

**THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE
CONFIRMED MINUTES OF THE MEETING OF SEARCH AND GOVERNANCE COMMITTEE
10 JUNE 2024**

PRESENT: R Davies (CG and Chair) J Castor (CG), Z Lewis (Principal), P Lynn (CG), M McClintock (CG), S Shepherd (CO), and Z Foster (Head of Governance).

KEY: CG – College Governor, CO – Co-opted Governor

1. **Apologies for Absence** – S Mirsalehi (CG), and I Wright (CG).

2. **Declarations of Interest** – none

3. **Minutes of Meeting of 21.02.2024** – approved as a correct record

4. **Matters Arising** – all were completed or in progress

5. Verbal Update on Strategic Risks

Z Lewis highlighted safeguarding and teaching and learning as imminent gaps within the Governing Body, but the recent interviewee which would fulfil both of these.

Governors discussed: FE sector experience on the Board; and benefits of both new and experienced governors; and the changing profile of the GB over recent years and challenges this brought for individuals particularly in the first two years (e.g. attendance; leaving the GB early).

Action by Z Foster to report on length of service of Governors who had left their term of office early at the next meeting.

Action by S Shepherd and Z Foster – in the Autumn to work on a document to be shared with prospective/new governors' employers highlighting why companies should support their staff members being a governor.

The Committee also had a full discussion on ways of publicly acknowledging those who had served on the Governing Body for a significant period of time/senior role. It was **agreed** to discuss this further at the next meeting.

Action by Z Foster – to compile a list of past governor information for those who had either/and been a Chair of the Governing Body or who had served two terms of office (beyond 4 years) for the next meeting to aid discussion.

6. Composition and Membership

Z Foster gave an update which included: current skills and competencies (highlighting the shift to 2/3 male); term two attendance; committee membership; vacancies (College Governors and Student Governor updates); link governors; the final piece of the process for Vice Chair appointment; and succession planning for the Chair.

Governors discussed: skills needs including audit, finance (accountancy) and health and possible relevant candidates; committee membership, strength and future succession planning; the use of additional methods such as LinkedIn for recruitment; and the value and development of the new Employer Voice Committee.

Chair Succession planning was discussed with **agreement** that a more detailed discussion and formalised action plan to come out of the 1 October meeting.

The Committee agreed to a number of recommendations for the Governing Body at its July meeting detailed below:

- Andrew Hassack be appointed as College Governor on a four year term as of 11 July 2024. That Andrew also sit on the Curriculum and Standards Committee and become the Link Governor for Safeguarding.
- Olivia-Rose Manners be appointed as first Student Governor as of 11 July 2024 until 31 July 2025
- Taylor Edgcombe extend his term of office as second Student Governor for a further year until 31 July 2025.
- As a result of an uncontested elective process, that Petrina Lynn to continue as Vice Chair of Governors as of 1 August 2024 on a 2 year term until 31 July 2026

- Malcolm King to move from College Governor to Co-opted Governor on a 4 year term as of 11 July 2024, with Malcolm remaining on the Audit and Risk Committee

7. Governance Self Assessment Areas for Improvement 2023-2024

The updated document was presented by Z Foster with progress as outlined below:

Of the 5 areas for improvement identified:

- 4 are **on track** – which was an improved picture from February with progress on the Sustainability Strategy moving forward positively
- 1 **in progress**. succession planning for the Chair remains

Of the 6 areas for development identified:

- 5 **on track**
- 1 **in progress**. - 'Further improve the diversity of the Governing Body' (linked to male/female ratios and increase in 65+ age group).

The Committee acknowledged that there was opportunity to rebalance some of the diversity issues through future recruitment (with 2-3 college governor vacancies and a student governor vacancy from July).

8. Governance Performance Indicators

The update detailed the mid-point stage as below:

- Three areas have been **achieved**. These being: ensuring the annual appraisal of the Principal/Head of Governance with recommendations on pay award and objectives; that the Remuneration report is approved and published as required; and that good governance supports the College in maintaining at least Ofsted GOOD at each inspection
- The majority of the other areas (eleven) remain **'on track'**
- There was one area **in progress** - Achievement of Composition as there are currently two College Governor vacancies

The update and additions were **approved** by the Committee.

M McClintock left at 4.10pm

9. Training and Participation Update

Z Foster updated the Committee on training and participation which had occurred since the last meeting including: positive feedback from new governors on the Thrive induction modules; and governor opportunities to meet students.

Governors discussed the recent student/governor meet and after consideration **agreed** that a slightly more formalised version would be useful next time round. Additionally, there should be a rotating invite to the Student Council meetings and student leader opportunities alongside the current walkthrough process.

Action by Z Foster – once the dates had been confirmed, share a rotating invite to the Student Council meetings and student leader opportunities with Governors.

After discussion of governor engagement with Thrive particularly for the statutory training modules, it was **agreed** to move the statutory modules of Safeguarding, Prevent and Equality and Diversity (and any other statutory training in the future) to the annual February development session (with this being led by the Head of WFD/A Adamson) with catch up sessions for non attendees (via Teams).

It was also **agreed** that Governor training should be more strategy focussed, alongside the statutory mandatory training requirements.

Action by Z Foster – to implement the changes discussed by the Committee both generally in relation to Thrive with the Head of WFD, and to progress the requirements for the February training session with D Ward and A Adamson.

The Training Plan for 2024-25 was **agreed** to recommend to the Governing Body for approval at its July meeting.

10. Annual Individual Meeting Planning 2024

Z Foster presented the updated proforma and separate online form for the Chair's Evaluation. The dates for the meetings were confirmed as 17 and 22 July 2024.

The Committee discussed both documents and the meeting process and **agreed** a number of small changes to the main proforma.

11. Review of Top Risks

The Committee reviewed the top risks which remained as at the start of the meeting.

12. Dates of 2024-2025 Meetings

- 12.1** Tuesday 1 October 2024 at 11am
- 12.2** Tuesday 18 February 2025 at 1pm
- 12.3** Monday 9 June 2025 at 3pm

13. Any other Business

R Davies and the Committee thanked S Shepherd for her significant service to the College over 31 years and wished her well in her future endeavours

The meeting closed at 4.30pm