



**Minutes of the Meeting of the
Search and Governance Committee
held on Wednesday 17 June 2020**

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

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

The meeting was quorate as four Governors were present. Everyone joined the meeting remotely due to the lockdown imposed by the COVID-19 pandemic.

| | Action |
|---|---------------|
| <p>1. Apologies for Absence No apologies.</p> | |
| <p>2. Declarations of Interest Tony Ford declared an interest regarding his re-appointment and appointment as Chair of the Committee.</p> | |
| <p>3. I. Minutes of Meeting: 1 April 2020 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 reported that there will be three vacancies for Independent Governors next year. She also reminded Governors that Tony Ford's current term in office will end in December 2020 and referenced prior agreement that he brings extensive governance experience and chairs the Search and Governance Committee and Audit Committee.</p> <p>The Clerk was expecting some applications from potential Governors. These would be circulated once received with an option for the Committee to pursue with informal meetings. Applicants would bring senior leadership, business, financial and educational experience in HE. Governors agreed to continue to seek to appoint a qualified accountant to serve on the Board which had been recommended in the sector by the FE Commissioner. This would be more crucial in the current situation following the impact of COVID-19</p> | L Watkins |

when it is anticipated that several colleges will be categorised in early intervention.

Abby Durant had notified the Clerk that she would be continuing her studies at Ludlow College.

The Committee agreed: -

- To re-appoint Tony Ford as an Independent Governor for a further year in office with reasons outlined above
- To pursue appointments whilst continuing to seek to appoint an accountant onto the Board; there was an option to increase the size of the Board if necessary
- To recommend that the Board re-appoint Abby Durant as Student Governor for the duration of her course

5. Governors' benchmarked self assessment with West Midlands Colleges 2019/20

The Clerk reported that Governors would be sent links to complete the benchmarked self assessment with West Midlands colleges covering FE and HE frameworks.

The Committee agreed: -

- To notify Governors about the benchmarked self assessment

T Ford

6. Governors' Workshops

The Committee agreed: -

- The July Governors' Workshop would commence at 3 pm which would be held remotely with a presentation from the Principal Designate on COVID-19 with plans and progress for September delivery

L Watkins

7. Code of Good Governance: principles and values

This report demonstrated overall compliance to the Code with specific evidence provided against the principles and values. Comments were invited agreeing to include the risk register in item 6 as evidence of another mechanism to ensure sustainability and solvency of the College.

L Watkins

A Governor raised item 9 regarding the Principal bringing wider knowledge to the College with his links to local and regional organisations asking if this would continue. The Principal confirmed that he had been introducing the Principal Designate to local and regional contacts and organisations, an example being The Chamber.

The Committee agreed: -

- To issue to Governors for information

8. Board and Committees' calendar of business items 2020/21

This was a working document which showed business items during the next academic year. This also took into account the scheme of delegation and the Corporation's standing orders and terms of reference.

The Committee agreed: -

- To adopt the business timetable which would be issued to Governors
- This calendar of business items and dates for meetings would be added to Moodle.
- The Board will operate electronically in future with an option to use Microsoft Teams if Governors were unable to attend meetings.

L Watkins

9. Annual items for Committee

The Committee agreed: -

- To appoint Tony Ford as Chair of the Committee for 2020/21
- The Committee self assessed its performance concluding that it was effective and adequately met the requirements of its terms of reference
- No changes were required to the terms of reference

10. Any Other Business and comments

- I. There was discussion about the role of the Principal and Principal Designate during the period of overlap in their employment during the month of August. It was agreed that the Principal Designate would be the accountable officer from 1 August. The Chair of the Corporation would write to confirm this.
- II. The Chair of the Corporation outlined a letter from the FE Commissioner which commended colleges on practices to deliver teaching and learning during the pandemic and reiterated DfE's guidance for re-opening colleges.
- III. The Chair reminded Governors that this was Ian Peake's last Search and Governance Committee thanking him for his contribution to the Committee which was echoed by everyone.

I Andronov

11. Date and Time of Next Meeting

The next meeting was arranged for Wednesday 25 November 2020 commencing at 2.00 pm.

Signed as a true record of proceedings

Chair: **Date:**