

**THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE
CONFIRMED MINUTES OF THE MEETING OF SEARCH AND GOVERNANCE COMMITTEE
13 JUNE 2022**

PRESENT: R Davies (CG and Chair), A Coleman Cooke (CG), Z Lewis (Principal), P Lynn (CG); M McClintock (CG) and Z Foster (Clerk).

KEY: CG – College Governor, EM – External Member

1. Apologies for Absence – H Ashton (CG), S Shepherd (EM), P Studd (CG), I Wright (CG).

2. Minutes of Meeting of 07.02.2022 – the minutes were approved as a correct record.

3. Declarations of Interest – none

4. Matters Arising - no matters arising not on the agenda

5. Composition and Membership

5.1 Current Skills and Competencies – the Committee considered the skills and competency graphs overall which showed a good spread of skills and experience. In addition, they were considered in relation to the end of the terms of offices of a number of key governors. It was agreed that the most immediate area expertise required would be finance/accountancy/audit with a possible candidate mooted and Teaching and Learning following on from that. In addition, M McClintock offered to move from Curriculum and Standards to Audit Committee to further strengthen that Committee.

5.2 Attendance

5.2.1 Term 2 2021-2022 was considered which generally showed a good attendance picture. It was agreed that a round robin would be sent to Curriculum and Standards members to determine the most appropriate day and time for the meetings.

It was also **agreed** that Teams would continue to be used as a secondary attendance tool for those unable to attend meeting in person.

5.2.2 Attendance Policy Review – this was discussed in full and some tightening up additions were **agreed** ahead of recommending for adoption by the Governing Body.

5.3 Vacancies and related Succession Planning - the Committee had a full discussion about future vacancies and agreed to interview those interested for the one governor vacancy as of 1 August 2022 but with the possibility of extending the external member cohort and/or increasing the College Governor numbers.

More generally, it was agreed that the alternative methods to ensure future succession planning (including use of MBA students, parents, BME recruitment etc) would be picked up after a new Chair had been finalised.

Further discussion with individual governors and external members would take place during the annual individual meetings with the Chair and Vice Chair to inform future succession planning.

Student Governors were also discussed in relation to engagement/attendance and ensuring a breadth of areas covered (e.g HE, apprenticeships) and how this might be improved. It was **agreed** to include the Head of Student Engagement at all Governing Body meetings for support and to consider alternatives to strengthening representation on the Board ahead of seeking the second student governor in the Autumn Term.

5.4 Committee Membership

In addition to that discussed under 5.1, it was **agreed** that the following to be recommended for approval by the Governing Body on 14 July 2022:

- That S Mirsalehi join the Remuneration Committee with immediate effect
- That M McClintock join the Audit and Risk Committee, leaving Curriculum and Standards Committee from 1 August 2022. M McClintock would remain as HE Link Governor

5.5 Succession Planning for Chair of Governors

The Committee discussed possible options for chair succession and possible areas of expertise. Candidates for forthcoming interviews were discussed with Z Foster to arrange the practicalities.

The Committee also further discussed the Chair and Vice Chair of Committees as some governors were nearing the end of their current terms

Agreed to invite all new external members to the next Governing Body meeting.

6. External Governance Reviews

Z Foster presented a number of options for possible reviewers which the Committee discussed in some detail, concluding with consensus to recommend to the Governing Body to commission the AoC around February 2023 as outlined below:

- That AoC is commissioned to perform the External Governance Review with anticipated costs of approx. **£5,040 plus VAT and expenses** for an expected 8 day review
- The date for the review of mid-February 2023

Additionally, the Committee considered a possible scope for the review and some initial planning including training which would be further developed after the annual individual meetings.

Action by Z Foster to have an initial discussion with the AoC representative ahead of the Governing Body meeting on 14 July.

7. Governance Self Assessment Areas for Improvement

The 2021-2022 update was discussed by the Committee with some revisions made.

The future style and content were discussed with Z Lewis informing the Committee that the 2022-23 document would be simpler and align with the revised whole College framework starting in August 2022.

It was **agreed** that for 2022-23 the initial document would be brought to the September Strategic Planning meeting and refined for adoption at the October meeting.

8. Governance Performance Indicators Update

Z Foster presented the update which highlighted those areas which were 'on target' to be met to make progress clearer.

9. Governing Body Training and Participation Update

Training and participation for the past year was noted. Z Foster reminded the Committee that the Thrive platform would be used for mandatory training as of next academic year (and later incorporate other relevant training and development activities).

The Committee **agreed** to recommend for approval by the Governing Body the training plan for 2022-23 noting it would be subject to change once further information was known and post annual individual meetings.

10. Annual Individual Meetings Planning

Z Foster and R Davies outlined the process and revised proforma with a focus on increasing knowledge and appropriate training for the forthcoming year (both collective and individual).

The Committee discussed the purpose(s) and outcomes from the meetings and adjusted the pre meeting proforma accordingly to better capture the varying levels of experience, feedback from the past year, what the focus should be for the Governing Body to best improve its effectiveness and future training needs.

11. Date and Times of Meetings 2022-2023

- 11.1 Monday 26 September 2022 at 11am
- 11.2 Monday 13 February 2023 at 2.30pm
- 11.3 Monday 12 June 2023 at 3pm

12. Any other Urgent Business

None taken

The meeting closed at 1.30pm