THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE
CONFIRMED MINUTES OF THE MEETING OF SEARCH AND GOVERNANCE COMMITTEE
12 JUNE 2023

PRESENT: R Davies (CG and Chair, Z Lewis (Principal), P Lynn (CG), M McClintock (CG),
                  S Shepherd (EM), P Studd (CG), I Wright (CG) and Z Foster (Head of Governance).

KEY: CG – College Governor, EM – External Member

1. **Apologies for Absence** – S Mirsalehi (CG)
   M McClintock was welcomed back.

2. **Declarations of Interest** – none

3. **Minutes of Meeting of 15.02.2023 –** approved as a correct record

4. **Matters Arising –** all outstanding matters were in progress
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5. **Verbal Update on Strategic Risks**
   Chair succession planning and Audit and Risk Committee membership (which had low numbers) were highlighted as the major risks for the Committee.

   Possible additional methods of recruitment were discussed generally and specifically in relation for the Audit and Risk Committee.

6. **External Review Update**
   Z Foster and Z Lewis gave a brief outline of the final report and action plan.

   Committee discussion included: validation of Governing Body self assessment from the review report and recommendations; the difficulty of benchmarking the outcome with no prescribed model in place; and student voice observations and variation with improvements over the year more widely.

   After consideration, the action plan was *recommended for approval* by the Governing Body (and future publication) at its July meeting.

   The Committee also *recommended for approval* by the Governing Body at its July meeting the publication on the website of the full External Review report alongside the action plan.

   The Committee discussed additional ways to enhance governor interactions/knowledge of each other including small groups/seating plans/time ahead of formal meetings, *agreeing* to consider this further after the annual individual meetings.

   The Committee also *agreed to recommend for approval* at the July Governing Body meeting the formal change from External Member to Co-opted Governor for that category of membership going forward (which would be reflected in all future documentation).

7. **Composition and Membership**
   Z Foster gave an update which included: consideration of the current skills and competencies; attendance for term 2; committee membership, link governors, and future vacancies including the timeline for staff governor elective process.

   Governors discussed: Curriculum and Standards attendance including possible associate governor options (through alumni and other networks); areas of future skills and experience needed and updates on progress to recruit to those areas (HE; health, secondary education, construction, community/police); and Audit and Risk Committee recruitment options.

The Committee *agreed* to progress a pool of potential candidates for interview in the summer term/autumn for either College Governor or Co-opted Governor positions and *agreed* the timeline and process for the Academic Staff Governor elective process.

The Committee also *agreed* to advertise externally for a future Chair in the Autumn if no further progress had been made by that time.

Options for the Chair of Corporate Services were also discussed which would be progressed through the annual individual meetings and R Davies.

8. **Governance Self Assessment Areas for Improvement**
The updated document was presented by Z Foster and discussed in full by the Committee. It was *agreed* to return Succession Planning for Chair to Off-Track (amber) until further progress had been actualised.

Z Lewis informed the Committee that SLT might be considering possible changes to the SAR process for governors next year and this was discussed in full by the Committee.

9. **Governance Performance Indicators Update**
The update and additions were *approved* by the Committee.

10. **Training and Participation Update**
Z Foster updated the Committee on training and participation which had occurred since the last meeting.

The cyber assurance exercise for Audit and Risk Committee was discussed with some further options suggested. The Committee also *agreed* the offer of a refresh for any governor/groups with SLT members (which was part of the current induction) and a further session on SharePoint. A hybrid model for board papers (which had largely been in operation this year) would continue for the foreseeable future.

The Training Plan for 2023-2024 was *agreed* to recommend to the Governing Body for approval at its July meeting.

The Committee also discussed ways to increase governor participation in College events and *agreed* this would be progressed through the annual individual meeting discussions and brought back to the September 2023 meeting.

11. **Annual Individual Meetings Planning**
Z Foster and R Davies presented the updated proforma and outlined the new separate online form for the Chair's Evaluation.

The Committee discussed both documents and *agreed* a number of small changes to the main proforma. It was also *agreed* that only Z Foster and P Lynn would have access to the Chair's Evaluation which would only be discussed if adverse in nature.

12. **Review of Top Risks**
The Committee reviewed the top risks which remained as at the start of the meeting.

13. **Dates of 2023-2024 Meetings**
    13.1   Monday 25 September 2023 11am
    13.2   Wednesday 21 February 2024 at 2.30pm
    13.3   Monday 10 June 2024 at 3pm

14. **Any other Urgent Business – R Davies**
None taken.

The meeting closed at 4.45pm