clerk had sent an application to an accountant who was considering applying.

An application was discussed from a retired senior manager from an arts college who had relocated to the area. It was agreed to arrange a meeting with the Principal. **ACTION: PRINCIPAL/CLERK**

The Principal would follow up a secondary headteacher who is retiring at the end of the academic year. **ACTION: PRINCIPAL.** This would provide safeguarding expertise on the Board, particularly as the Designated Safeguarding Governor's term in office will end in August. Agencies would also be pursued associated with safeguarding, such as Women's Aid. **ACTION: PRINCIPAL.** There was an option to consider

extending John Nicol's term, subject to his interest, if the Board are unable to recruit a Governor with appropriate experience in this area.

The Principal would pursue the possibility of a previous Governor who was interested in rekindling their connection with the College. **ACTION: PRINCIPAL**

The Chair suggested a designer and presenter who had recently moved into the area agreeing to invite them to visit the College and meet the Principal. **ACTION: CHAIR/PRINCIPAL**

The Clerk reminded Governors that two Staff Governors' first terms in office would end this year. An election would be held for Staff Governors which would not preclude the existing Staff Governors from standing for election. [Post meeting: Stevie Callender resigned from the Board who was due to complete a 4-year term in office]

All Student Governors would leave the College next year creating vacancies which would be advertised to students with interviews arranged with some Members of the Committee.

There was discussion about Committee membership with recommendations made.

The Committee agreed: -

- To continue to seek to appoint an Accountant, a Secondary Headteacher or Governor with safeguarding experience
- The applicant for governorship would be invited to meet the Principal
- To pursue contact with a previous Governor
- To make initial contact with the designer and presenter who had relocated to the area
- To recommend the Board re-appoint Judy Balderson and Kay Sandford-Beal onto the Audit Committee and Dr Joanne Horton onto the AQ&S (HE) Committee for a further 3-year terms in office
- To ascertain if Peta Darnley would be willing to join the S&G Committee and Joe Hedges the AQ&S (FE) Committee
- Tim Newsholme should be appointed as a Governor for a further year; however, a formal recommendation could not be made as the meeting was inquorate without Tim Newsholme. The Clerk would add this to the Board agenda. **ACTION: CLERK**

## 5. **AoC Code of Good Governance**

The Clerk had populated a RAG rated template developed by Governance4FE including actions required with timescales for completion, to ensure compliance to the Code. This was discussed with some changes to RAG rating implemented.

A Governor commented that responsibility for health and safety, and capital planning and estates were not included in the Code. This would

be fed back to AoC for consideration in future revisions. **ACTION: CLERK**

The Committee agreed: -

- To note the level of compliance to the Code and actions to ensure full compliance which will be monitored by the Search and Governance Committee

**6. Self assessment and Governors' External Review: 2022**

It was agreed to arrange an external Governors' review with the aim to progress this at the end of this year. As part of the Skills Bill Boards will be required to commission an external review every three years. Guidelines and details of reviewers to conduct reviews are anticipated imminently.

The Committee agreed: -

- An external review of governance would be commissioned once details are available who should, if possible, have experience of OfS regulation

**7. Governors development and training plan**

The report provided details of training completed by Governors and Co-opted Members of Committees in 2021/22 and identified areas for future training.

In addition to the mandatory annual safeguarding, Prevent, Keeping Children Safe in Education and GDPR, it was agreed to introduce equality and diversity and health and safety training modules delivered using Smartlog. **ACTION: CLERK**

Governors would be invited to walk arounds in College throughout the year. Dates would be predetermined with an expectation that each Governor completes one or two visits in the whole year. **ACTION: CLERK.** The Clerk would ensure that only a couple of Governors visited on any one day. Governors would be able to interact with students and staff to glean information about the College, teaching and learning, and the student experience.

The Committee agreed: -

- The Clerk would arrange additional training modules for Governors on Smartlog
- Dates would be scheduled for Governors to visit

**8 Fellows for Consideration**

The Graduation Ceremony was arranged on 16 September. Governors and staff would be invited to proposed Fellows for consideration

**ACTION: PRINCIPAL**

The Chair recommended an artist for consideration.

**9. Any other business**

There were no items.

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

The next meeting was arranged for Monday 27 June 2022 commencing at 3.00 pm.

**Signed as a true record of proceedings**

**Chair:** ..... **Date:** .....