



**Minutes of the Meeting of the
Search and Governance Committee
held on Wednesday 1 April 2020**

Present: - Mr Tony Ford (Chair)
Mr Igor Andronov
Mr Ian Peake (Principal)

In Attendance: - Mrs Linda Watkins (Clerk to the Corporation)

The meeting was quorate as three Governors were present. Everyone joined the meeting remotely due to the COVID-19 lock down.

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| <p>1. Apologies for Absence
Apologies were received from Mrs Laura Johnston who had been unable to return to the UK due to the COVID-19 pandemic.</p> | |
| <p>2. Declarations of Interest
There were no interests declared.</p> | |
| <p>3. I. Minutes of Meeting: 27 November 2019
It was agreed that the Chair should sign the minutes of the last meeting as a true record.</p> <p>II. Matters arising from the Minutes
There were no outstanding matters which would not be covered on the agenda.</p> | |
| <p>4. Succession planning on the Board 2020/21
The Clerk reminded Governors that there are two vacancies for Independent Governors.</p> <p>Tony Ford's current term in office will end in December 2020. He had been reappointed annually following completion of two terms in office. There was recognition that Tony Ford brings extensive governance experience, chairs the Search and Governance Committee and Audit Committee, has participated in senior postholder appointments and chaired panels. A recommendation would be made to the Board later in the year.</p> <p>Cllr Sebastian Bowen's second four-year term in office will finish in August 2020. Cllr Bowen also had extensive governance experience and serves on the Audit Committee. The Chair commented that Cllr Bowen makes a significant contribution to the Audit Committee, agreeing to recommend a one-year appointment</p> | |

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as a co-opted member of the Audit Committee, subject to his acceptance.

A potential candidate with a financial background had been approached who had met the Chair of the Corporation. It was agreed to arrange a meeting with the Clerk subject to receipt of an application. In addition, a qualified accountant would continue to be sought.

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This would potentially leave one vacancy on the Board for an Independent Governor with options to approach Local Authorities to invite applications from a councillor, or to pursue a local business. These would be progressed once the COVID-19 pandemic was over.

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The Committee agreed: -

- To appoint Cllr Bowen as a Co-opted Member of the Audit Committee, subject to his acceptance
- To continue to seek to appoint an accountant onto the Board
- To approach Local Authorities or a local business to invite applications

5. Governors' self assessment options 2019/20

The Clerk referred to the paper outlining self assessment methods used previously.

The Committee agreed: -

- To participate in the benchmarked self assessment questionnaire
- The Clerk would do a mapping exercise against the Code of Governance

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6. Governors' Workshops

The April Governors' Workshop was cancelled in view of COVID-19; however, it was agreed to incorporate an update from the College's COBRA Committee who are ensuring that the College remains operational and continues to deliver teaching, learning and assessment. The Board meeting will commence at 4 pm and be conducted remotely, its primary purpose being to provide briefings to Governors and make any key decisions.

7. Any Other Business and comments

The Principal updated Governors on actions the College had taken to remain operational during the COVID-19 pandemic. A COBRA Committee had been established which meets daily. CMT weekly meetings have been introduced with a member of CMT visiting campuses to provide visible management cover. The Principal commended staff who have adapted to new working methods and are working extremely hard. Staff are working remotely with teachers delivering teaching and learning using various mechanisms. IT Technicians are providing exceptional and ongoing support to facilitate digital working. Hereford, Ludlow, Oswestry,

Walford and Holme Lacy campuses are open partially and the farms are operating normally. Attendance at sites has been minimized with staff requiring permission to enter a campus.

The College nursery in Oswestry remains open for children of key workers who cannot look after their children during their working hours; there are a small number of children. The College nursery in Hereford is closed.

The College has contacted parents of vulnerable students. There are no vulnerable students attending College as per the most recent DfE guidance.

Departments providing support services have made changes. Systems have been established to conduct interviews and administration for September 2021 enrolments remotely. Staff are liaising with Awarding Bodies to identify how students will obtain qualifications. Financial implications and potential funding of COVID-19 are being closely monitored.

Appreciation was recorded to CMT and staff for their tremendous hard work to ensure the College continues to provide teaching and learning for students to enable them to succeed during challenging times.

8. Date and Time of Next Meeting

The next meeting was arranged for Wednesday 17 June 2020 commencing at 2.00 pm.

Signed as a true record of proceedings

Chair: **Date:**