

**Meeting of Search & Governance Committee**  
**Tuesday 6<sup>th</sup> May**  
**2025 at 4.00 pm**  
**Seminar Room 4**  
**Minutes**



**Chair: Kevin Boles**

**Key Items for reporting to Corporation**

<b>Item</b>	<b>Recommendation from committee</b>	<b>Action required by Corporation</b> To note/ to discuss and input/ to approve
<b>Promoting diversity on the board</b>	The appointment of the new principal provides an opportunity to generate positive PR and to promote recruitment to the vacant posts within the Corporation, specifically to increase diversity.	To note
<b>Skills Audit and Governor recruitment</b>	A governor with a SEND specialism is needed and the Committee decided that the board should seek to recruit a governor with recent experience in leadership in Further Education. Student Governor recruitment is ongoing. The FRC are seeking to recruit a HR specialist.	To discuss
<b>AOC Code and Governor annual Reviews</b>	The AOC code of good governance is to be used as the framework for evaluation and new paperwork to be designed and distributed by DGC. The reviews would take place between June and the end of August.	To note
<b>Corporation Action Plan- oversight</b>	It was agreed that in order to provide assurance that governance continued to be effective the SGC should exercise oversight of the Corporation action plan.	To note
<b>Remuneration</b>	The Committee agreed to an annual meeting of the Remuneration Committee, to bring together the Chairs of the Committees to agree remuneration of the SPHs and to review appraisal processes and links to the KPIs, probationary targets and progress and then to formally confirm the remuneration of SPH.	To note Previously approved 26.03.25

<b>Agenda Item No</b>	<b>Present:</b> Kevin Boles, Rob Trimble, Ben Matthews, Jane Barker, Kelvin Nash <b>In attendance:</b> Tamara Breeze (Director of Governance and Compliance, DGC)
597	<b>Apologies for Absence</b> None

598	<b>Declarations of Interest</b> None
599	<b>To approve the minutes of the last meeting</b> Minutes from the meeting of the 14 <sup>th</sup> of January were agreed to be a true and accurate record.
600	<b>Matters Arising from the minutes and the action plan</b> The action plan was discussed by the Committee and it was acknowledged that promoting equality diversity and inclusion within board membership remains a priority.  The appointment of the new principal provides an opportunity to generate positive PR and to promote recruitment to the vacant posts within the Corporation, specifically to increase diversity. A governor with a SEND specialism is needed and the Committee decided that the board should seek to recruit a governor with recent experience in leadership in Further Education. DGC was to action. The Committee discussed the need to stress the commitment to accessibility in governor recruitment, such as the payment of expenses and the loan of IT equipment.  The action relating to Senior Post Holders (SPH) was postponed so as to be discussed with the new Principal.  The Finance and Resources Committee are seeking to recruit a HR expert. The Staff Governor and Professional Studies Curriculum Leader offered to support the search.. The Committee agreed that it was appropriate for KB to meet RT to discuss the SPH and oversight from Corporation and report back to the next meeting. The forthcoming Governor annual performance reviews were discussed and it was agreed to carry these out in the same way as last year, with RT to meet with chairs of committees (4) and vice chairs (2) and KB as vice chair to meet with other independent board members. The AOC code of good governance is to be used as the framework for evaluation and new paperwork to be designed and distributed by DGC and a timeframe to be agreed. The reviews would take place between June and the end of August. The DGC reported that student governor recruitment was ongoing and that four individuals have been interviewed and were in the process of being elected.
601	<b>Compliance with the new code of good governance</b> The training day had included an activity for the board members to contribute to the evaluation of the board but this had not gone well. Technological problems had meant that the board members were unable to engage as fully with the code as was hoped. The DGC was in the process of collecting feedback from the training session, to be distributed to board members prior to the reviews.
602	<b>Governor Recruitment and Skills Audit update</b> The Chair updated the board on the recruitment and appropriate checks had been carried out for Jane McCormick. She has met the Safeguarding team and is in place as the Safeguarding Governor.  A full report on Governor Skills and any gaps would be reported in September 2025.
603	<b>Corporation action plan</b> It was agreed that in order to provide assurance that governance continued to be effective the SGC should exercise oversight of the Corporation action plan. The Chair stated that it was important for the SGC to check that the board members had the skills and knowledge to carry out their role and act appropriately. Oversight of the action plan would ensure this remit is met.

	<p>Contribution analysis is an item remaining on the action plan since 2023. The Principal explained that the result is dependent on the implementation of iTrent (the new finance system), that should be in place at the end of June. Contribution analysis is considered a useful data source of information, but the Committee agreed that clarity was required on how the board would use the information. The Board required assurance that evidence from contribution analysis is assisting the senior team to make curriculum decisions that meet stakeholder needs and ensured the future viability of the organisation. Visibility of contribution analysis was just one piece of that puzzle. In order to have oversight of cost effective decision making it was agreed that oversight of the curriculum planning process would be added to the board schedule. Members stressed the importance of ensuring that cost considerations did not overshadow the importance of maximising the social value of the College's provision.</p> <p>Environmental sustainability and an environmental strategy had not yet been produced and the Principal said that although lots of very positive moves had been made, he had been unable to formalise a road map for sustainability. He expressed that the new Principal would be responsible for that and an estates audit would be needed to evaluate the sustainability of the estate. RT challenged KN to assure the Committee that the delay on the strategy did not impact on external compliance, this was provided.</p> <p>It was requested that the full Corporation receive a full analysis and action plan for the May board from the findings of the staff satisfaction survey.</p> <p>The Sandgate partnership proposal presentation has been postponed to July, it is with the Council who needed to discuss it at their capital and education committees.</p> <p><b>A</b> Task and Finish group been established to assist and advise on the issue of staff recruitment and retention and the DGC would continue to provide updates on the group's work.</p>
604	<p><b>New Terms of Reference to be approved</b></p> <p>KB gave the context and previous experience of the Remuneration. No separate SPH remuneration decision had been made in previous years, yet new guidance from the FE commissioner clearly stated that the Corporation manages SPH and delegate appropriately line management responsibilities to the Principal. In order to meet the requirements of the new guidance the Committee agreed to an annual meeting of the Remuneration Committee, to bring together the Chairs of the Committees to agree remuneration of the SPHs and to review appraisal processes and links to the KPIs, probationary targets and progress and then to formally confirm the remuneration of SPH.</p>
605	<p><b>AOB</b></p> <p>None</p>
606	<p><b>Date of Next Meeting</b></p> <p>4pm Seminar Room 4 <b>16<sup>th</sup> September 2025</b></p>