THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE  
MEETING OF SEARCH AND GOVERNANCE COMMITTEE – 20.05.2019  
CONFIRMED MINUTES

PRESENT: R Davies (CG and Chair), H Ashton (CG), A Coleman Cooke (CG), Z Lewis (Principal), S Shepherd (EM) and Z Foster (Clerk)

KEY: CG – College Governor, EM – External Member

1. Apologies for Absence – I Wright and P Studd.

2. Minutes of Meeting of 07.02.2019 – accepted and signed as a correct record

3. Matters Arising – outstanding actions would be addressed via item 4 and 5.1 of the meeting

4. Skills and Competency Revised Framework Update – Z Foster and Z Lewis
Z Foster tabled the revised document which the Committee considered in detail including future resilience on the composition of the Board in light of new governors and governors leaving within the next 24 months.

The Committee agreed the following amendments:
- To amend the age range to 51-60 and 60+
- That the revised version be an online form to avoid gaps in data or variety in responses
- Add minimum governor number of three for Finance and Teaching and Learning
- For community involvement and role type present the collated information as a graph rather than pie chart
- Offer a text box for ‘any other relevant info’ and document and record this separately

Action by Z Foster – to amend the framework document accordingly and organise the on-line form for Governors and External Members to fill in ahead of the 1:1 meetings

The Committee agreed the revised on-line form and resulting matrix would be used as a basis for assessment of skills and competencies going forward.

5. Composition and Membership
5.1 Governing Body Vacancies – Z Lewis/Z Foster
Headteacher Update – Z Lewis updated the Committee with the news that the Head of Acklam Grange was interested in becoming a governor. The Committee considered his CV and agreed to interview him.

Action by Z Foster – to arrange the process

College Governor – forthcoming vacancy. Agreed by the Committee to recommend to the Governing Body the reappointment of M Gaze for her second term of office ending on 31st October 2023.

A full discussion also took place about the 1:1 summer meetings format with R Davies and A Coleman-Cooke. Agreed that all Governors and External Members should have a session with the exception of Z Lewis and the current student governors. The incoming Student President would also be given a slot once determined. Action by Z Foster – to arrange the process for 1:1 meetings.

Staff Governor Vacancy - The Committee agreed the proposed timeline and supported an online Elective Process for the forthcoming vacancy which would be recommended for approval at the Governing Body Meeting of 15th July 2019. Action by Z Foster – to co-ordinate the process in the Autumn Term.

5.2 Governing Body Committee Membership and Structure – R Davies/Z Foster
The Committee discussed the current Committee Structure and overall number. Z Foster updated the Committee on the current Instrument which would require a minor change due to an earlier anomaly. Increasing the Governing Body number was discussed in detail particularly in relation to quoracy/attendance, and breadth and range of governors now and in the future.

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After detailed discussion the Committee agreed to recommend to the Governing Body at its meeting on 15th July 2019 that the Instrument be amended to increase the number of College Governors to 16 with the overall figure for the Governing Body being 21.

R Davies gave an update on membership: A Malcolm had resigned from the Governing Body and as a consequence R Davies suggested the following changes which had been discussed with individuals:
- P Studd to take over as Chair of Corporate Services (from R Davies). A replacement for Nominated Governor role with Apprenticeships would need to be sought and R Davies would tackle this through the 1:1 meetings in the summer (with a possible replacement being S Lane)
- I Wright to relinquish Chair of Remuneration and take over as Chair of Audit and Risk
- H Ashton to take on Chair of Remuneration
- The Search and Governance Committee would also be then strengthened with the additions above (as Chairs of Committees formed part of Search and Governance)
- That I Wright and H Ashton are added to the Appeals and Special Committees (i.e. either one) as required.

Committee agreed the structural changes above to be recommended for approval at the Governing Body meeting of 15 July 2019.

Z Foster tabled an updated Committee Membership document as outlined above. Some minor amendments were agreed. Action by Z Foster to amend the Committee Structure and Membership document.

5.3 Chair and Vice Chair Nomination Update – Z Foster

The outcome of the process had been communicated to Governors and the Committee agreed to recommend approval of the two nominations received for Chair (R Davies) and Vice Chair (A Coleman-Cooke) of the Governing Body (for the period 1 August 2019 – 31 July 2021) at the Governing Body meeting of 15th July 2019 as part of the Governance Update.

The Committee also considered in-depth succession planning (for Chair and Vice Chair Designate most immediately) and areas of potential need in light of future governance vacancies, some of which it was agreed could be tackled via the 1:1 meetings.

It was also agreed that the current Vice Chairs of Committee remain in place and that this be reported and approved at the Governing Body meeting of 15 July 2019 alongside change to the Committee Chairs.


Z Foster presented an updated document for Committee to consider.

A full discussion including suggested additions took place which included: additions to participation rates; expectations when not attending meetings; SARs attendance (at least once every two years); the membership of SARs meetings (primarily governor then open up to External Members if spaces) and moving the financial health score from ‘satisfactory’ to ‘good’. Action by Z Foster to amend the document to reflect discussions and further update over the summer.


R Davies and Z Foster gave the background to the reasoning behind the proposed changes to the areas of improvement (i.e. whether they were currently on track and colour coded appropriately).

The Committee went through the areas in detail agreeing the following:

i) Continuation of Ongoing Areas for Improvement 2017-2018 – amber currently with a view of gaining green by the end of the year which will be evidenced via benchmarking and ongoing monitoring by Standards and the Governing Body

ii) Apprenticeship Programme - Split area to make Adults a separate item (which would be red).

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iii) Wider support and oversight of college across study programmes – green
iv) Support and Strategies for financial viability – green
v) Support for New College Governors – amber. This was discussed fully and agreed that Z Foster would offer again the buddy system to new governors and develop a tailored programme for new governors which would include a regular check at key points in their development.
vii) Increase opportunities to celebrate success – red. Opportunities were discussed and it was agreed that Z Foster would contact A Waller Amos and the big faculties for a calendar of key events (e.g. Student Awards), and key faculties then allocate governors from 2 committees to attend with a draft for the next meeting of Search and Governance in September 2019.
viii) Refine and sharpen reporting agenda – green. Ongoing progress

It was agreed to share the revised document at the Governing Body meeting of 15 July 2019

Action by Z Foster – to make changes to the Self Assessment document for 15 July 2019 meeting

The standard training update and training plan were discussed. Discussion led to key changes in the layout to reflect the additional training which has taken place (update). Agreed that the Training Plan 2019-20 would be recommended for adoption at the Governing Body meeting of 15 July 2019 (in the Governance update).

Related to training there was some discussion about the 1:1s and how these might be approached. It was agreed that using G Cumiskey’s key questions from the Strategy Day would be a good way to explore governors understanding of ‘good’ teaching and learning.

Action by Z Foster to amend both training update and plan to reflect discussion.
Action by Z Foster to adopt 1:1 questions ahead of the meetings in August.

9. Governance Policy Update – Z Foster
9.1 Code of Governance to incorporate AoC Colleges’ Senior Post Holder Remuneration Code
After a brief discussion this was agreed for recommendation to the Governing Body at its meeting on 15 July 2019 as part of the Governance Update.

Action by Z Foster to ensure H Ashton has the revised guidance to the Remuneration Code

9.2 Attendance Policy Review
This was considered by the Committee and agreed that the participation additions agreed for the Performance Indicators update also be reflected in the Attendance Policy ahead of recommending for adoption to the Governing Body at its meeting on 15 July 2019 as part of the Governance Report.

Action by Z Foster to amend the document ready for 15 July meeting

10. Date of Next Meetings
Revised and agreed dates for 2019-2020
- Friday 6th September 2019 at 2pm
- Thursday 13th February 2020 at 2.30pm
- Friday 22nd May 2020 at 2pm.

Action by Z Foster to send revised dates to all Committee members.

11. Any other Urgent Business – R Davies
None taken.

The meeting closed at 1.50pm

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