

**THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE  
CONFIRMED MINUTES OF THE MEETING OF SEARCH AND GOVERNANCE COMMITTEE  
14 SEPTEMBER 2021**

**PRESENT:** R Davies (CG and Chair), H Ashton (CG); A Coleman Cooke (CG), Z Lewis (Principal), M MClintock (CG – observer); P Studd (CG), I Wright (CG), and Z Foster (Clerk).

**KEY:** CG – College Governor, EM – External Member

1. **Apologies for Absence** – S Shepherd (EM)
2. **Minutes of Meeting of 07.06.2021** – approved as a correct record
3. **Declarations of Interest** – none
4. **Matters Arising** - no matters arising not on the agenda

**5. Composition and Membership – Z Foster**

**5.1 Current Skills and Competencies –**

Consideration was given to the updated skills matrix completed by Governors in July 2021 with a recommendation to add ‘those who live or work in the Tees Valley’ to the matrix.

Z Foster informed the Committee of the new ESFA annual FE Workforce Governor Data Collection, confirming that she had the relevant data and would complete by the deadline of 22 October 2021.

Governors discussed: the wide breadth of skills and competencies now on the Governing Body; a full discussion on digital expertise with a possible need for education sector based digital experience; and the need for greater expertise in public health and mental health.

**5.2 Attendance 2020-21**

Full attendance figures for the Committees and Governing Body were discussed which had been excellent over the year (albeit virtual). It was confirmed that hybrid meetings would be in place for the Autumn Term with a hope to returning to in-college in the new year subject to Government advice.

**5.3 Governing Body, Committee Membership and Vacancies Update**

An update from the 1:1 summer sessions was given by A Coleman Cooke and R Davies. The summary would be shared with governors through the weekly bulletin.

The Committee discussed aspects of outcomes of the 1:1 meetings particularly in relation to feedback around meeting organisation and avoidance of duplication of information at meetings; a more formal reporting system for link governors at the last meeting of the year and use of the proformas; and possibly expanding employer voice with link governors.

Z Foster briefly drew attention to the updated membership, link governor and vacancy documents. She drew attention to the hopeful early appointment for Student Governor.

A number of terms of office considerations were discussed and possible options for future succession planning for the Governing Body generally and also to address some gaps in relation to key diversity measures.

The Vice Chair of Governing Body's term and succession planning was briefly discussed for action in 2022. The Chair position was agreed as the overarching priority over the coming year.

Options for College Governor/External Member vacancies were discussed. The Committee also considered possible future succession planning (including shadowing and possible apprenticeship type options) when the opportunity arose to develop less experienced candidates who had potential to come onto the board at a later stage.

It was **agreed** to seek interest and progress interview where possible for two current Governor vacancies and additional possible External Member positions.

The Committee also **agreed** to seek approval of the recommendations as outlined below:

- Lee Holdsworth to move from College Governor at the end of his term of office on 14 October 2021 to External Member (on a four year term) for Health and Safety and to remain on the Audit and Risk Committee
- Jean Golightly to end her current term as College Governor on 15 October 2021 and remain attached informally to the College Safeguarding Committee
- For Iain Wright at the end of his current term of office in December 2021 to take a further four year term of office until 13 December 2025
- For Morgan McClintock's first term of office (initially 2 years) to be extended for a further two years to 18 October 2024 (with a further 4 year term being an option)
- For Stuart Green at the end of his current term of office as External Member, to take a further four year term of office until 15 October 2025
- That Morgan McClintock join the Search and Governance Committee as of 18 October 2021
- That Petrina Lynn become Chair of Curriculum and Standards Committee, as of March 2022, with Ashley Coleman-Cooke relinquishing the position at that time

## **6 Governance Self Assessment Areas for Improvement**

### **6.3 2020-21 Update**

The updated document was considered and with some amendments agreed ahead of approval by the Governing Body.

The Committee **agreed** that the Governance Self-Assessment Areas for Improvement 2020-2021 be considered and approved in principal by the Governing Body at its meeting on 18 October 2021, subject to final approval at the Governing Body meeting of 16 December 2021, within the College's Self-Assessment Report.

### **6.4 2021-22 Update**

This was discussed with key priorities as outlined in the Strategic Planning Day to be added alongside ongoing priorities from 2020-21. A further update would occur ahead of approval by the Governing Body in December once the SAR process had been concluded.

The Committee **agreed** to recommend to the Governing Body on 18th October 2021 the draft Governance Self Assessment Areas for Improvement 2021-2022 for initial consideration and approval.

## **7 Governance Performance Indicators 2020-2021 Update**

Z Foster gave a brief update on progress and the updated document was discussed by the Committee ahead of inclusion in the Corporate Governance Annual Report (March 22).

## **8 Conflicts Policy**

Z Foster outlined the reasoning for this new policy.

The Committee **agreed** to recommend for approval by the Governing Body on 18th October 2021.

## **9 Terms of Reference Review**

The terms of reference were considered in full by the Committee with some further minor amendments agreed, ahead of consideration by SLT on 28 September 2021 and final approval by the Governing Body at its meeting on 18 October 2021.

## **10 Code of Governance Mapping Exercise**

The Committee considered the annual mapping exercise against the Code and asked that some greater detail to the document be provided.

It was **agreed** that the Governing Body continued to fulfil its obligations regarding the Code with 100% compliancy which would be reported to the Governing Body on 18 October 2021.

Z Foster drew attention to a revised Code coming out imminently to be approved in 2022 for use and reporting against this time next year.

## **11 Governor Training, Development and Participation Update**

Governors' mandatory training was the main discussion point with the Committee agreeing to a two year cycle of six modules for all Governors and External Members.

Exemption to completion of modules for those governors who have covered the topics within their job role was agreed with this being overseen by the Head of Governance.

The Committee also considered the induction training modules and asked for Whistleblowing to be added to that set of modules.

It was expected that the new training platform would be operational early in 2022.

## **12 Dates of Meetings 2021 -2022– R Davies**

**12.3 Monday 7 February 2022 at 2.30pm**

**12.4 Monday 13 June 2022 at 2pm**

## **13 Any other Urgent Business – R Davies**

None taken.

*The meeting closed at 12.17pm*