

**THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE  
CONFIRMED MINUTES OF THE MEETING OF SEARCH AND GOVERNANCE COMMITTEE of  
18 FEBRUARY 2025**

**PRESENT:** R Davies (CG and Chair, J Castor (CG) Z Lewis (Principal), P Lynn (CG), S Mirsalehi (CG) and Z Foster (Head of Governance).

1. **Apologies for Absence** – M McClintock (CG), and I Wright (CG).

2. **Declarations of Interest** – none

3. **Minutes of Meeting of 10.10.2024** – approved as a correct record

4. **Matters Arising** –.

5. **Verbal Update on Strategic Risks**

Z Lewis gave a brief update with the focus on Chair Succession Planning and attendance.

Attendance was discussed with some suggested approaches where governors regularly were not attending. **Agreed** these would be incorporated/discussed as part of the Attendance Policy review for consideration at the June meeting.

Committee Activity Update

Z Foster and Z Lewis gave a positive update on the January Employer Voice Committee

6. **Composition and Membership**

The item was presented by Z Foster including: current skills and competencies; attendance for term 1; terms of office; link governor review, new governor update, committee membership and governor recognition.

Governors discussed: link governor membership and amendments; the ends of terms of office for governors/co-opted governors and possible actions; potential candidates for future vacancies and the key specialisms this might include (finance/accountancy, audit, HE, volunteering sector); and potential recruitment of co-opted governors with less experience and how the interview process might be adapted; attendance and additional ways to rebalance this including timing of meetings etc; and progress in relation to the benefits of becoming a governor leaflet for businesses.

The Committee **agreed** to seek approval from the Governing Body of the recommendations below:

a) Link Governors

For both Marina Gaze and Jon Tait to have link governor responsibility for the following areas:

- Teaching, Learning and Assessment including Apprenticeships
- Maths and English
- ITE

b) Second Term of Office (Co-opted Governor)

Stephen Brown, at the end of his current term of office, to be given a further two year term from 16 December 2025 until 15 December 2027

Governor Recognition – the Committee had a full discussion on this **agreeing** that there could be social media recognition of leaving governors who had served at least two terms and social media for new governors joining the Governing Body (subject to their agreement). More widely, a general increase in social media activity for the Governing Body events etc. starting off with a showcase of the current board. In addition, a formal memory wall/plaque for former Chairs and Principals to be organised. **Action by Z Foster/Marketing and Z Lewis** to advance this further.

Chair Succession Planning

R Davies left for this item and the Committee discussed both the elective process and options for future support for the new Chair.

The Committee **agreed** to seek approval of the Chair Elective Process (**Appendix 1**) in order that the process can be concluded at the July 2025 Governing Body meeting with a new Chair being formally appointed as of 1 August 2025.

With R Davies' agreement (on his return to the meeting) **agreed** to seek approval of his move to Co-opted Governor to enable his significant experience and knowledge to offer ongoing support to the Corporate Services Committee, as Finance Link Governor and essentially as mentor to the new Chair of Governors.

The Committee also **agreed** to seek the approval by the Governing Body of the early addition to the incoming Chair onto the Search and Governance Committee and involvement in other appropriate activities during the summer term, ahead of formal appointment at the July meeting, to best support them.

#### **7. Governance Self Assessment Areas for Improvement 2024-2025 Update**

Z Foster detailed the final outturn for 2023-2024 as approved in the SAR (December 2024) and updated the Committee on progress where three areas were '**on track**' on one '**in progress**' (attendance). She also outlined the areas for development.

The Committee discussed the update *agreeing* that progress was appropriate at this stage of the year

#### **8. Governance Performance Indicators Update.**

2023-2024 Performance Indicators – Z Foster confirmed that all areas except for one were achieved during 2023-2024.

The Committee discussed the remaining performance indicator which remained 'on track' and the related target of achieving national rate in all it does and how this might be best captured within 2024-2025.

The Committee **approved** inclusion of the final outturn within the Corporate Governance Annual Report (March 25).

2024-2025 Performance Indicators – Z Foster presented a first review of the performance indicators for 2024-2025 and subject to one adjustment (in relation to the national rate target in which 'where relevant' was added to the target of ensuring achieving at least national rates in all that it does), the Committee **agreed** on progress.

#### **9. Training and Participation Update**

Z Foster gave a brief overview to her report notably good progress with new governor induction and participation with walkthroughs.

The Committee discussed; attendance at strategic and training days; the strategic plan and ways/timing of approaching work on the new plan including possible extension of the current plan to 2026 thereby allowing for full consultation next year and incorporation of an overnight stay (Jan-Feb 26) to develop the new strategic plan in detail; changes to the requirement to attend July committee meetings and accommodation of link training feedback into the final meeting; and agreement that governor attendance to Student Council meetings and high take up of walkthroughs was increasing knowledge of student voice positively.

The Committee also briefly discussed the next External Governance Review which was due in 2026 as per the 3 year cycle.

#### **10. Review of Top Risks**

The Committee reviewed the top risks which remained as per item 5.

#### **11. Dates of 2024-2025 Meetings**

11.1 Monday 9 June 2025 at 3pm

11.2 Z Foster gave a brief update on the delayed progress for 2025-26 dates.

#### **12. Any other Urgent Business – R Davies**

None taken.

*The meeting closed at 2.44pm*